



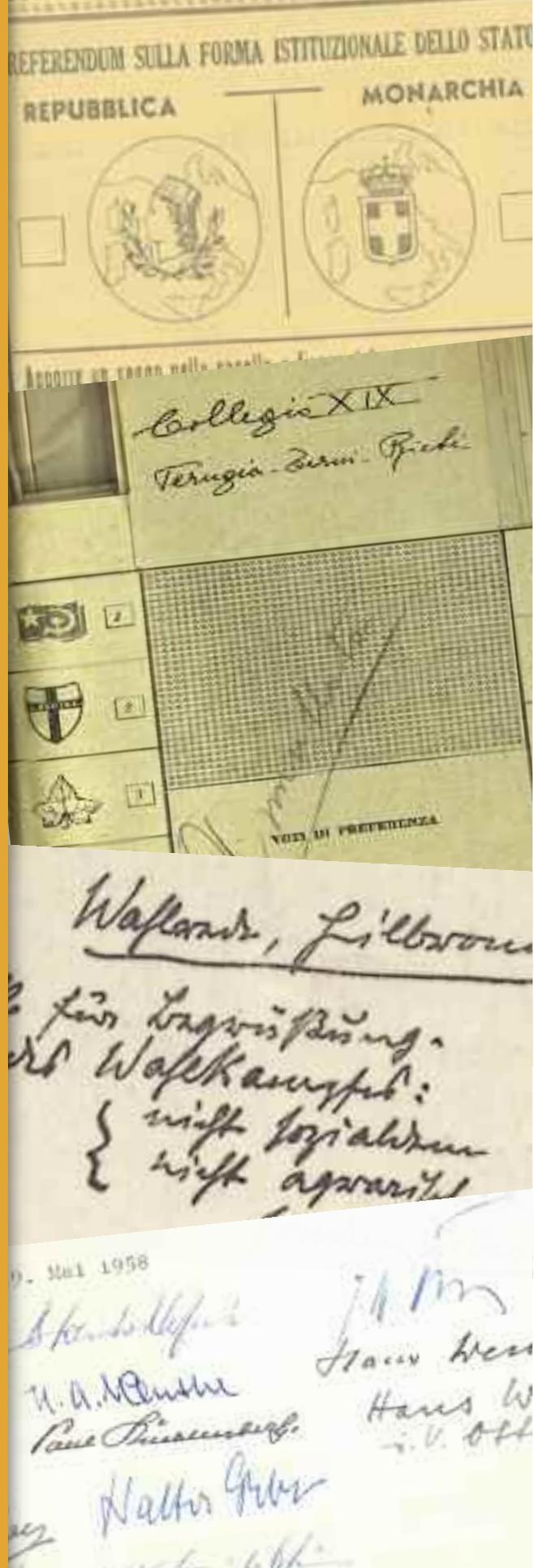
Camera
dei
deputati

ARCHIVIO STORICO

Reviving SPP-ICA

**Proceedings
of the Annual Meeting
of the ICA
Section for Archives
of Parliaments
and Political Parties**

Rome, 28 - 29 November 2019



**International Council of Archives
Section for Archives of Parliaments
and Political Parties**

Reviving SPP-ICA

**Proceedings of the Annual Meeting
Rome, 28 - 29 November 2019**



Archivio storico
della Camera dei deputati

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Annibale
FERRARI

*Vice Secretary General of the Italian
Chamber of Deputies*



WELCOME ADDRESS

Ladies and Gentlemen,

I am really delighted to welcome you all this morning for the opening session of the meeting of the Section for Archives of Parliaments and Political Parties of the International Council of Archives.

On behalf of our Secretary General, I wish to express to you all our appreciation for your effort to re-activate this outstanding and valuable framework for professional cooperation and exchange of experiences.

Furthermore, we are particularly grateful and proud for the opportunity to organize here in Rome this meeting. The Italian Chamber of Deputies has a long-lasting tradition of international and inter-parliamentary relations, at a bilateral and multilateral level and of course within the framework of International Organizations.

The Archival dimension of these relations is for us one of the most important fields of mutual knowledge and cooperation between Parliaments, not only for the concrete and crucial needs concerning the preservation of documents.

In our view, there is one more important target to achieve for Parliamentary and Political Parties Archives: this is the preservation and promotion of the political and institutional memory as a fundamental component of our national democratic heritage.

We live in a time where in many geopolitical areas of the world, democratic principles, civil rights and political freedoms seem to be put in jeopardy by most of their historical enemies like nationalism, intolerance and discrimination.

In this regard, a common effort to recall and highlight their precious value through archival work is for us one of the main missions for parliamentary administrations, institutional and political parties archives and international organizations.

So, we have great expectations about the outcomes of your proceedings and the future development of the Section's activity.

In particular, we hope that the establishment of a web-based network, connecting Parliamentary and Political Parties Archives could be taken into account during this meeting, so as to enhance mutual knowledge and cooperation and offer more powerful research tools to the research community at an international level.

You all know perfectly the impact of Information and Communication Technologies on archival procedures.

Further steps could be taken in this field: first of all, connecting archival collections at an international level through a common hub or portal; secondly, filling the possible technological gap that some Parliamentary and Political Parties Archives may face and should be supported to overcome.

In this regard, I know that the Italian experience at a national level will be reported during this meeting. In particular, this experience includes the ongoing migration of archival records of both Houses of Parliament on the same platform, in order to achieve a broad data interoperability and a common set of research tools for Parliamentary Historical Archives.

Moreover, a second pillar of this experience is the project of a "National Portal of Archival Sources for the History of the Italian Republic" that our National Research Council is developing in cooperation with the Archives of the main Institutional and Political Parties Foundations.

All these achievements will be based mainly on open-source technology that is already operational here in the Chamber of Deputies Technological System and that could be made available to boost the development of archival management of Parliamentary and Political Parties Memory or to promote the interconnection between existing archival databases.

These are the challenging perspectives we strongly hope that could arouse the interest of the archival international community and encourage the active participation of Archivists from other Parliaments and Political Parties in the work of the Section.

Looking at these ambitious targets, we are ready to welcome and support any suggestion coming from the experience of the International Council of Archives.

So, dear colleagues, there is a huge and challenging work ahead of us in this sector of Parliaments and Political Parties activity and I'm sure that this Section of the International Council of Archives will be the best framework to promote it.

Today, we all are witnesses of a new beginning, that for the future, not only of our Archives but rather of democracy, we hope that will never come to an end.

Emilie G.
LEUMAS

ICA Representative



ICA CURRENT SECTIONS/BRANCHES/EXPERT GROUPS, NEWS AND UPCOMING EVENTS

This is a good opportunity to reflect on the history of the Section for Archives of Parliaments and Political Parties and the International Council of Archives.

My role with ICA as a representative is to talk a little bit about ICA structure and where and how to restart and reinvigorate a section. I have been through this process once before with a section, about ten years ago. I am the Chair of the Section for Faith Traditions, and in 2009, we actually met here in Rome to bring together our colleagues, from different faith traditions and from different churches archives, to reinvigorate the section. I am now Chair of Chairs, so let me give just a brief overview of ICA.

The first International Congress of Archivists (and librarians) took place in Brussels in 1910, as archivists from the international community met together more than 100 years ago. ICA was founded as an international NGO at UNESCO in Paris on 9 June 1968. ICA was an organization for national archivists to come together to discuss important archival issues.

In the past ten years, two strategic plans have opened different avenues for more participation from individual membership, sections and branches. This allows for different ways for people to participate and to meet colleagues in the international community of archives. Today, there are more than 3000 individual members, so this is no longer just national archivists. Now, it is more open and much more welcoming for people that are new to the field of archives, as well as those working in different archives of the world. Currently, ICA is based in 182 countries or territories.

Emilie G.
LEUMAS

ICA Representative

ICA works in partnership with sister NGOs for libraries (IFLA), museums (ICOM), monuments (ICOMOS) and Blue Shield (protection of cultural property). I actually represent ICA at the Blue Shield meetings, in my role as Chair of the Expert Group for Emergency Management and Disaster Preparedness.

The basic structure of ICA consists of an Executive Board, where currently each section Chair holds a position on the Executive Board, as well as each Chair of a branch, and the officers of ICA. There is a Secretariat, based in Paris. There is a Programme Commission that supports the activities of ICA.

There are 13 regional branches and 12 sections. The newest section is the Section for Human Rights, which used to be a working group. Today, there are so many people interested in how human rights and archives work together, that it became a section, approved at our last conference, in Adelaide, Australia.

There are expert groups, which provide expertise on targeted areas to the Programme Commission. There is a New Professionals group and that is important for ICA, as we have younger colleagues, newer professionals in the field. They are coming into the international world of ICA and each year, 6 to 12 new professionals receive funding to attend the International Congresses or Conferences. It is important to have younger colleagues involved.

ICA has FIDA, which helps under-resourced countries and smaller archives to be able to have funding for their projects. The African Strategy Programme provides support to countries on the African continent with training on archives management.

That is the basic structure of ICA.

I have had the opportunity to look at the former documents that are on the website for SPP. There are working papers and the 2009 documents. Part of this work today is to look at those documents and see how in the last ten years things have changed and what changes need to take place to restart SPP. I look forward to working with you in the next two days.

Günther
SCHEFBECK

*Austrian Parliament,
Former SPP Steering Committee Chairman*



REPUBLIK ÖSTERREICH
Parlament

**PRESERVING THE MEMORY OF PARLIAMENTS
AND POLITICAL PARTIES: SPP/ICA 1992-2016**



Outline

- **Origins**
- **Professional activities**
- **Organisational structures**
- **Select issues and experiences**
- **Challenges**

It was here where it has all begun



Birth

- Section of Archives and Archivists of Parliaments and Political Parties (SPP/ICA) founded at XII International Congress on Archives, Montreal, 11 September 1992
- Formally accepted within the ICA structure at XIII International Congress on Archives, Beijing, 7 September 1996

Parents



Giuliana Limiti



Günter Buchstab

Concept

- **Joining two groups of archives and archivists in one section to constitute „critical mass“ for effective professional activities**
- **Thematic approach: both groups dealing with political decision-making processes**
- **Organisational differences**

Mandate

- **Promoting professional and scholarly co-operation and communication ...**
- **Drawing attention to the existence ...**
- **Achieve recognition of the professional status ...**
- **... of archives/archivists of parliaments, political parties, and politicians**
- **Ensure the preservation of the historical heritage, and promoting knowledge of it and access to it**

Professional activities

- Conferences and workshops
- Publications
- Projects
- Communication and networking

Conferences

- La memoria del Parlamento. Archivi storici parlamentari: teoria ed esperienze in Europa. Rome, Italy, 22-25 March 1993
- The Memory of the Parties. Prague, Czech Republic, 18-20 November 1994
- Parties in Parliament. Budapest, Hungary, 17-19 November 1995

Conferences

- **Electronic Data Processing and the Access to the Archives of Parliaments and Political Parties.** Warsaw, Poland, 1-3 May 1997
- **Access to Parliamentary Records and Audiovisual Materials in Archives of Parliaments and Political Parties.** Stockholm, Sweden, 4-6 September 1998

Conferences

- **Statutes of Parliamentary and Political Archives.** Rome, Italy, 13-15 February 2002
- **Meeting of the SPP/ICA.** Madrid, Spain, 11-13 September 2003

Conferences

- **From Archives to Information Management.**
Vitoria-Gasteiz, Spain, 6-8 October 2005
- **The WWW as a challenge and as a chance
for Parliamentary and Party Archives.**
Bonn, Germany, 2-4 November 2006
- **Parliamentary, party and politicians'
archives and their neighbouring institutions.**
Corfu, Greece, 1-3 November 2007

Workshop

- **Archiving websites - a new challenge to
archives. Workshop, XVI International
Congress on Archives. Kuala Lumpur,
Malaysia, 21-27 July 2008**

Conferences

- Archives and Democracy. Vienna, Austria, 29-30 October 2009
- Modernization and Sustainability: Law-making support in the 21st century. Dakar, Senegal, 20-22 October 2010
- Archives and Democracies in Transition. Vilnius, Lithuania, 6-7 October 2011

Conferences

- Archives – Access – Democratisation. Oslo, Norway, 23-25 October 2014
- Web Archiving – Social Media – Communication Strategies. Berlin, Germany, 28-30 October 2015

Other activities

- Publications based on (some) conference proceedings
- Projects: e.g., „twinning project“ (twinning of parliamentary archives Senegal/Belgium, Burkina Faso/Canada; twinning handbook)
- Website as communication platform later integrated in ICA website

Organisational structures

- Laid down in SPP Regulations, in accordance with ICA Constitution



Membership

- Archives services of parliaments, political parties, and politicians, category "C" members of the ICA
- Archives services of organizations such as foundations, associations and others, category "C" members of the ICA, working with similar records
- Category "D" members of the ICA working or having worked as archivists for above-mentioned institutions

Organs

- Plenary Assembly (PA/SPP)
- Steering Committee (SC/SPP)
- President
- Secretary
- Treasurer
- Auditor
- Standing Working Groups of archives of parliaments, political parties, and politicians
- Ad-hoc working groups

Presidents

- 1992-2000 Günter Buchstab
- 2000-2004 Maria Angeles Valle de Juan
- 2004-2008 Günther Schefbeck
- 2008-2012 Marietta Minotos
- 2012-2016 Günther Schefbeck

Issues and experiences

- Members' engagement in concentric circles: core group required to prepare professional activities (SC), wider group to attend and contribute
- Membership structure requires well balanced representation of member groups in SC, additionally geographic representation required

Karin
SCHNEIDER

Austrian Parliamentary Archives



REPUBLIK ÖSTERREICH
Parlament

THE AUSTRIAN HISTORICAL PARLIAMENTARY ARCHIVES

1. Personal background

- Works for the Austrian Parliament since May 2019 – responsible for the archives, which are a part of the Parliamentary Library since 2016.
- Until the end of April 2019 head of a project funded by the Austrian Science Fund FWF about the Congresses of Troppau and Laibach (1820/21).

