

International Council of Archives (ICA)
Section for Professional Records Management and Archives Association (SPA)

ARCHIVAL SOLIDARITY COMMITTEE (ASC)

Work Plan 2005 – 2008

Prepared by Nancy Marrelli

Revised December 2005

Introduction

The main objective of Archival Solidarity is to develop a well-functioning infrastructure that will facilitate and inspire international development projects to benefit archives and archivists. This task is essentially a massive communications project with many parts. For this reason, all the pieces of this work plan flow in and out of each other inseparably and are presented not necessarily in order of priority but as much as possible in chronological order, although many are to be done simultaneously.

This work plan is an attempt to break down the huge task into manageable pieces that the Committee will be able to carry out systematically.

1. Committee Membership

Establish the ASC membership roster. This includes the following:

1.1 Finalize the ASC membership for the period ending September 2008

It is clear from the work plan proposed in this document that the original committee membership of not more than seven members is too small for the work to be done. There will be complex language needs as well as important communications and outreach activities, and the workload will be heavy to get ASC rolling. The ASC membership will be not more than nine members.

Responsible person: Nancy Marrelli

Deadline: December 2005

1.2 Develop a network of interested corresponding members for the Committee and/or increase the membership of the ASC

The ASC will include corresponding members as well as regular members. These corresponding members will be approached to assist with specific short-term or one-time tasks that are part of the considerable workload of the committee. Corresponding members will typically be individuals who are interested in the work of the ASC, who are not able to make a major long-term commitment at this time, but who are willing and able to take on specific and/or limited tasks.

Responsible person: Nancy Marrelli

Deadline: An initial group of volunteers by March 2006 and ongoing as required

2. Development Projects Database

Maintain the database of current and recent international outreach projects and keep it as current as possible

This activity includes the following components:

2.1 Contact all respondents to our first questionnaire (hard copy or e-mail as appropriate). The purpose is to:

- Inform respondents of the status of the project, including the formal establishment of the committee
- Request permission to include their project information in a version of the database that will be mounted on an ICA website
- Invite respondents to update information on their project(s) and keep us informed about new developments
- Invite respondents to share information about their projects with others interested in international outreach for archives via a listserv that ASC will create for that purpose.

Person responsible: Nancy Marrelli with others who have language skills in French and Spanish.

Deadline: March 2006

2.2 Follow up all leads on unreported projects and request information that can be added to our database. Do follow-up requests for clarification or further information as required.

Person responsible: Nancy Marrelli and all members of the Committee

Deadline: ongoing

Review and organize all projects in the database, requesting updated information if required, and dividing projects into past, current, and ongoing categories to facilitate use of the information

2.3 Update the projects database as information is received or culled from other sources

Person responsible: Nancy Marrelli

Deadline: ongoing as information is received

3. Communication Strategy and Infrastructure

Develop, implement and maintain a detailed Communication strategy and infrastructure for the Archival Solidarity project

This activity includes the following components:

3.1 Develop a detailed communication strategy for Archival Solidarity

This strategy may include the following elements: direct communications via traditional mail, e-mail, electronic listserv, newsletter(s), speaking engagements to regional, national and international associations and groups, and other appropriate means of communication.

Person responsible: The Committee, with the assistance of volunteers with experience in international development work

Deadline: July 2006

3.2 Establish a website for Archival Solidarity

The website should link clearly with SPA and the ICA website, but it must have a high level of visibility. It can be mounted either within the ICA website or independently, as appropriate. The website will be the hub for information not only on ACS activities (e.g. mandate, activity reports, work plan, Listserv information etc.), but also for information on international archival development activities. Our website should become the well-known gateway to resources that document, encourage and facilitate international development activities – existing resources or those the Committee develops. The site must be well organized and easy to navigate. The home page should be available in as many languages as possible, but at least English, French, Spanish, and German. Resources available on the site can be in any language. The website should slowly but surely build its resources and visibility to become the virtual presence of the coordinating leadership role that ICA/SPA/the Committee will take for international archival development activities.

Person responsible: Members of the Committee to be determined, ICA, corresponding members and others with specialized technical, design, and language skills

Deadline: Core home page in English no later than June 2006

Core home page in French, Spanish and German by December 2006

Other deadlines to be established as the project proceeds

3.3 Establish and announce a Listserv for sharing of information on archival cooperation and development activities

Person responsible: Members of the Committee to be determined

Deadline: April 2006

3.4 Use the Listserv to maintain and encourage development activities

The Committee can maintain and increase interest in development activities by issuing regular monthly updates about current activities, announcing additions to the AS web site, ensuring regular posting of short informative reports on new development projects underway, encourage the posting of requests for partners in projects under development, deal with emergency situations resulting from natural disasters or armed conflict, and whatever else is appropriate. These monthly updates can also be sent to the ICA leadership list. The objective is to work actively to encourage the Listserv to become the practical hub of the archival community's international development activities - *the place* for people to post and /or look for such information.

