



CONSEIL INTERNATIONAL
DES ARCHIVES

INTERNATIONAL COUNCIL
ON ARCHIVES

SECTION DES ORGANISATIONS INTERNATIONALES
SECTION OF INTERNATIONAL ORGANISATIONS

June 22, 2006

Dear Colleagues,

I am pleased to invite you to the 32nd Session of the Section of International Organisations (SIO) of the International Council on Archives (ICA). Marc Willem, Librarian and Archivist of the European Centre for the Development of Vocational Training (CEDEFOP), has kindly offered to host the meeting, which will take place from the 26th to the 29th of September 2006 in Thessaloniki, Greece.

The provisional agenda of the SIO meeting is attached for your consideration and comment. Part of the meeting will focus on traditional items, including ICA business, the SIO website and guide, and so forth. In response to suggestions from several members, the amount of time devoted to the "tour de table" has been extended to give participants ample time to inform the Section about developments in their organisation. Additionally, the results of the SIO membership survey on electronic records management practices will also be presented by Ms. Anne Crétal and Ms. Monserrat Canela.

Most of our organisations are now facing increasing pressure to become more open, transparent and accountable by facilitating public inquiries into the operations of the organisation in a manner that is consistent with public expectations for global governance in the 21st century; in response organisations are developing information disclosure regimes which, in turn, are having a direct impact on archives and records management programmes. We will examine practices and lessons learned in one financial institution, the European Central Bank, as well as at the United Nations Secretariat.

If we believe what we read, Enterprise Content Management (ECM) "solutions" are going to solve all our problems by helping organizations create, capture, manage, and archive the vast amount of digital content that exists across the enterprise. A one-day workshop will examine, from the archives and records management perspective, the infrastructure and collaborative approach needed to needed to deploy these technologies, and will equip us to participate in ECM initiatives in our organisations.

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On Friday our host Marc has arranged a visit to a spectacular archaeological site at Verginia in northern Greece, where Philippe of Macedon, father of Alexander the Great, is buried.

SIO's web site (http://www.unesco.org/webworld/ica_sio/) will provide updates and practical information for the 32nd session. Marc will reserve rooms at convenient hotels for us. You can learn more about CEDEFOP at its web site (<http://www.cedefop.europa.eu> or www.trainingvillage.gr) Please confirm your participation directly with SIO's Secretary, Mr. Milovan Mistic, (milovan.mistic@wipo.int) as soon as possible, preferably before 15 August 2006.

Many thanks to Marc for making local arrangements. Please do let me have your suggestions on the draft agenda. Anne-Marie, Milovan, Mary-Ann and I look forward to seeing you soon in Washington, D.C.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Bridget Sisk', written in a cursive style.

Bridget Sisk,
Chair, SIO



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DRAFT agenda

**32nd Meeting of the Section of International Organizations,
International Council on Archives (ICA/SIO)**

European Centre for the Development of Vocational Training (CEDEFOP), Thessaloniki, Greece
26-29 September 2006

Tuesday 26 September, 9.00 a.m. - 5.30 p.m.

Introduction

Registration of participants
Opening of the meeting by the Chair and the hosts (CEDEFOP)
Adoption of the agenda
Practical matters

- 1. Report by the Chair on main activities since last meeting**
- 2. Budget, finances and membership** (Treasurer/Secretary)
- 3. "Tour de table" (1st part)**
Major developments in member organizations since the last SIO meeting

12.30 p.m. Lunch hosted by CEDEFOP

- 4. "Tour de table" 2nd part:** Recent developments in member organizations since the last SIO meeting
- 5. Standards for digital archives and electronic records management** (focus on implemented standards, including PDF/A with ISO certification). Milovan Mistic, World Intellectual Property Organisation
- 6. Developments at ICA and report on the 2005 Conference of the Roundtable on Archives (CITRA) (Chair)**

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Wednesday 27 September, 9.00 a.m. – 5.30 p.m.

All day workshop

- 7. Enterprise Content Management: what is it, and what role do archivists and records managers play?** (facilitator to be announced)

Thursday 28 September, 9.00 a.m. - 5 p.m.

- 8. Information Disclosure: policy development and implementation in international organisations**
European Central Bank's Information Disclosure Programme: Jan Lohman, European Central Bank.
United Nations Secretariat: policy and strategy for information disclosure programme: Bridget Sisk, UN Secretariat.

- 9. "Tour de table" 3rd part:** Recent developments in member organizations since the last SIO meeting

12: 30 Lunch (archivists from UN system organisations are invited to take lunch together to review UN-wide issues)

- 10. Results of the SIO Electronic Records Management Survey** (conducted, compiled and presented by Anne Crétal, European Bank for Reconstruction and Development, and Monserrat Canela.

- 11. SIO recommendations** (discussed based on drafting committee's work)

7 p.m. SIO dinner at a Thessaloniki restaurant

Friday 29 September, 9.00 – 12:30

12. Archaeological/museum site visit

This session will take place at the archaeological site of Verginia, the tomb of Philippe of Macedon, father of Alexander the Great (best value transportation and entrance fee to be paid by participants)