2. Current projects in the Austrian Parliamentary Archives

- Importance of making records visible and to disseminate them – records should be easily accessible to scholars and the public.
- One of many possible ways: online-editions.
- Advantages: worldwide available, full-text searchable, all functionalities of a traditional edition, use of original records not necessary anymore, several gadgets like timelines, graphics etc.
- Cooperation with scholars and scholarly institutions like universities, academies etc. especially from the field of digital humanities necessary.
- First ongoing project: Edition of handwritten CVs of Deputies to the Austrian imperial council (predecessor of Austrian Parliament): about 700 CVs from the first decade of the 20th century. Most of them in German, some of them in Czech, Polish and Italian. But even the German CVs include passages or proper names, names of villages, associations, publications etc. in other languages.
Two different forms with the same questions: name; place and date of birth; member of the imperial council since when; member of a diet in one of the crownlands of the monarchy; other public functions; CV and publications.

- Second ongoing project: *Conference in cooperation with the Austrian Academy of Sciences*, which will take place in autumn 2020. Title of the conference: What was the Habsburg Monarchy? In spite of the many innovative studies that have appeared in recent years, there is no consensus about the type of political entity associated with the name "Habsburg Monarchy." In order to test the various narratives in light of the current historical discourse, a critical appraisal of the various methods of interpretation, terms, and research concepts that have defined approaches to the Habsburg Monarchy as a political-social order between the 16th and 20th centuries is proposed. In this context, parliamentarianism in a multinational empire is an important factor.

Ewald **GROTHER**

*Friedrich-Naumann-Stiftung für die Freiheit
Archiv des Liberalismus, Germany*



**FRIEDRICH NAUMANN
STIFTUNG** *Für die Freiheit*

THE ARCHIVE OF LIBERALISM



STIFTUNG FÜR DIE FREIHEIT

F FRIEDRICH NAUMANN
STIFTUNG Für die Freiheit.

The archives of the political foundations and the Archive of Liberalism

Prof. Dr. Ewald Grothe
Rome, 28 - 29 November 2019

F FRIEDRICH NAUMANN
STIFTUNG Für die Freiheit.

50 Jahre
Archiv des Liberalismus

Stiftung für die Freiheit FÜR DIE FREIHEIT



**The political foundations
in the Federal Republic of Germany**

Stiftung für die Freiheit FÜR DIE FREIHEIT

Tasks of the political foundations

- civic education
- scholarships
- international cooperation
- scientific research
- archives of the political parties and party parliamentary groups



STIFTUNG FÜR DIE FREIHEIT

Financing of the political foundations

- taxes:
 - Ministry of the interior
 - Ministry of education and science
 - Foreign Ministry
 - Ministry of Economic Cooperation and development
- distribution of the funds according to the results of the affiliated party in the last **four** elections
- no financing by the parties (judgement of the federal supreme court in 1986)

STIFTUNG FÜR DIE FREIHEIT

The Friedrich Naumann Foundation

Founded in Bonn on 19th May 1958
by liberal politicians and intellectuals
Theodor Heuss: „Naumann's heritage“



The Archives of the political foundations

ACDP Ernst Forstner Stiftung	ACSP Hans Scheidt Stiftung	ADS FRIEDRICH BERTHOLD STIFTUNG	AGG HENRICH BÖLL STIFTUNG	ADL LEINHARD BOLLER	AdsD FRIEDRICH BERTHOLD STIFTUNG
CDU	CSU	Die Linke	Bündnis 90/ Die Grünen	FDP	SPD
St. Augustin Berlin	Munich	Berlin	Berlin	Potsdam	Bonn Berlin
St. Augustin	Munich	Berlin	Berlin	Gummers- bach	Bonn
17 km files	4 km Files	1.2 km files	5.5 km files	4.9 km files	56 km files

The Archives of the political foundations

- meetings of the heads of the archives
- membership in the German Archival Association (section of archives of parliaments, political parties, foundations and associations)
„Verband deutscher Archivarinnen und Archivare e.V.“ (VdA)
- membership in the „International Council on Archives“ (ICA)



STIFTUNG FÜR DIE FREIHEIT

The Archives of the political foundations



Documentation and Collection Profiles

STIFTUNG FÜR DIE FREIHEIT

The Archives of the political foundations

Archiv für Christlich-Demokratische Politik (ACDP) der Konrad-Adenauer-Stiftung (KAS), St. Augustin – CDU

Archiv für Christlich-Soziale Politik (ACSP) der Hanns-Seidel-Stiftung (HSS), Munich – CSU

Archiv Demokratischer Sozialismus (ADS) der Rosa-Luxemburg-Stiftung (RLS), Berlin – Die Linke

Archiv Grünes Gedächtnis (AGG) der Heinrich-Böll-Stiftung (HBS), Berlin – Bündnis 90/Die Grünen

Archiv des Liberalismus (ADL) der Friedrich-Naumann-Stiftung für die Freiheit (FNF), Gummersbach – FDP

Archiv der sozialen Demokratie (AdsD) der Friedrich-Ebert-Stiftung (FES), Bonn – SPD

History of the Archive

1949 start of the archive as part of the party FDP in Bonn

1961 recruiting of the first archivist

1968 political archive of the Friedrich Naumann Foundation

1976 transfer of the archive to the Thomas Dehler building in Bonn



Thomas Dehler building in Bonn
location of the archive 1976-1983

History of the Archive

1983 transfer of the archive to Gummersbach as an annex building to the Theodor Heuss Academy

1991 acquisition of the archive of the liberal-democratic party (LDPD) of the former GDR

2001 renaming from „Archiv des Deutschen Liberalismus“ in „Archiv des Liberalismus“ (ADL)

2009 opening of the new annex building



STIFTUNG FÜR DIE FREIHEIT

Theodor Heuss Academy in Gummersbach

1967

Opening of the liberal education center
Theodor Heuss Academy (THA)
in Gummersbach (NRW)

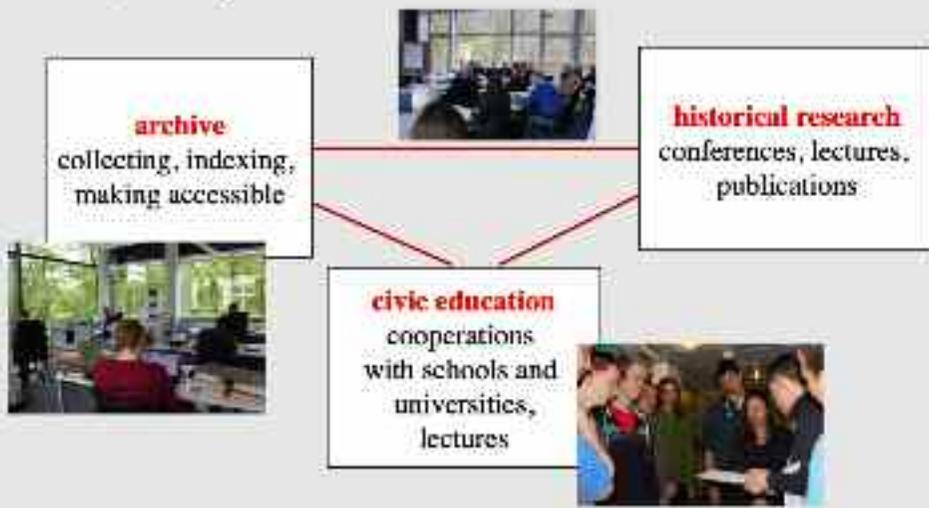
Home of

- Archive of Liberalism (ADL)
- International Academy for Leadership (IAF)
- Regional Office NRW



STIFTUNG FÜR DIE FREIHEIT

Tasks of the Archive of Liberalism „Memory“ of German and European Liberalism



Collection Profile of the Archive

International affairs and Europe

- Liberal International (LI), EU-faction (ALDE)

FDP

- federal republic (party, parliamentary groups)
- countries (parties, parliamentary groups)
- regions (only in exceptional cases)
- local communities (only in exceptional cases)

Deposits and estates

- politicians (e.g. H.-D. Genscher, Westerwelle)
- foundation staff



Record groups in the Archive of Liberalism

- personal records (deposits and estates)
- liberal parties
 - Freie Demokratische Partei (FDP)
 - Liberal-Demokratische Partei Deutschlands (LDPD)
 - European Liberal Democrat and Reform party (ELDR)
 - Alliance of Liberal and Democrats for Europe (ALDE)
- liberal organizations (Young Liberals, Liberal Women)
- Friedrich Naumann Foundation



Records in the Archive

scope of collections (2018)

- 4.900 m files
- 7.000 leaflets
- 9.500 posters
- 21.000 photos
- 2.200 tapes
- 900 microfilms
- 1.000 video tapes
- 200 compact discs
- 80 films
- 6,5 m advertising material



storage area / storeroom

Records overview

Stiftung FÜR DIE FREIHEIT

Archiv

Presse

Über uns

Wissen

Dokumentation

Kontakt

Presse

Wichtige Bereiche des Archivs

Merkmalen der Briefe

Publikation der Briefe

Im Briefe

last printed edition 2006 and online 2018

FAUST8 SYSTEME FÜR DIE FREIHEIT

Filming and digitizing records



FAUST8 SYSTEME FÜR DIE FREIHEIT

Database FAUST



STIFTUNG FÜR DIE FREIHEIT

Collections in the Archive

audiovisual records

21,000
photos

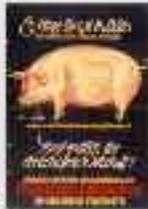


- 2,200 tapes
- 900 microfilms
- 1,000 video tapes
- 80 films



photos, tapes, posters, advertising material

9,500
posters



8,5 m
advertising material

STIFTUNG FÜR DIE FREIHEIT

The records in the Archive

library



publications about the history of liberalism

38.000 books, periodicals, articles, brochures, newspapers

Collections in the Archive archiving of websites / internet resources



Using the records

User groups

- students and scholars
(historians, political scientists)
- journalists
- members of the Naumann Foundation
and the FDP
- other interested people

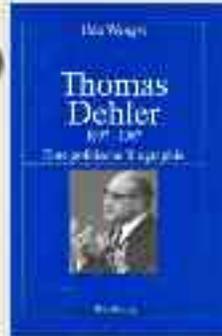


retention period: 30 years (with exceptions)

Using the records

research objects
(via questions and/or visits)

- political history
- party history
- biographies of liberals
- history of parliaments



Using the records

conferences



exhibitions



guided tours through the archive

FÜR DIE FREIHEIT

Using the records

cooperations with universities and schools



University of Aachen

Gesamtschule Marienheide



FÜR DIE FREIHEIT

Presentation of the records

documents on the website of
the archive of liberalism

- party programs
- election programs
- important documents of liberal
history and party history



Use of the records for own research

publications

- scientific periodical:
„Jahrbuch zur
Liberalismus-Forschung“
(since 1989)
- editions
- conference proceedings



Public relations of the archive





Inda
NOVOMINSKY

Knesset Archives, Israel



The Knesset

KNESSET ARCHIVES: LOOKING TO THE FUTURE



The graphic features a laptop with a magnifying glass over a document on its screen, symbolizing digital archiving. The text 'Knesset Archives Looking to the future' is prominently displayed. Contact information for the Director, Inda Novomirsky, is provided in a blue box. Logos for the State of Israel, the Knesset, and the Ministry of Defense are in the top left, and the Knesset Archives logo is in the top right.

Kneset Archives
Looking to the future

Inda Novomirsky
Director
Knesset Archives
Phone: 4973-3-870000
Mobile: +972 50 6211844
Inda@knesset.gov.il

Inda Novomirsky, Director of Knesset Archives, is a member of the ICA, Section for Archives of Parliaments and Political Parties. She is also a member of the ICA, Section for Archives of Parliaments and Political Parties.

About the Knesset Archives

29/10/1957

Nofeh Haharzi
First commander of the Knesset Guard

מסמכים היסטוריים ופרוטוקולים של ממשלת ישראל - נובמבר 1957 - תמונת מצלמה

About the Knesset Archives

Administrative Archive

Historical Archive

מסמכים היסטוריים ופרוטוקולים של ממשלת ישראל - נובמבר 1957 - תמונת מצלמה



Slide 4 features the ICA logo and the text 'INTERNATIONAL CONFERENCE OF ARCHIVES OF PARLIAMENTS AND POLITICAL PARTIES' in the top left, and the 'Royal Archives' logo in the top right. A blue box on the left contains the title 'The Historical Archive'. To the right, a list of three items is shown: 'Plenary Proceedings', 'Committee Proceedings', and 'Legislative Portfolio'. A footer at the bottom reads 'The National Archives and Library of Parliament, Ottawa, Ontario, Canada, 2018'.

The Historical Archive

- **Plenary Proceedings**
- **Committee Proceedings**
- **Legislative Portfolio**

4 The National Archives and Library of Parliament, Ottawa, Ontario, Canada, 2018



Slide 5 features the ICA logo and the text 'INTERNATIONAL CONFERENCE OF ARCHIVES OF PARLIAMENTS AND POLITICAL PARTIES' in the top left, and the 'Royal Archives' logo in the top right. A blue box on the left contains the title 'The Historical Archive'. To the right, a list of five items is shown: 'Thematic Files: Motions for the Agenda, initiated debates, No-confidence Motions, Questions to the Ministers, Electronic Voting', 'Audio and Video recordings from the sessions in the Plenum and the Committees', 'Publications', 'Photo Collection', and 'Special Documents Collection'. A footer at the bottom reads 'The National Archives and Library of Parliament, Ottawa, Ontario, Canada, 2018'.

The Historical Archive

- **Thematic Files: Motions for the Agenda, initiated debates, No-confidence Motions, Questions to the Ministers, Electronic Voting**
- **Audio and Video recordings from the sessions in the Plenum and the Committees**
- **Publications**
- **Photo Collection**
- **Special Documents Collection**

5 The National Archives and Library of Parliament, Ottawa, Ontario, Canada, 2018



This slide features the Knesset logo and the ICA logo in the top left corner, and the ICA logo in the top right corner. The main title 'Knesset Digitization Project' is displayed in white text on a blue rectangular background. To the right of the title is a bulleted list of digitized content. At the bottom left is the slide number '12', and at the bottom right is the text 'The Knesset Digitization Project - Final Report - November 2018 - Version 1.0001/November 2018'.