Person responsible: Members of the Committee to be determined

Deadline: April 2006 and monthly thereafter

3.5 Examine the possibilities for and explore partnerships with other groups such as ICA sections, professional associations, groups involved in international development projects, etc.

Person responsible: The Committee, Trudy Peterson, Nancy Marrelli, ICA leadership and FIDA, and others to be identified

Deadline: Initial contact made by SPA Steering Committee, additional contacts made by May 2006, and ongoing.

4. Develop and disseminate (using the infrastructure established in item 3 above) information resources that will encourage and facilitate international development projects for archives

This is ASC's major long-term objective. It will involve identification of useful resources, arranging for existing resources to be made available, and the creation of important resources that are not yet available. The list of possibilities includes but is not limited to: lists of funding possibilities for international archival development projects, information and assistance on how to develop a project and prepare a grant application to funding agencies, information on how to prepare and conduct interactive training sessions, curricula for basic training in preservation in tropical climates, basic training information for audiovisual archivists, manuals/handbooks on pertinent topics such as fundraising techniques, etc. Some of these resources will include checklists, model letters, samples, resource lists, and other practical aids.

4.1 Develop a list of the most urgently needed resources that facilitate international development projects

This will involve polling groups and individuals who have been involved with projects to ascertain the kinds of tools and resources that have been used successfully, and those that are needed but may not be available.

Person responsible: The Committee, those who reported projects for inclusion in our database, ICA leadership and sections

Deadline: September 2006 for first list, and ongoing

4.2 Identify appropriate existing resource materials and when possible arrange permissions for them to be made available via the AS website or other appropriate means

Person responsible: Members of the Committee to be determined, ICA sections, and others as appropriate

Deadline: To be determined

4.3 Commission or arrange for volunteer development of required resources

Person responsible: The Committee, members of the Committee to be determined, others to be identified

Deadline: To be determined

4.4 Develop a detailed project to collect information on funding sources, particularly existing government and foundation programs that can be used for archival development projects

Person responsible: The Committee, SPA Steering Committee, SPA members

Deadline: May 2006

4.5 Collect information on funding sources, particularly existing government and foundation programs that can be used for archival development projects; make the information available to the archival community through the web site and other appropriate means

Person responsible: Members of the Committee to be determined

Deadline: December 2007 and ongoing

4.6 Develop and make widely available useful models for international development projects

The kinds of models envisioned here include:

- Traditional donor partner / recipient partner project
- Peer-to-peer project in which participating partners share resources to carry out a joint or shared activity
- Providing supplies such as preservation supplies for a special training activity or specialized supplies needed for a special project
- Supplying quality archival literature to needy regions or institutions
- Internship or work experience projects in which an archivist goes to a host country for on-the-job experience or training
- Twinning projects in which two institutions develop a long-term relationship and collaboration (this could be between cities, universities, religious archives, or a thematic twinning such as collections of architectural records)

Once developed these models must be widely promoted. The models are intended to help foster creative and innovative ways of developing and carrying out effective and collaborative projects that meet real needs and that can be carried out with available resources. This initiative would involve a variety of people in the archival community who may be interested in such projects. For example working with municipal or university archives who might put together a twinning project, or archival educators who might develop internship projects or projects for new graduates, etc.

Person responsible: The Committee, selected partners with experience in international archival development projects, and selected interest groups

Deadline: October 2006 for three model projects and ongoing

5. Carry out standard reporting and administrative committee functions such as preparation of activity reports, and revision of the work plan

Person responsible: Nancy Marrelli

Deadline: as required

6. Create and/or make available recommendations and/or guidelines for the evaluation of completed development projects

Aside from the prescribed evaluation process involved in most funded projects, the Committee recognizes that evaluation of projects is an important and significant process, and it should encourage all project organizers and participants to evaluate projects fairly and carefully. In other words, the post-mortem assessment should try to answer fundamental questions such as: Was this the most appropriate project for this community? Were the partners well matched? Will the benefits be short-term or long term? How could this project have been more effective? A project may be considered a success according to the terms of a particular funding program because it met the requirements of the program and fulfilled the terms of the grant, but the participants may make an evaluation that the project had only limited or negative outcomes. This is a long-term objective that the Committee must keep in mind but it will not be an immediate and targeted project at this time.

Person Responsible: To be determined

Deadline: To be determined