Knesset Digitization Project

- Plenary Proceedings
- Committee Proceedings
- Legislative Portfolio
- Photo Collection
- Knesset Publications

12

The Knesset Digitization Project - Final Report - November 2018 - Version 1.0001/November 2018



This slide features the Knesset logo and the ICA logo in the top left corner, and the ICA logo in the top right corner. The main title 'Knesset Digitization Project' is displayed in white text on a blue rectangular background. To the right of the title is a bulleted list of digitized content. At the bottom left is the slide number '13', and at the bottom right is the text 'The Knesset Digitization Project - Final Report - November 2018 - Version 1.0001/November 2018'.

Knesset Digitization Project

- Committees of the Provisional Council of State
- Bequests of former Knesset Speakers
- Video Records of Knesset TV Channel

13

The Knesset Digitization Project - Final Report - November 2018 - Version 1.0001/November 2018

Metadata

Date, hour, place

Subject - Parliamentary Instrument

Page N

Sitting N and Knesset N

Speakers

14

Purpose of a Digitization project

Transparency

Smart Information Retrieval

Preservation of the original documents

Reduction of Physical Storage Space

Accessibility

15

Purpose of a Digitization project

Accessibility

Transparency

15

The National Archives - Digitisation of the House of Commons - Monday, 23 April 2014 10:11:16 AM GMT+01:00

Purpose of a Digitization project

Smart Information Retrieval:
NLP and Digital Humanities
Data Visualization

17

The National Archives - Digitisation of the House of Commons - Monday, 23 April 2014 10:11:16 AM GMT+01:00

Logo of the Ministry of Education and Higher Education, the State Comptroller, and the Ministry of Health.

Logo of the Ministry of Education and Higher Education.

Smart Information Retrieval



18

המסמכים שצולמו במסגרת פרויקט "החלוקה היזמית" – 2019

Logo of the Ministry of Education and Higher Education, the State Comptroller, and the Ministry of Health.

Logo of the Ministry of Education and Higher Education.

Smart Information Retrieval

People's Council:
- **4** *sittings*

Provisional State Council:
- **40** *sittings*

- Date
- Session number
- General Agenda

18

המסמכים שצולמו במסגרת פרויקט "החלוקה היזמית" – 2019



26

Topic Modeling



26

Year	Topic
2010	...
2011	...
2012	...
2013	...
2014	...
2015	...
2016	...
2017	...
2018	...
2019	...
2020	...
2021	...
2022	...
2023	...
2024	...
2025	...
2026	...
2027	...
2028	...
2029	...
2030	...

26

26 | Government of Karnataka – Health and Family Welfare – Karnataka Health – HRP & JIP (November 2025)

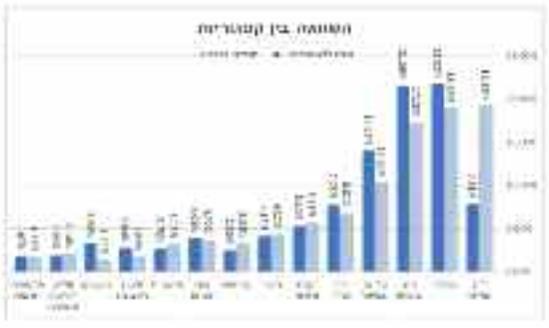


27

Topic Modeling



27



Year	Percentage (%)
2010	0.005
2011	0.006
2012	0.007
2013	0.008
2014	0.009
2015	0.010
2016	0.011
2017	0.012
2018	0.013
2019	0.014
2020	0.015
2021	0.016
2022	0.017
2023	0.018
2024	0.019
2025	0.020
2026	0.021
2027	0.022
2028	0.023
2029	0.024
2030	0.025

27

27 | Government of Karnataka – Health and Family Welfare – Karnataka Health – HRP & JIP (November 2025)



Implications for Archival Theory and Practice

- If it's not digital it does not exist
- Provenance and original order
- Out of context
- The relationship between archivists and researchers

28 Inda Novomirsky - Director - ICA and Archives - Mexico - November 23, 2018 - Paris 2018 November 2018



Thank you for your attention!!

Inda Novomirsky
Director
Section Archives
Phone: +527-3-370900
Mobile: +521-50-6211544
inda@ceamta.gob.mx

28 Inda Novomirsky - Director - ICA and Archives - Mexico - November 23, 2018 - Paris 2018 November 2018

Giampiero
BUONOMO

Archivio storico del Senato della Repubblica, Italy



A COMMON IT PLATFORM FOR PARLIAMENTARY HISTORICAL ARCHIVES: THE ITALIAN EXPERIENCE

Today the programme for the migration of the database of the Senate's Historical Archives to the Chamber of Deputies' IT platform has been completed. The access offered by the Historical Archives, on the occasion of the opening of the new portal, will comply with less stringent restrictions as to the materials in our possession.

In particular, having elapsed the 50-year legal deadline of non-consultation from the creation of the dossiers on bills and the personal files of Senators of the I, II, III and IV parliamentary terms of the Republican period, scholars will be able to freely consult the records that do not contain sensitive data, screened exclusively for privacy reasons.

For all documents that are more recent than 50 years, it is not possible for the Archives to act autonomously. The Library and Historical Archives Commission of the Senate has already proposed an extensive modification of the rules governing access to the documents, submitted to the attention of the Senate Bureau on June 19, 2019, and still under consideration for approval. This problem is related to the topics of our conference, especially insofar as the papers concerned were provided by Inquiry Committees chaired by a Senator.

These bodies were in fact the depositories of documents

covered by a secrecy status imposed by an organ external to the Senate: in these cases, we can only submit a declassification request to the administrative authority of the Government. However, the answers obtained so far are not comforting. Over a timespan of twelve years, the Office of the Historical Archives has requested the declassification of about 3700 documents with about 90 letters of request, some reiterated over the years in the form of a reminder.

Taking the Terrorism Committee as an example (which worked from 1987 to 2001, leaving over a million pages at the end of its activity), the ratio between "free" and "secret" documents was 9 to 1 in 2015 (when the confidential records accounted for a total of 125,839 pages); today, the "secret" ones still consist of 125,116 pages: so over 4 years only 2,958 pages were declassified.

The system of "requests" has failed because they often receive limited or no feedback from the government authorities. But we need also to help scholars in requesting a specific record, because the so-called "fishing expeditions" (generic list of documents, without a definite object) produce an inevitable denial by the government authority.

More detailed requests can be drafted by making the repertoire of each Inquiry Sub-Committee freely accessible on the Internet: this can provide researchers with significant clues in order to identify, in the references made by the Senators present at the sitting, the documents they need to request.

Other secretarial records of these Committees may also be useful to the scholar, especially with regard to the correspondence register: in this case, however, the proposal is not to publish materials on the Internet, but just to make them available for consultation in the study room of our Archive. So, we will be able to screen the sensitive data (health, family or gender) that may be present in the document.

In future it may become possible for declassified documents, obtained with hopefully more frequent and precise re-

quests, to be transferred on the website of the Historical Archives of the Senate (or, possibly, on a joint site of the two Historical Archives).

Under the new Rules, the Library and Historical Archives Commission itself will adopt periodic declassification plans for the documents under functional secrecy, relieving the Bureau from the burden of meeting on a case-by-case basis.

Ilaria
BARBANTI

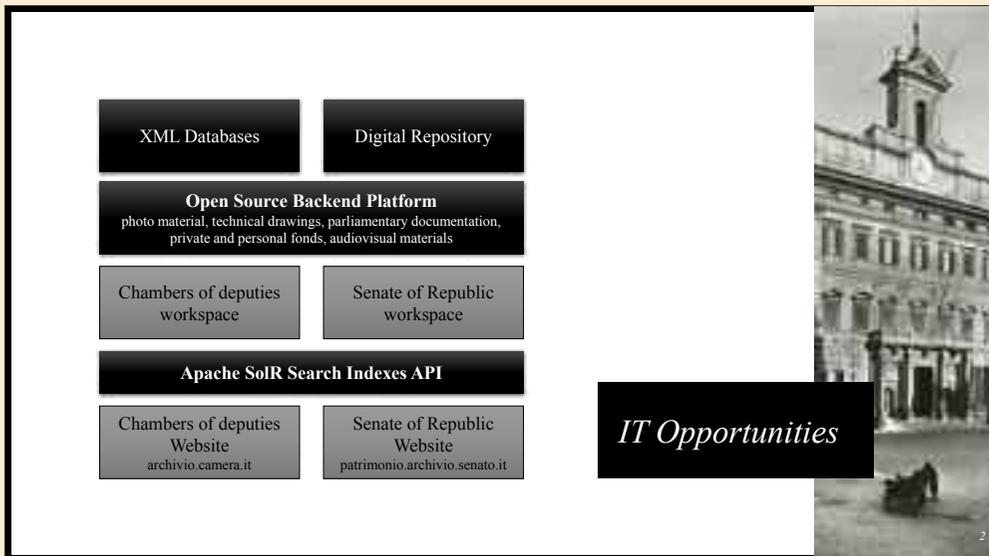
Digital Archivist, Regesta.exe



regesta.exe

**THE ITALIAN CHAMBER OF DEPUTIES AND SENATE
OF REPUBLIC HISTORICAL ARCHIVES SHARING
PROJECT: AN IT OVERVIEW**





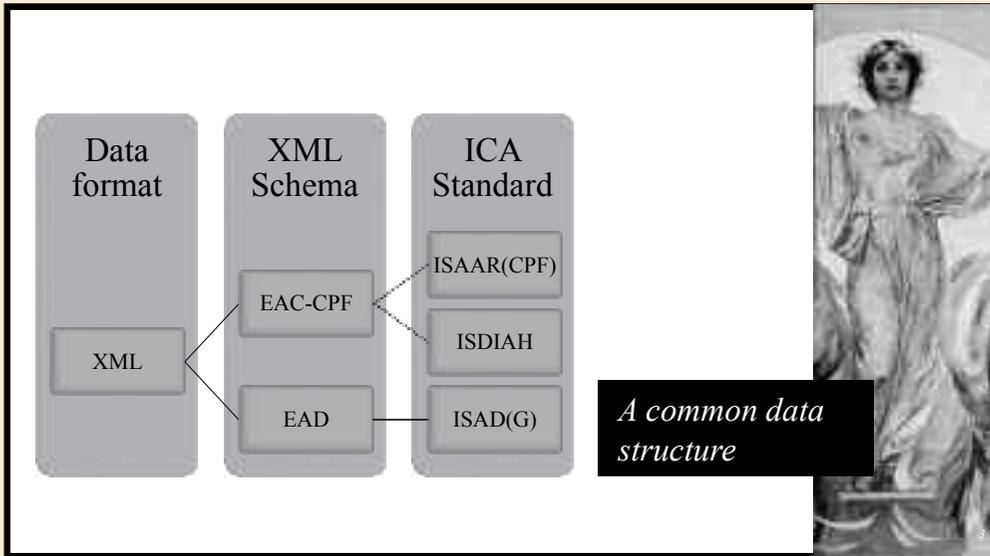
The Historical Archives of the Chamber of Deputies and the Senate of the Republic have specific rules for managing and collecting resources.

Starting from the 90's, those in charge of their preservation and enhancement have been exploiting IT opportunities in order to organise all the data information, and to share and access the resources through the web.

The Historical Archives of the Chamber of Deputies and the Senate of the Republic use a web-based platform, which is an Open Source software solution, also used by other entities (State Central Archives, Political Party Archives, Sturzo Institute, Gramsci Institute, and so on).

Thanks to specific modules and application profiles, it is possible to manage different types of archival records: photo material, technical drawings, parliamentary documentation, private and personal holdings.

Shared tools are available for search functions, archival description and access to digital assets and attachments; within a common infrastructure, the archivists of the Chamber of Deputies and the Senate work in autonomous environments, and publish the archival material on their separate websites.



As you can see in the previous slide, this software solution collects native XML databases. The advantages of having XML data are twofold:

1. The data are immediately interoperable with other collecting systems;
2. It is easier to import data from other information systems and platforms, such as Access, Excel, Word, CSV, or any other type of database.

Furthermore, XML metadata collecting uses::

- EAD, to encode the description of archival resource;
- EAC-CPF, to encode the description of the archival authority records.

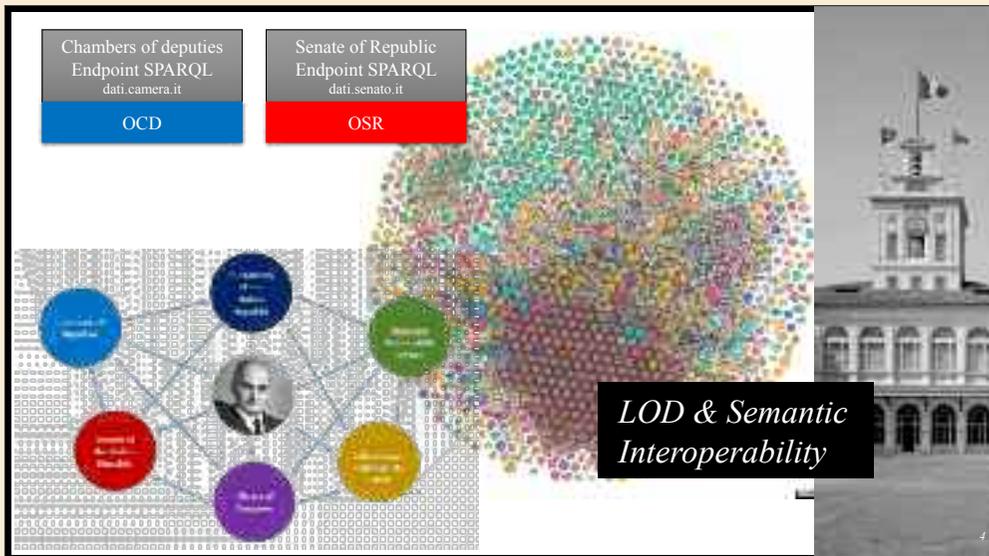
The inclusion of the data structure standard EAD and EAC-CPF is a strategic choice, making possible:

- To comply with ICA standards (ISAD(G), for describing the historical archives, ISAAR(CPF) and ISDIAH, for describing archival authority records)
- To realise a common data structure, that is helpful to all the archival resources, belonging to different genres or form (such as paper resources, photos, audio visual material, and so on), in order to merge, within the same elements of description, the same kind of information, even if defined in data content standards of different cultural sectors.

In addition, the IIIF standard - International Image Interoperability Framework (<https://iiif.io/>) - has been tested for managing digital images related to the Collection of drawings by Ernesto Basile, the architectural designer of Palazzo Montecitorio, the seat of the Chamber of Deputies. IIIF offers uniform access to images and a set of APIs supporting interoperability between different repositories, and allowing the management and presentation of images, as well as authentication and research.

During publication, digital reproductions are provided with all the relevant information needed to make them available and sharable on the web, for any kind of linking purpose, as resources with a single identifier.

Therefore, in the future, the use of this standard will be extended to the entire photographic holdings of the Chamber of Deputies.



The Chamber of Deputies and the Senate of the Republic have long chosen LODs to guarantee the full interoperability of the published information.

The Chamber of Deputies already publishes archival data based on its own ontology (Ontology Chamber of Deputies -OCD). The Open Data Portal of the Chamber of Deputies periodically publishes and updates information, in particular via alignment procedures with the Parliamentary Committees.

Therefore, it is possible to retrieve information about the composition of the Committees during a parliamentary term, improving and enriching data with authoritative external sources, for example with the data made available by the Archives of the Presidency of the Italian Republic.

During the makeover of the website of the Chamber of Deputies' archival documentation, the possibility of accessing the data of the documentary holdings as LOD was added, which improved and integrated the datasets already published by the Chamber.

Also the Senate of the Republic has chosen the LOD format to publish its archival assets with the aim of preserving, enhancing and sharing its heritage.



The institutions that publish LOD data gain several advantages such as usability, searchability, discoverability and interoperability of their information as well as the possibility to become an authoritative source of data that the community can reuse.

Through LOD it is possible to improve data sharing with the Historical Archives of the Presidency of the Republic, which has adopted the same infrastructure through an agreement with the Chamber of Deputies.

Advantages:

- to build and spread an evolving and growing network, enabling interconnections, linking autonomous repositories of archival information (XML and / or LOD);
- this network can provide a variety of browsing interfaces for all data shared in this way.

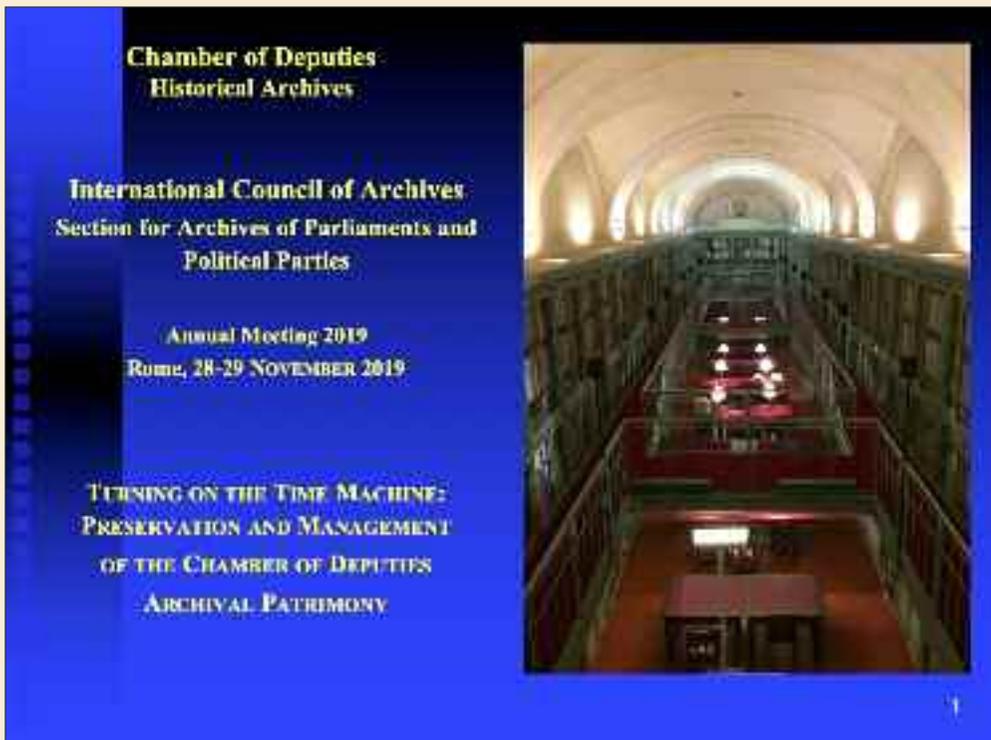
Paolo
MASSA

Archivio storico della Camera dei deputati, Italy



Archivio storico
della Camera dei deputati

**TURNING ON THE TIME MACHINE: PRESERVATION
AND MANAGEMENT OF THE CHAMBER OF
DEPUTIES ARCHIVAL PATRIMONY**



THE MISSION OF THE CD HISTORICAL ARCHIVES

*Preserving, managing and promoting
the archival patrimony
of the Chamber of Deputies*

11

PRESERVING DOCUMENTS

- ❑ **Parliamentary Archives**
 - ◆ *The Chamber of Deputies under the Monarchy, 1848-1943*
 - ◆ *The Representative Assemblies of the Constitutional Transition Period, 1944-1948*
 - ◆ *The Chamber of Deputies under the Republic, 1948-*
- ❑ **Personal Archives, 1895 -**
- ❑ **Visual Archives**
 - ◆ *Ceremonial Office Photographic Archive, 1948-*
 - ◆ *Architectural Archives (Ernesto Basile, 1908-1918; New CD Building National Contest, 1967)*
- **Audiovisual recordings of Assembly Debates: 1989-**

12

PARLIAMENTARY ARCHIVAL HOLDINGS

- Electoral Archive, 1848-1924
- Minutes of procedure of the Assembly, Committees and House Ruling Bodies
- Legislative Bundles (Bills Approval Papers)
- Petitions to Parliament
- Inquiry Committees Papers
- General Secretary Records
- Architect Ernesto Basile Papers: the Centennial of the New Assembly Room (1918 – 2018)

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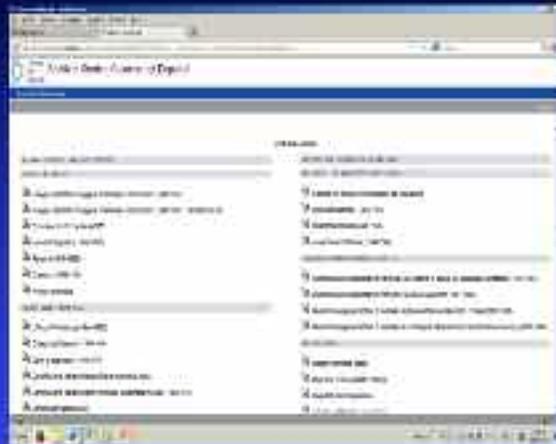
LIVING ARCHIVES

- Document transfer at the end of each legislature
(art. 8 Reg. ARS)
 - + *What do we mean by "document"?* (art. 6 Reg. ARS)
- Personal archives donation (artt. 10-11 Reg. ARS)
 - *MPs*
 - *Parliamentary Groups*
 - *Clerks of Parliament*
 - *Other archival sources of political and institutional interest*

5

MANAGING DOCUMENTS

Archival databases implementation:
the xFEA Software



ARCHIVAL RECORDS STATISTICS

- ❑ **Monarchy period, 1848-1943**
 - *Legislative Bundles, (30.767)*
 - *Petitions to Parliament (14.871)*
 - *Inquiry Committees Papers (1.878)*
 - *General Secretary Records (2.206)*
- ❑ **Constitutional Transition Period, 1944-1948**
 - *National Advisory Assembly (249 schede)*
 - *Constituent Assembly (1.665)*
- ❑ **Republic period, 1948-**
 - *Standing Committees Papers, I-IX legislatures (4.460)*
 - *Inquiry Committees Papers (9.678)*
 - *Petitions to Parliament (4.931) and Popular Legislative Initiative (254) – (Project under way)*
 - *Ceremonial Office Photo-Archive, 1948- (>30.000 indexed photo services)*
 - *Audiovisual sources: Assembly proceedings, X-XIII legislatures, 1989-2001, (13.325 hours)*
 - *Architectural Archives (2571)*
- ❑ **Personal Archives (25.850)**

RULES ON ACCESSIBILITY

- ❑ Documents transferred to the CDHA are freely available for reference
- ❑ Documents acquired from government or administrative authorities shall retain the classification of confidentiality or secrecy originally assigned to them by the issuing party, until the classification has been lawfully removed, or after they have been legally disclosed
- ❑ Documents acquired from judicial authorities shall be subject to the disclosure rules established by law
- ❑ Presidential Authorisation (before the expiry of the non-accessibility period) and Declassification Procedures

8

PROMOTING RESEARCH AND KNOWLEDGE

- ❑ Spreading and enhancing information about parliamentary archives
 - Research activity
 - Study visits and Seminars
 - Publications (*Quaderni; Fonti di storia parlamentare; Fascicoli di documentazione*)
 - Web-based initiatives: "CDHA Website"- "Digital Archives" - "CD Historical Web Portal" - "CD-Senate Common Archival Website Project" - "Portal of Archival Sources for the History of the Republic"

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http://archivio.camera.it



10

DIGITAL ARCHIVES

**Italian Parliament
and the First World War**

**Ernesto Basile Papers
for Palazzo Montecitorio**



11

<http://storia.camera.it>



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Portal of Archival Sources for the History of the Republic



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**THE TIME MACHINE:
ARCHIVAL SOFTWARE INTEROPERABILITY**

**Palazzo Montecitorio
and the Chamber of Deputies**

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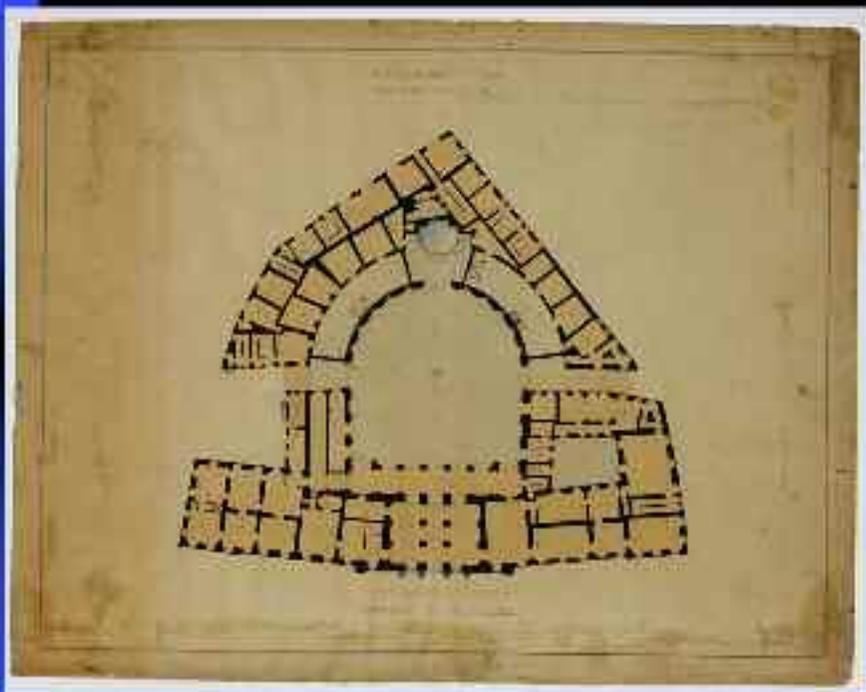
1708

15



1870

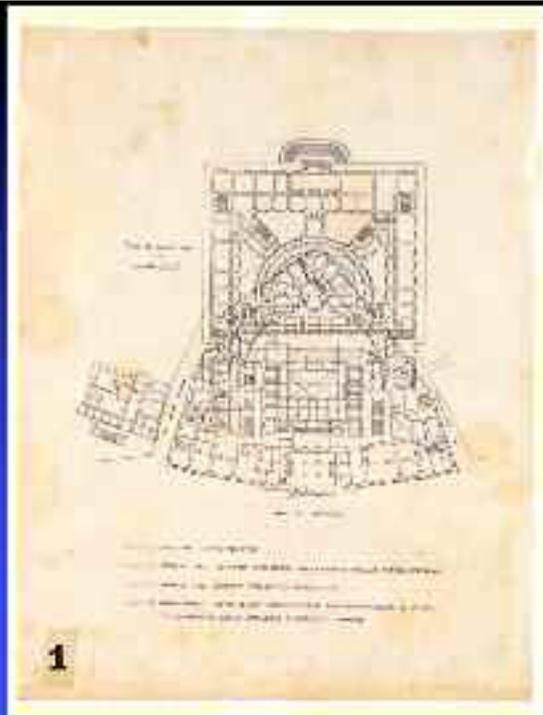
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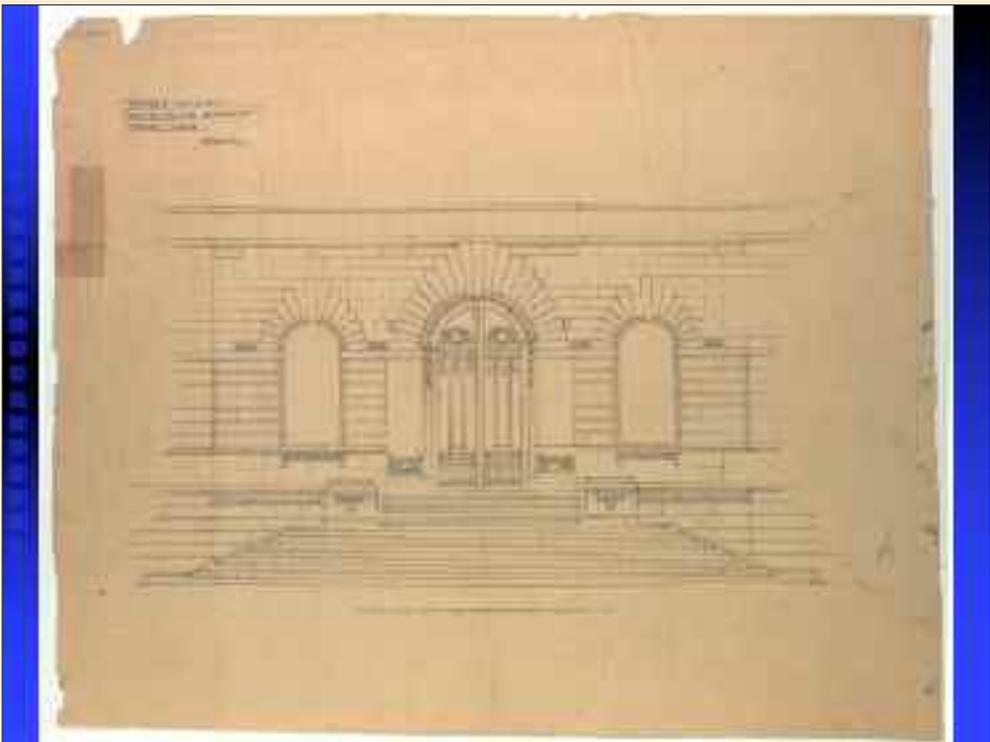
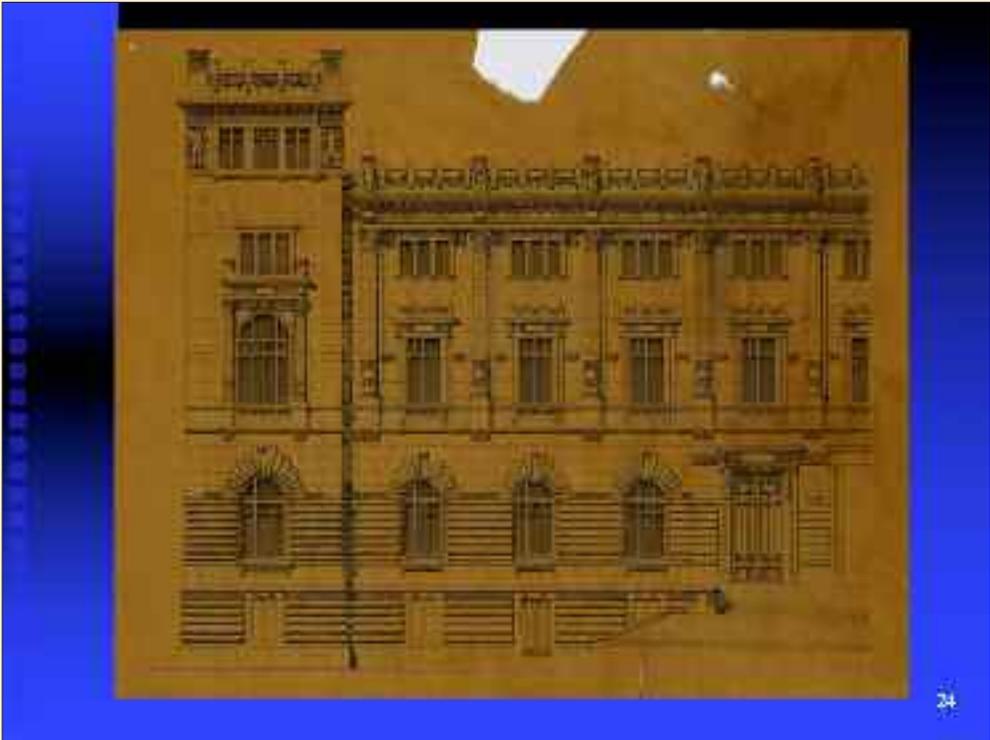


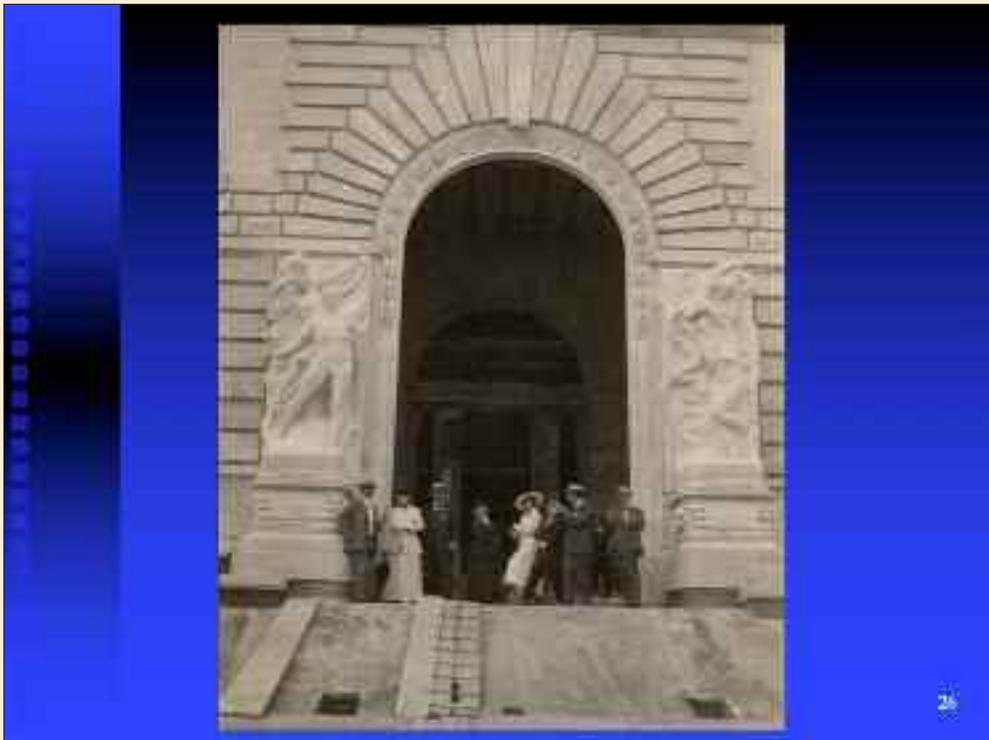
1908

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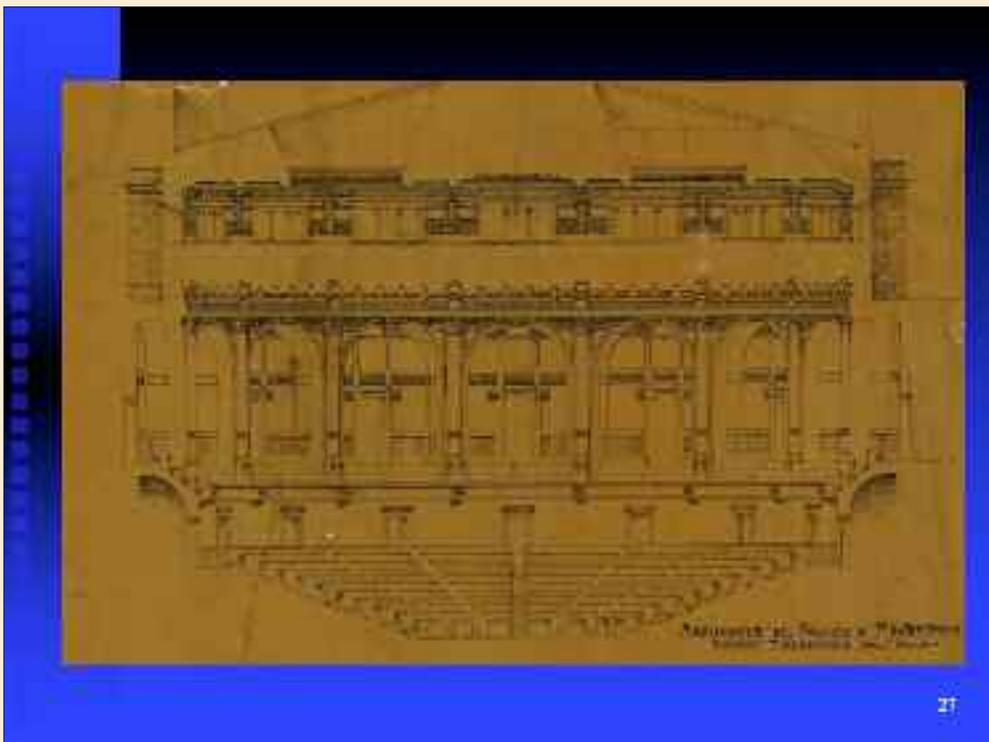


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1946

31

THE VOTING BALLOT FOR THE INSTITUTIONAL REFERENDUM



32

THE VOTING BALLOT FOR THE CONSTITUTIONAL ASSEMBLY



33

The proclamation of electoral results

*Palazzo Montecitorio,
Sala della Lupa, June 10, 1946*



35



Ana Margarida
RODRIGUES

Arquivo Histórico Parlamentar, Portugal



THE HISTORICAL PARLIAMENTARY ARCHIVE OF THE ASSEMBLY OF THE REPUBLIC



Historical-Parliamentary Archive (AHP)





Brief History

- In 1821, with the first Constituent Cortes, which were settled at the Convento das Necessidades, for the first time the archive of the commissions and of the services of the Cortes' were constituted, according to the regiment.
- In 1826, with the granting of the Constitutional Chart and the beginning of the bicameral regime, two archives were created: the Chamber of Commons, which was installed in the “Terreiro do Paço”, and the Chamber of Peers, in the “Paço do Rossio”.
- In 1834 the two Chambers and the respective archives were installed in the “**Palácio de São Bento**”.



Brief History

- The turn of the century and the implementation of the Republic (1910) will bring a novelty: the constitution of a single archive for the two Chambers – Chamber of Commons and Senate.
- Through a new archival vision, in the “Estado Novo” period (the dictatorship regime from 1935–1974), the Archive service implemented some processes of organization, registration, description and conservation, which are still used today.
- The designation of Historical Archive was given by Decree Law nº 32/77 of May 25, 1977.



Assignments

According to the [Resolution of the Assembly of the Republic No. 20/2004, of February 16:](#)

Article 16

Historical-Parliamentary Archive

- a) Assure the **management of the registry service** of the Assembly of the Republic;
- b) To support the **organization of the current archives** of the services of the Assembly of the Republic;
- c) To define methodologies that **optimize the record management** of the Assembly of the Republic, elaborating the necessary instruments for its implementation and the methodologies that increase the efficiency of the production, processing and archiving of documents;
- d) **Incorporate the documents produced by the services** at the end of each legislature or after the administrative, legal or probative deadlines stipulated in the records management regulations and respective documents selection table;
- e) To promote the **organization and description of the documents** in its custody;
- f) Ensure the **preservation of all documents** in all formats, avoiding their physical degradation, loss and unavailability, namely by the implementation of preservation plans;
- g) **Manage the photographic archive**, cataloging the images and their formats;
- h) **Manage access to documents** on any medium and the communication of the information conveyed by them, which are in its custody;
- i) To promote and collaborate in activities of **dissemination of the archival heritage**;
- j) To promote donations of documents related to parliamentary activity;
- k) **Ensure**, as a result of the policy defined by the Assembly of the Republic and of the applicable legislation, **the security of the documents** in its custody and of the information contained therein.



Current Missions and Activities



Archival description of any type of document: paper, electronic, photographic, audiovisual:

- Registration of information in databases;
- Promote access to and dissemination of documents, taking into account the laws, rules and regulations.



AHP Databases Maintenance

- [Debates Database](#) – The Parliamentary Debates provide the Diaries of the four historical periods: the Constitutional Monarchy (1821–1910), the First Republic (1910–1926), the “Estado Novo” (1935–1974) and the Third Republic (1974–).
- [Historical Archive Database](#) – It contains information structured in accordance with the international norms of archival description, relative to all the documents produced and received by the Parliamentary institution in the course of its activity, since 1821, when the Cortes Gerais met for the first time, until today.
- [Photo Archive Database](#) – It has photographs organized by collections and reports, integrating diverse political, cultural and patrimonial themes.
- [Audiovisual Archive Database](#) – As a producer of its own television broadcast – the Parliament channel – the Parliament of the Republic issues live and deferred parliamentary sessions that take place in the Plenary, the meetings of the Parliamentary Committees and some events, such as conferences, colloquia and others. These audiovisual records, which have existed since 1997, constitute the archives of the Audiovisual Archive. The recordings of plenary sessions as of the 10th Legislature are indexed and accessible through the database query.



Communication

- Providing retrievable information in the databases;
- Attendance at the Reading Room;
- Response to requests for information;
- Providing general information in the [website](#);
- Promoting the Archive work and holdings through the *website* (videos, [virtual exhibitions](#)).
- Group Visits and Temporary exhibitions in the archive reading room.



Group Visits and Temporary Exhibitions





Support to the administrative services of the Parliament:

- Creation/organization of their archives (**active phase**);
- Creation and use of management tools such as the **Classification Plan** and the **Document Selection Table**;
- Transfer and storage of their archives, while passing from **active to semi-active stage**, ensuring the correct incorporation of the documents, its archiving and promotes procedures of preservation and access.



Classification Plan

N.º/F.º Referente	Código, Designação e descrição de classe	Código, Designação e descrição de subclasse	Código de nível	Título e conteúdo da subclasse
1.	000 Organização e Funcionamento das Serviços da Assembleia da República. Este nível compreende as estruturas e regulamentação interna da estrutura organizativa a fim de assegurar o exercício das suas funções.	000.01 Desenvolvimento organizacional. Este nível refere-se ao planeamento / reestruturação dos processos organizacionais, bem como o gestão da qualidade.	000.01.01	Estudos, projetos, propostas e planos de ação de melhoria de processos organizacionais. Inclui estudos, projetos, propostas e planos de implementação de ações de melhoria de processos organizacionais, mediante a aplicação de ferramentas que suportem políticas direcionadas a uma gestão no sentido de qualidade total. Inclui os diversos estudos, análises em cada área de atuação de que resultam uma estratégia integrada ao conjunto dos serviços produzidos.
2.	000.1 Gestão e Funcionamento das Serviços da Assembleia da República. Este nível compreende as estruturas e regulamentação interna da estrutura organizativa a fim de assegurar o exercício das suas funções.	000.01.1 Desenvolvimento organizacional. Este nível refere-se ao planeamento / reestruturação dos processos organizacionais, bem como a gestão da qualidade.	000.01.02	Estudos, em coordenação com o Conselho de Administração, sobre a eficácia, eficiência e produtividade, propostas para a melhoria dos processos, implementação de sistemas.
3.	000.2 Organização e Funcionamento das Serviços da Assembleia da República. Este nível compreende as estruturas e regulamentação interna da estrutura organizativa a fim de assegurar o exercício das suas funções.	000.01.2 Desenvolvimento organizacional. Este nível refere-se ao planeamento / reestruturação dos processos organizacionais, bem como a gestão da qualidade.	000.01.03	Plano de Prevenção e Plano de Resposta. Documentação relativa aos procedimentos para a implementação do sistema de gestão da qualidade de excelência.
4.	000.3 Organização e Funcionamento das Serviços da Assembleia da República. Este nível compreende as estruturas e regulamentação interna da estrutura organizativa a fim de assegurar o exercício das suas funções.	000.01.3 Estrutura organizativa e funcional. Esta área refere-se à estrutura organizativa, bem como a estrutura de funções regulamentar, a estrutura da organização, bem como o seu funcionamento.	000.01.04	Atividades, ações, documentação sobre a estrutura, descrição de Leis orgânicas e documentação relativa de elaboração de normas, como convenções, acordos, regulamentos, atas de reuniões, etc.



Document Selection Table

Tabela de Seleção de Documentos

N.º de Ref.	Código de série	Título e conteúdo (resumo)	Fase atual	Fase anterior	Destino final	Out.
1	000.01.01	Estados, projetos, propostas e pareceres no âmbito do trabalho de preparação legislativa. Inclui: estudos, projetos, propostas e planos de implementação de ações de melhoria de processos organizacionais, resultados e avaliação de intervenções, que suportam a política de inovação e a gestão no sentido da qualidade total. Também se encontram anexados, autorizados em razão do seu carácter de trabalho ou que tenham uma aplicação limitada ao serviço onde foram produzidos.	Legislativa	1	2	
2	000.01.02	Trabalho de administração e gestão de funcionários administrativos e titulares de prestações, inclui: o levantamento de necessidades de recursos, processos para novos funcionários, contratos, recibos e outros estudos de propiedade e avaliação dos mesmos.	Legislativa	3	4	
3	000.01.03	Plano de Inovação e Plano de Gestão. Documentação elaborada anteriormente para cumprimento do lei. Inclui: Plano e relatórios de execução.	Legislativa	5	6	
4	000.01.04	Lei orgânica. Inclui: documentação sobre a elaboração/alteração de leis orgânicas e documentação resultante da execução da mesma, como: correspondência, comunicação interna, atos de reuniões e organizativas.	Legislativa	7	8	



Correspondence Register

- The Correspondence Register is done through a centralized electronic system, which was designed under the coordination of the AHP;
- The Register is based on the **Classification Plan** and it is used by all the Parliament Services.





Ongoing projects



Renewal of the Audiovisual Database

- The existing Audiovisual Database depends on Windows Media Video (.wmv) format. This format is an obsolete format and the Parliament TV no longer uses this format (the videos are produced in MP4). For the Indexation of the current Database to be done, the MP4 original files need to be converted in to .wmv files. This causes delays in the indexation process and problems while accessing the videos, since most browsers cannot reproduce them any longer;
- Besides, this Database back office requires installation on each workstation and does not allow remote access through username and password;
- **The new Database requirements target these main problems.**



Implementation of an Electronic Document Management System, with the following requirements:

1. Dematerialize and manage all official documents (proposals, internal service notes, orders, notices, circulars and dispatches) that are produced, received and dispatched by the Parliament services, regardless of the subject and the producing service;
2. Record, classify and implement flows that allow documents to be processed and authorized according with the implemented authorization chain;
3. Allow the implementation of the rules established by the **Classification Plan** and the respective **Document Selection Table**, with automatic management of the conservation periods and final destinations (conservation / elimination);
4. Allow digital signature of processes / documents and the establishment of security rules and access to documents;
5. Manage and enable the integrated recovery of the electronic processes, associating all the metadata of their production and their life cycle;
6. Allow integration (interoperability) with already dematerialized processes, and future dematerialization of other processes (namely the legislative process);
7. Migrate **existing Information in the already existent system "Correspondence Register"**.



Digital Preservation Plan

- Joint work of the IT department and the AHP;
- Mapping and **identification of all the Information Systems (and workflows)** used in the Parliament (55 total);
- **36 Systems were selected to be Preserved**, based on the following criteria (among them are the AHP databases):
 - producing information with a retention period exceeding 7 years, with legal, administrative or informative value;
- 3 recommended **Digital Preservation Systems (RODA; Archivematica; Preservica Cloud Edition)**;
- Identification of metadata schemes applicable to the Digital Preservation Plan, namely: for the purposes of description, the **Dublin Core (DC)** and the **Encoded Archival Description (EAD)**; for contextual and structural purposes, the **Metadata Encoding and Transmission Standard (METS)** and for preservation purposes, the **Preservation Metadata Implementation Strategies (in PREMIS)**.



Digital Preservation Plan

Preferable preservation formats

Documents Spreadsheets Presentations	PDF/A
Images	TIFF
Videos	MXV
Audio	WAVE, WAV
	BWF
	SQL
Data Bases	SIARD
	ODB
	WARC
Web pages	WARC
E-mail	EML



Digitizing Audio Files

- The AHP received a total of 1754 magnetic tape reels and also a total of 967 cassettes and 4304 mini cassettes. These analogic audio files contain sound recordings of plenary and committee meetings going from 1984 to 2009;
- These files will be digitized to .wav formats (uncompressed preservation format) and to .mp3 format (compressed format for common access).



Preservation of the Historical Archive Documents

- Our most ancient holdings date back to the beginning of the 19th Century and are mainly classified into Section I/II;
- These documents are undergoing an extensive process of archival description. A more detailed description is being made available at the Historical Archive Database (to improve information retrieval; to reduce manual search and document handling);
- At the same time, these documents are being reconditioned in new and appropriate boxes and with appropriate materials;
- The documents are also undergoing a deep process of cleaning and restoration (done by 2 specialized techniques);
- Repository Environment is controlled at all times.



Storage for long time preservation





Preservation Treatment of the Historical Archive Documents



Archival Authority Records

- For all services (since 1935 to the present, and to be extended back to the 19th century producers);
- Authority Records and Organizational Charts for each producer;
- To be made available in a specific database, which connects to the Historical archive database ([temporary solution](#)).



Inventory of the Historical Archive

- Mapping the 19th and the early 20th century fonds and collections;
- *E-book* and limited paper edition;
- It will be based on the description made while creating the Archival Authority Records and on the selection of the most important and emblematic documents.





Thank you!

Ana.margaridarodrigues@ar.parlamento.pt



Sandra
**RODRIGUEZ
BERMEJO**

Archivo de las Cortes Generales, Spain



THE HISTORICAL PARLIAMENTARY ARCHIVE OF THE CONGRESS OF DEPUTIES



Reviving ICA – CDB (November 2012, B-spp)



Archivo del Congreso de los Diputados (ACD)

Reviving ICA – CDB (November 2012, B-spp)

DOCUMENTACIÓN
Teléfono: 91 520 5000 ext. 2000
www.ica.es

- Bibliografía y libros de interés
- Documentos legislativos, administrativos, etc. originales, copias, impresos y digitalizados; Internet



BIBLIOTECA
Teléfono: 91 520 5000 ext. 2001
www.ica.es

- Consultas de libros e información de los mismos
- Prestamo de libros



ARCHIVO
Teléfono: 91 520 5000 ext. 2002
www.ica.es

- Expedientes de interés para acceder a los datos por el Parlamento
- Acceso a los expedientes de interés



www.ica.es | Dirección: E-28014 Madrid

Documentation, Library and Archives Directorate

Revising ICA – 2007 (November 2003, B-0004)



The Members of the Parliament taking an oath in Cádiz in 1810
Painted by José Casado del Alisal (1802)

Signature of Antonio Moreno Gálex
(first Archivist of the Spanish Parliament)

Revising ICA – 2007 (November 2003, B-0004)



Archives code: ES: 28079, ACD
Archives name: Archivo del Congreso de los Diputados
Owner: Public/Legislative Power
Geographic scope: National-wide
Country: Spain
Region: Region of Madrid
Province: Madrid
Town: Madrid
Street: Carrera de San Jerónimo s/n
Post Code: 28071

CONTACT DETAILS

Tel: +34 913 906 388

Fax: +34 913 906 333

E-mail: archivo.congreso@congreso.es

Website:

<http://www.congreso.es/portaf/web/ocria/Congreso/Congreso/500cm/ArchCon>



Revising ICA – CDB (November 2013, B-1001)

VISITS OF HEADS OF STATE

Congreso

Lugar de reunión de los miembros del Parlamento y de sus grupos parlamentarios

Visita de autoridades de la ONU

El 11 de octubre de 2013, el Presidente de la República, Carlos Azeglio Ciampi, recibió en el Palacio de la Moneda a la delegación encabezada por el Secretario General de la ONU, Ban Ki-moon, acompañado por el Subsecretario de Estado para Asuntos de Cooperación Internacional, Felipe González Lora.

Visita de autoridades de la OEA

El 11 de octubre de 2013, el Presidente de la República, Carlos Azeglio Ciampi, recibió en el Palacio de la Moneda a la delegación encabezada por el Secretario General de la OEA, Luis Almagro, acompañado por el Subsecretario de Estado para Asuntos de Cooperación Internacional, Felipe González Lora.

Visita de autoridades de la OEA

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Referencias:

1. Ban Ki-moon	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
2. Felipe González Lora	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
3. Luis Almagro	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
4. Ban Ki-moon	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
5. Felipe González Lora	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
6. Luis Almagro	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
7. Ban Ki-moon	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
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9. Luis Almagro	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
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12. Luis Almagro	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
13. Ban Ki-moon	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
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27. Luis Almagro	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
28. Ban Ki-moon	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
29. Felipe González Lora	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013
30. Luis Almagro	11 de octubre de 2013	Palacio de la Moneda	11 de octubre de 2013

Revising ICA – CDB (November 2013, B-1001)

Visit of Carlo Azeglio Ciampi (1999)

4 Valor

[Ver el archivo de la República Italiana Carlo Azeglio Ciampi, 20 de octubre de 1999](#)

[Ver el archivo de la República Italiana Carlo Azeglio Ciampi, 20 de octubre de 1999](#)

Visita del Presidente de la República Italiana, Carlo Azeglio Ciampi
20 de octubre de 1999
Congreso de los Diputados

Carlo Azeglio Ciampi:
Ministro de Asuntos Exteriores, 1994-1995

Fue Primer Ministro de la República Italiana durante el 11 de febrero de 1999 hasta el 11 de mayo de 1999.

Visitó al Congreso de los Diputados en el marco de una delegación encabezada por el Subsecretario de Estado para Asuntos de Cooperación Internacional, Felipe González Lora, y por la Presidenta del Senado, Rosa María Aguayo.

Referencias:
1. Felipe González Lora





Revising ICA – 2007-11 November 2009 – Budget

Ideas and proposals for the near future

- Updating the website



SPP ICA
Section for Archives of Parliaments and Political Parties
Section des Archives des Parlements et Partis Politiques

The Section of Archives of Parliaments and Political Parties (SPP) is a specialised branch of ICA, established in 1974, at the instigation of Johannes G. Giesecke, ICA's 11th President.

It is the only body of the ICA which focuses on state archives during public life, in particular, the work of the state and the way the representation of archives of state bodies and political parties is affected after and needs to be seen in relation to the changing role of state archives and bodies.

The work of the SPP can be seen in the following areas:

- All around the SPP works to improve the conditions for working in archives. From 2007 the SPP has organised several courses on state archives in various countries, and will be organising public courses in 2010.
- For more information, visit the website www.ica.org or contact the SPP Secretariat, 2009, a member of the ICA Secretariat.

More information is available in English and French.

Section for Archives of Parliaments and Political Parties	
Chair	John G. Giesecke
President	John G. Giesecke
Secretary	John G. Giesecke
Members	John G. Giesecke
Staff	John G. Giesecke

Revising ICA – 2007-11 November 2009 – Budget

Ideas and proposals for the near future

- Annual meetings



Reviving ICA – COB (November 2019) - Budget

Ideas and proposals for the near future

- Forum for discussion

SPP ICA
Sector for the development of the business sector
Sector for the development of the business sector

Revising ICA – CDB (November 2013, Bilingual)

Ideas and proposals for the near future

- Forum for discussion

PROYECTO A LARGO PLAZO LOS ARCHIVOS PARLAMENTARIOS EN ESPAÑA: UNO DE LOS EJEMPLOS DE BUENAS PRÁCTICAS

1. Por favor de los países que no se sienten identificados, que envíen y envíen la Oficina de Presidentes de la Parlamento Nacional, también que sus investigadores.
 - Los que se refieren a los países, se refieren a los países en los que se encuentran en el mundo.
 - Los que se refieren a los países, se refieren a los países en los que se encuentran en el mundo.
 - Los que se refieren a los países, se refieren a los países en los que se encuentran en el mundo.
2. En los casos que se refieren a los países, se refieren a los países en los que se encuentran en el mundo.
3. Trabajando en la creación de los nuevos proyectos, se refieren a los países en los que se encuentran en el mundo.
4. Así mismo, se refieren a los países, se refieren a los países en los que se encuentran en el mundo.

Trabajo y el proyecto de los países, se refieren a los países en los que se encuentran en el mundo.

No se refieren a los países, se refieren a los países en los que se encuentran en el mundo.

Revising ICA – CDB (November 2013, Bilingual)

Ideas and proposals for the near future

- Forum for discussion

PROYECTO A LARGO PLAZO LOS ARCHIVOS PARLAMENTARIOS EN ESPAÑA: UNO DE LOS EJEMPLOS DE BUENAS PRÁCTICAS

Categoría	Descripción de la propuesta	Estado de desarrollo	Responsable	Fecha de inicio	Fecha de finalización	Observaciones
...
...
...

Reviving ICA – CDD (November 2002 - Present)



The screenshot shows the homepage of the SPP (Servicio de Protección Parlamentaria) website. At the top, there is a blue header with the text "Reviving ICA – CDD (November 2002 - Present)". Below this is the SPP logo, which consists of a house icon with a clock inside, and the letters "SPP" below it. A red arrow points to the logo. To the right of the logo is the text "CONSEJO INTERNACIONAL DE ARCHIVOS" and "ICAA (International Council on Archives)". Below the logo and text are several menu items: "Inicio", "Sobre nosotros", "Servicios", "Contacto", and "Noticias". The main content area is divided into two columns. The left column contains a list of services, each with a brief description and a small orange icon. The right column contains a "Contacto" section with contact information and a "Redes sociales" section with social media icons for Facebook, Twitter, and YouTube. At the bottom of the screenshot, there is a URL: <http://archivosparlamentarios.blogspot.com/>

Thanks for your
attention!
Molte grazie!



Appendix

SPP Regulations

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In the interest of good governance and in accordance with chapter XIX, art. 61 of the ICA CONSTITUTION as adopted in 2004, the present regulations codify comprehensively the fundamental principles and rules governing the functions and work of the SPP/ICA and its organs.

I - AUTHORITY AND MANDATE

1. (1) Being a section of the International Council on Archives (ICA) under chapter XIX of its CONSTITUTION, the section is officially named: Section of Archives and Archivists of Parliaments and Political Parties SPP/ICA).
- (2) Within the general objectives of ICA as set out in chapter III of the CONSTITUTION, the SPP/ICA at the international level aims to:
 - a. promote professional and scholarly co-operation and communication between archives and archivists of parliaments, political parties, and politicians;
 - b. draw attention to the existence of archives of parliaments, political parties, and politicians and to promote their interests;
 - c. achieve recognition of the professional status of archivists in charge of the archives of parliaments, political parties, and politicians;
 - d. ensure the preservation of the historical heritage, and promote knowledge of it, and allow access to it and use of it in as equitable and co-operative a manner as possible.

II - MEMBERSHIP

2. The Section comprises:
 - a. the archives services of parliaments, political parties, and politicians, category "C" members of the ICA;
 - b. the archives services of organizations such as foundations, associations and others, category "C" members of the ICA, working with records similar to those referred to in a. above;
 - c. category "D" members of the ICA working or having worked as archivists for institutions similar to those referred to in a. and b. above.
3. Joining and resigning are via the Secretariat of ICA (ICA CONSTITUTION, 2004, chapter IV, art. 11).

III - ORGANS

4. The organs of SPP/ICA are:
 - a. the Plenary Assembly (PA/SPP);
 - b. the Steering Committee (SC/SPP);
 - c. the President;
 - d. the Secretary;
 - e. the Treasurer;
 - f. the Auditor;
 - g. Standing Working Groups of archives of parliaments, political parties, and politicians;
 - h. Ad-hoc Working Groups.

IV - THE PLENARY ASSEMBLY

5. The members of SPP/ICA shall meet preferably once a year, but at least every two years, and have the right to speak and to vote at these meetings (ICA, CONSTITUTION 2004, chapter XIX, art.60 para.2).
6. (1) At the meetings of the PA/SPP every category "C" member of the Section may be represented by one representative exercising the right to speak and to vote for the respective member.
(2) At the meetings of the PA/SPP every category "D" member of the Section has the right to speak and to vote.
(3) Archivists of parliaments, political parties, and politicians not being members or representing a member of the SPP/ICA are free to attend the meetings of the PA/SPP as observers with the right to speak.
7. (1) A preliminary agenda including the location, the date(s) and the envisaged time of the meeting will be distributed to the members by the Secretary or the President at least eight weeks prior to the meeting.
(2) The final agenda will be sent out at least 14 days before the meeting. The period of time between distributing the preliminary Agenda and the final Agenda is to be six weeks at least.
8. The meeting will be chaired by the President of the Section:
9. (1) Motions may be submitted in writing by any member of the Section 21 days the latest before a meeting of the PA/SPP; such motions are to be tabled to the Secretary and the president.
(2) In the course of a meeting procedural motions may be submitted in writing or orally by any member present or represented.
10. (1) The PA/SPP decides by the majority of the votes cast.
(2) If the result of the vote is equal, the question is deemed to be in the negative.
11. (1) The PA/SPP, on the proposal of the SC/SPP, establishes and updates the SPP/ICA Regulations.
(2) The Regulations come into force after the approval by the ICA Executive Board.
12. (1) The official record of the meetings and decisions of the PA/SPP is the Minutes of Proceedings. Prepared by the Secretary, it shall include information about the members present and decisions taken.
(2) The Minutes of Proceedings shall be sent to the SPP/ICA members having been present to the meeting within six weeks after a meeting.
(3) Upon reception of the Minutes of Proceedings, the SPP/ICA members having been present at the meeting shall have three weeks to send to the Secretary their approval or any corrections.
This final decisions on correction is incumbent on the President.
(4) The Minutes of Proceedings are public documents. For the interest of SPP/ICA members, the community of archivists and of the general public, the Secretary shall make every effort to post the final version of the Minutes of Proceedings in the SPP/ICA website as soon as possible.

V - THE STEERING COMMITTEE

13. The SPP/ICA shall elect a bureau [Steering Committee] and the auditor at the meeting of its members held in association with the International

Congress on Archives (ICA CONSTITUTION, 2004, chapter XIX, art. 60 para.3).

- 14.** (1) The membership of the SC/SPP shall consist of the President, Vice-Presidents, up to two Secretaries, the Treasurer and at least three other members, who must be working in the field of administration or preservation of records and archives, or of archival training and education and who may serve no more than two consecutive terms in the same position (ICA, CONSTITUTION 2004, chapter XIX, art. 60 para.4).
- (2) One Vice-President is to be elected out of the members representing archives services of Parliaments. One Vice-president is to be elected out of the members representing archives services of political parties or politicians.
- (3) If the President or a Vice-president resigns in the course of the electoral term, the Plenary Assembly at its next meeting elects a successor for the remaining part of the electoral term.
- 15.** (1) The SC/SPP shall meet at least once a year and whenever convened by the President or upon the request of one-third of its members (ICA CONSTITUTION, 2004, chapter XIX, art. 60 para5).
- (2) The members of the SC/SPP shall be notified of the location, date(s) and time of a meeting at least eight weeks in advance.
- (3) 14 days before a meeting, the members shall receive by e-mail the agenda and, when necessary, the documents to be discussed at the meeting.
- 16.** (1) One third of SC/SPP members, including the President, shall constitute a quorum.
- (2) When necessary, formal decisions made by the SC/SPP shall be reached by a vote of its members. The SC/SPP decides by the majority of the votes cast.
- (3) If the result of the vote is equal, the question is deemed to be in the negative.
- 17.** If deemed useful, the SC/SPP may co-opt additional members for the term to be completed.
- 18.** (1) The official record of the meetings and decisions of the SC/SPP is the Minutes of Proceedings. Prepared by the Secretary, it shall include information about the members present and decisions taken.
- (2) The Minutes of Proceedings shall be sent to the SC/SPP members having been present to the meeting within six weeks after the meeting.
- (3) Upon reception of the Minutes of Proceedings, the SC/SPP members having been present shall have three weeks to send the Secretary their approval or any corrections. The final decision on correction is incumbent on the President.
- (4) The Minutes of Proceedings are public documents. For the interest of the SPP/ICA members, the community of archivists and of the general public, the Secretary shall make every effort to post the final version of the Minutes of proceedings in the SPP/ICA website as soon as possible.

VI - THE PRESIDENT AND THE VICE-PRESIDENT(S)

19. The President

- a. Represents the SPP/ICA in the Annual General Meeting, CITRA, Executive Board, and Programme Commission of the ICA;
- b. Convenes and presides over the meeting of the PA/SPP and of the SC/SPP;
- c. Is responsible for SPP/ICA programme activities (schedule of meetings, professional themes) with attention to the overall priorities of the ICA;
- d. Draws up professional programmes of SPP/ICA;
- e. Communicates internally with members of SPP/ICA and with the rest of the ICA;
- f. Takes action to increase the membership of SPP/ICA particularly at the institutional level and especially in regions under-represented in the Section;
- g. Takes action to find funds available for SPP/ICA.

20. The Vice-President

- a. Assists the President in internal communication and in managing the SPP/ICA programmes;
- b. In the absence of the President, a Vice-President legally represents the SPP/ICA;
- c. The Vice-President elected out of the members representing archives services of Parliament chairs the meetings of the Standing Working Group of Parliamentary Archives;
- d. The Vice-President elected out of the members representing archives services of political parties or politicians chairs the meeting of the Standing Working Groups of Political Party Archives and of Archives of Politicians.

VII - THE SECRETARY

21. The Secretary

- a. Helps in organising meetings (conferences) and keeps the Minutes of Proceedings of the PA/SPP and SC/SPP;
- b. Is responsible for the internal administration and communication in co-operation with the President;
- c. Manages the campaign directed to increase of membership especially from underdeveloped regions.

VIII - THE TREASURER

22. The Treasurer

- a. Is responsible for the management of the budget at the disposal of the section (under the supervision of the ICA Treasurer);
- b. Reports to the PA/SPP;
- c. Submits the accounts of the SPP for annual audit to the Auditor.

IX - THE AUDITOR

23. The Auditor

- a. Reviews the accounts submitted by the Treasurer;

- b. Reports to the PA/SPP;
- c. Applies to the PA/SPP for exoneration of the Treasurer.

X - WORKING GROUPS

24. Standing Working Groups

- (1) In accordance with the composition of the Section comprising the archives services of parliaments, political parties and politicians (para.2 subpara.a), the Standing Working Groups consist of:
 - a. a Working Group of Parliamentary Archives;
 - b. a Working Group of Political Party Archives;
 - c. a Working Group of Archives of Politicians.
- (2) The function of the Standing Working Groups is to carry out tasks specific to the particular kind of archival services they represent.

25. Ad hoc Working Groups

The SC/SPP may set up Ad hoc Working Groups to carry out specific tasks of the Section.

XI - HONOURS

26. The PA/SPP may on proposal of the SC/SPP and by unanimous decision confer:

- a. the status of Honorary President to one member of the SPP/ICA not being in active service and having rendered eminent service to the Section and/or the profession;
- b. the status of Honorary Member to up to four members of the SPP/ICA not being in active service and having rendered excellent service to the Section and/or the profession.

XII - OFFICIAL LANGUAGES

- 27.** (1) The working languages of SPP/ICA shall be English and French (ICA CONSTITUTION, 2004, chapter XXIII, art. 74 para.1).
- (2) The official communication and correspondence of SPP/ICA shall be in English and/or French (ICA CONSTITUTION, 2004, chapter XXIII, art. 74 para.1).

XIII - DATE OF EFFECTIVENESS

- 28.** These Regulations shall come into force immediately following its adoption by the Executive Board of the ICA in June 2009.

Règlement de la SPP/CIA

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Dans l'intérêt d'une saine gestion, et conformément au chapitre XIX, art. 61 des STATUTS du CIA tels qu'approuvés en 2004, le présent Règlement codifie de façon détaillée les principes et les règles de base qui régissent le fonctionnement et le travail de la SPP/CIA et de ses composantes.

I - POUVOIR ET MANDAT

- 1.** (1) Section du Conseil international des archives (CIA), la Section, conformément au chapitre XIX des Statuts du CIA, est officiellement appelée: Section des archives des parlements et des partis politiques (SPP/CIA)
- (2) Dans le cadre des objectifs généraux du CIA tels que formulés au chapitre III de ses Statuts, la SPP/CIA, au niveau international, vise à:
 - a. promouvoir la coopération professionnelle et scientifique et les relations entre archives et archivistes des parlements, des partis politiques, et des politiciens;
 - b. faire reconnaître au plan international l'existence des archives des parlements, des partis politiques, et des politiciens, et en promouvoir l'intérêt;
 - c. obtenir la reconnaissance du caractère professionnel du statut d'archiviste pour les personnes en charge des archives des parlements, des partis politiques, et des politiciens;
 - d. assurer la conservation et la connaissance du patrimoine historique de celles-ci et en permettre l'exploitation, l'accès et la communication de façon aussi équitable et conviviale que possible.

II - COMPOSITION

- 2.** La Section comprend
 - a. les services d'archives des parlements, des partis politiques, et des politiciens, membres de la catégorie "C" du CIA;
 - b. les services d'archives d'organisations telles les fondations, associations et autres, membres de la catégorie "C" du CIA, travaillant avec des documents similaires à ceux sous-entendus en a. ci-dessus;
 - c. les membres de la catégorie "D" du CIA travaillant ou ayant travaillé à titre d'archivistes pour des institutions similaires à celles mentionnées en a. ci-dessus.
- 3.** L'adhésion et la résignation s'effectuent par l'entremise du secrétariat du CIA (Statuts du CIA, 2004, chapitre IV, art. 11).

III - COMPOSANTES

- 4.** Les composantes de la SPP/CIA sont
 - a. l'assemblée plénière (AP/SPP);
 - b. le comité directeur (CD/SPP);
 - c. le Président;
 - d. le Secrétaire;
 - e. le trésorier
 - f. le vérificateur;

- g. les groupes de travail permanents des archives parlementaires, archives des partis politiques et archives des politiciens;
- h. les groupes de travail ad hoc.

IV - L'ASSEMBLÉE PLÉNIÈRE

- 5.** Les membres de la SPP/CIA se réunissent préférablement une fois par année, mais au moins tous les deux ans, et ont les droits de parole et de vote à ces réunions (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 2)
- 6.** (1) Aux réunions de l'AP/SPP, tout membre de la catégorie "C" de la Section peut être représenté par un membre en règle qui peut exercer ses droits de parole et de vote pour le membre qu'il représente.
(2) Aux réunions de l'AP/SPP, tout membre de la catégorie "D" de la Section a droits de parole et de vote.
(3) Les archivistes des parlements, des partis politiques, et des politiciens non-membres ou représentant un membre de la SPP/CIA peuvent assister aux réunions de l'AP/SPP à titre d'observateurs et n'ont que le droit de parole.
- 7.** (1) Un projet d'ordre du jour incluant le lieu, la(les) date(s) et l'heure d'une réunion est distribué aux membres par le secrétaire ou le président au moins huit semaines avant la réunion.
(2) L'ordre du jour final est envoyé au moins quatorze jours avant la réunion. Le délai entre la distribution du projet d'ordre du jour et l'ordre du jour final est au moins de six semaines.
- 8.** Les réunions sont présidées par le président de la Section.
- 9.** (1) Les motions peuvent être soumises par écrit par tout membre de la Section au plus tard vingt-et-un jours avant une réunion d'une AP/SPP; ces motions doivent être déposées auprès du secrétaire et du président.
(2) Au cours d'une réunion, des motions de procédure peuvent être soumises par écrit ou oralement par tout membre présent ou représenté.
- 10.** (1) L'AP/SPP prend ses décisions au moyen de votes majoritaires.
(2) S'il y a parité des voix, la question est réputée rejetée.
- 11.** (1) L'AP/SPP, sur proposition du CD/SPP, établit et met à jour le Règlement de la SPP/CIA.
(2) Le Règlement entre en vigueur dès son adoption par le Comité exécutif du CIA.
- 12.** (1) Le procès-verbal constitue le compte rendu officiel des réunions et des décisions de l'AP/SPP.
Préparé par le secrétaire, le procès-verbal contient des indications sur les membres présents et les décisions prises.
(2) Le procès-verbal est envoyé aux membres de la SPP/CIA ayant été présents à la réunion dans les six semaines suivant la réunion.
(3) Sur réception du procès-verbal, les membres de la SPP/CIA ayant été présents à la réunion ont trois semaines pour envoyer au secrétaire leur approbation ou toute correction. La décision finale des corrections incombe au président.
(4) Les procès-verbaux sont des documents publics. Pour l'intérêt des

membres de la SPP/CIA, la communauté d'archivistes et le public en général, le secrétaire veille à publier le plus rapidement possible la version finale des procès-verbaux dans le site internet de la SPP/CIA.

V - LE COMITÉ DIRECTEUR

- 13.** La SPP/CIA élit son bureau [comité directeur] ainsi qu'un vérificateur à la réunion de ses membres tenue à l'occasion du Congrès international des archives (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 3).
- 14.** (1) Le CD/SPP est composé d'un président, de deux vice-présidents, de deux secrétaires au maximum, d'un trésorier et au moins trois autres membres, qui doivent travailler dans le domaine de l'administration ou de la conservation des documents et des archives ou de la formation initiale et continue des archivistes et qui ne peuvent pas exercer la même fonction pendant plus de deux mandats consécutifs (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 4).
- (2) Un premier vice-président doit être élu par les membres représentant les services d'archives des parlements. Un second vice-président doit être élu par les membres représentant les services d'archives des partis politiques et des politiciens.
- (3) Si le président ou un vice-président démissionne au cours d'un mandat, l'AP/SPP, à sa subséquente réunion, élit le successeur pour le restant de la durée du mandat.
- 15.** (1) Le CD/SPP se réunit au moins une fois par an et chaque fois qu'il est convoqué par le président, ou à la demande d'un tiers de ses membres (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 5).
- (2) Les membres du CD/SPP sont informés du lieu, de la(des) date(s) et de l'heure d'une réunion au moins huit semaines à l'avance.
- (3) Quatorze jours avant une réunion, les membres reçoivent par courriel l'ordre du jour et, si nécessaire, les documents qui seront discutés lors de la réunion.
- 16.** (1) Un tiers des membres du CD/SPP, incluant le président, constitue le quorum.
- (2) Si nécessaire, les décisions formelles du CD/SPP sont prises au moyen de votes de ses membres. Le CD/SPP prend ses décisions au moyen de votes majoritaires.
- (3) S'il y a parité des voix, la question est réputée rejetée.
- 17.** Si jugé utile, le CD/SPP peut admettre par cooptation des membres additionnels pour le terme devant être complété.
- 18.** (1) Le procès-verbal constitue le compte rendu officiel des réunions et des décisions du CD/SPP.
- Préparé par le secrétaire, le procès-verbal contient des indications sur les membres présents et les décisions prises.
- (2) Le procès-verbal est envoyé aux membres du CD/SPP ayant été présents à la réunion dans les six semaines suivant la réunion.
- (3) Sur réception du procès-verbal, les membres du CD/SPP ayant été présents à la réunion ont trois semaines pour envoyer au secrétaire leur approbation ou toute correction. La décision finale des corrections incombe au président.

- (4) Les procès-verbaux sont des documents publics. Pour l'intérêt des membres de la SPP/CIA, la communauté d'archivistes et le public en général, le secrétaire veille à publier le plus rapidement possible la version finale des procès-verbaux dans le site internet de la SPP/CIA.

VI - LE PRÉSIDENT ET LE(S) VICE-PRÉSIDENT(S)

19. Le Président

- a. représente la SPP/CIA à l'Assemblée générale, au CITRA, au Comité exécutif, et à la Commission de programme du CIA;
- b. convoque et préside les réunions de l'AP/SPP et du CD/SPP;
- c. est responsable du programme de travail de la SPP/CIA (horaire des réunions, thèmes professionnels) en tenant compte des priorités d'ensemble du CIA;
- d. établit les programmes professionnels de la SPP/CIA;
- e. communique avec les membres de la SPP/CIA ainsi qu'avec le CIA;
- f. prend les mesures pour augmenter les adhésions de la SPP/CIA, particulièrement au niveau institutionnel et spécialement dans les régions sous-représentées de la Section;
- g. est responsable d'administrer le budget mis à la disposition de la SPP/CIA (sous le contrôle du trésorier du CIA);
- h. Prend les mesures pour trouver des fonds spéciaux disponibles pour la SPP/CIA.

20. Le vice-président

- a. assiste le président dans les communications internes et dans la gestion des programmes de la SPP/CIA;
- b. en l'absence du président, il représente légalement la SPP/CIA;
- c. le vice-président élu par les membres représentant les services d'archives des parlements préside les réunions du groupe de travail permanent des archives parlementaires;
- d. le vice-président élu par les membres représentant les services d'archives des partis politiques et politiciens préside les réunions des groupes de travail permanents des archives des partis politiques et des archives des politiciens.

VII - LE SECRÉTAIRE

21. Le secrétaire

- a. aide à l'organisation des réunions (conférences) et garde les procès-verbaux de l'AP/SPP et du CD/SPP;
- b. est responsable de l'administration et des communications internes, en collaboration avec le président;
- c. gère les campagnes visant à augmenter les adhésions, plus particulièrement dans les régions sous-développées.

VIII - LE TRÉSORIER

22. Le trésorier

- a. est responsable de la gestion du budget mis à la disposition de la Section (sous la supervision du trésorier du CIA);

- b. fait rapport à l'AP/SPP;
- c. soumet les comptes de la SPP/CIA au vérificateur pour la vérification annuelle.

IX - LE VÉRIFICATEUR

23. Le vérificateur

- a. revoit les comptes soumis par le trésorier;
- b. fait rapport à l'AP/SPP;
- c. se conforme à l'AP/SPP pour l'exonération du trésorier.

X - GROUPES DE TRAVAIL

24. Groupes de travail permanents

- (1) En conformité avec la composition de la Section qui regroupe les services d'archives des parlements, des partis politiques, et des politiciens (para. 2, alinéa a), les groupes de travail permanents sont:
 - a. un Groupe de travail des archives parlementaires;
 - b. un Groupe de travail des archives des partis politiques;
 - c. un Groupe de travail des archives des politiciens.
- (2) La fonction des groupes de travail permanents consiste à effectuer des tâches spécifiques au domaine spécialisé des services d'archives qu'ils représentent.

25. Groupes de travail ad hoc

Le CD/SPP peut constituer des groupes de travail ad hoc chargés d'effectuer des tâches spécifiques de la Section.

XI - DISTINCTIONS

- 26.** L'AP/SPP, sur proposition du CD/SPP et par décision unanime, peut accorder
- a. la qualité de président d'honneur à un membre de la SPP/CIA qui n'est pas en fonction et qui a rendu des services éminents à la Section et/ou à la profession;
 - b. la qualité de membre d'honneur à quatre membres au maximum de la SPP/CIA qui ne sont pas en fonction et qui ont rendu des services excellents à la Section et/ou à la profession.

XII - LANGUES OFFICIELLES

- 27.** (1) Les langues de travail de la SPP/CIA sont l'anglais et le français (Statuts du CIA, 2004, chapitre XXIII, art. 74 para. 1)
- (2) Les communications et la correspondance officielles de la SPP/CIA se font en anglais et/ou en français (Statuts du CIA, 2004, chapitre XXIII, art. 74 para. 1).

XIII - DATE D'ENTRÉE EN VIGUEUR

- 28.** Ce Règlement entre en vigueur dès son adoption par le Comité exécutif en juin 2009.

Final Resolution

The Members of the I.C.A. Section for Archives of Parliaments and Political Parties, convened in Rome for the 2019 Annual Meeting,

Recalling the invitation by I.C.A. Secretary General on February 20, 2019 to volunteer to revive the Section and propose a plan of action for its revival;

Reaffirming the importance of fostering the archival dimension of preserving and disseminating knowledge on the history of national Parliaments and Political Parties;

Reiterating their determination to enhance the traditional role of the Section as a valuable framework for professional exchange and cooperation;

Stating their expectation that Archivists from other Parliaments and Political Parties may actively participate in the proceedings of the Section;

Agreed the following plan of action for the future development of the Section's activities:

- (a) To undertake strong efforts to establish a network of Parliaments and Political Parties Archives so as to enhance mutual knowledge and cooperation through direct exchange of professional experiences and web-based information tools;
- (b) To encourage the active participation of Archivists from other Parliaments and Political Parties in the proceedings of the Section through direct professional contacts and by announcing the re-establishment of the SPP Section on the I.C.A. website;
- (c) To welcome and support I.C.A. initiatives aimed at promoting national parliamentary and political parties' Archives as well as the professional skills and culture of archivists engaged in their preservation and development;

- (d) In the absence of organs legitimized to act on behalf of the Section in accordance with section 13 of the SPP Regulations, to establish a provisional governance body based on the unanimous decision of the members convened in Rome on 28 and 29 November 2019;
- (e) To request the Secretary General of ICA to arrange for a meeting of the Plenary Assembly of SPP to be held in association with the ICA Congress in Abu Dhabi in 2020, to perform the electoral procedure foreseen in the above-mentioned provision.

Made in Rome, 29th November 2019

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| Dr. Karin SCHNEIDER, | <i>Austrian Parliamentary Archives</i> |
| Prof. Dr. Ewald GROTHE, | <i>Friedrich-Naumann-Stiftung für die Freiheit -
Archiv des Liberalismus</i> |
| Dr. Inda NOVOMINSKY, | <i>Israeli Knesset Archives</i> |
| Dr. Giampiero BUONOMO,
Dr. Paolo MASSA, | <i>Italian Parliamentary
Historical Archives</i> |
| Dr. Ana Margarida RODRIGUES, | <i>Portuguese Parliamentary Historical Archives</i> |
| Dr. Sandra RODRIGUEZ BERMEJO, | <i>Spanish Congress of Deputies Archives</i> |
| Dr. Günther SCHEFBECK, | <i>Former SPP Steering Committee Chairman</i> |
| Dr. Emilie GAGNET LEUMAS, | <i>The ICA Representative in the Section Meeting</i> |

Résolution finale

Les Membres de la Section des Archives des Parlements et des Partis politiques de l'ICA, réunis à Rome à l'occasion de la Conférence annuelle 2019,

Rappelant l'invitation formulée par le Secrétaire général de l'ICA le 20 février 2019 de s'engager à relancer la Section et de proposer un plan d'action pour sa relance;

Réaffirmant l'importance de favoriser la fonction des archives de conservation et divulgation des connaissances concernant l'histoire des Parlements nationaux et des Partis politiques;

Réitérant leur détermination de mettre en valeur le rôle traditionnel de la Section en tant que cadre précieux pour les échanges professionnels et la coopération;

Affirmant leur souhait que les archivistes des autres Parlements et des Partis politiques participent activement aux travaux de la Section;

**ont convenu du plan d'action qui suit
pour le développement futur des activités de la Section:**

- (a) Accomplir des efforts soutenus en vue d'établir un réseau des archives des Parlements et des Partis politiques de manière à améliorer la connaissance et la coopération réciproques à travers l'échange direct d'expériences professionnelles et d'outils d'information par Internet;
- (b) Encourager la participation active des archivistes d'autres Parlements et de Partis politiques aux travaux de la Section à travers des contacts professionnels directs et en annonçant la reconstitution de la Section des Archives des Parlements et des Partis politiques (SPP) sur le site web de l'ICA;
- (c) Accueillir et soutenir les initiatives de l'ICA visant à promouvoir les archives nationales des parlements et des partis politiques, ainsi que les compétences professionnelles et la culture des archivistes engagés dans la conservation et le développement des archives;

- (d) En l'absence d'organes habilités à agir au nom de la Section conformément à l'article 13 du Règlement de la SPP, établir un organe de gouvernance provisoire par décision unanime des membres réunis à Rome les 28 et 29 novembre 2019;
- (e) Demander au Secrétaire Général de l'ICA d'organiser une réunion de l'Assemblée plénière de la SPP en association avec le Congrès de l'ICA à Abu Dhabi en 2020, afin d'effectuer la procédure électorale prévue dans la disposition susmentionnée.

Fait à Rome, le 29 novembre 2019

Dr. Karin SCHNEIDER,	<i>Austrian Parliamentary Archives</i>
Prof. Dr. Ewald GROTHE,	<i>Friedrich-Naumann-Stiftung für die Freiheit - Archiv des Liberalismus</i>
Dr. Inda NOVOMINSKY,	<i>Israeli Knesset Archives</i>
Dr. Giampiero BUONOMO, Dr. Paolo MASSA,	<i>Italian Parliamentary Historical Archives</i>
Dr. Ana Margarida RODRIGUES,	<i>Portuguese Parliamentary Historical Archives</i>
Dr. Sandra RODRIGUEZ BERMEJO,	<i>Spanish Congress of Deputies Archives</i>
Dr. Günther SCHEFBECK,	<i>Former SPP Steering Committee Chairman</i>
Dr. Emilie GAGNET LEUMAS,	<i>The ICA Representative in the Section Meeting</i>

