

**INTERNATIONAL COUNCIL  
ON ARCHIVES**

**Section of International  
Organisations(SIO)**

**SIO/98/REP**

**24<sup>th</sup> SESSION OF THE SECTION OF ARCHIVISTS OF  
INTERNATIONAL ORGANISATIONS (ICA/SIO)  
Washington, DC, World Bank, 22 – 26 June 1998**

The twenty-fourth session of the Section of Archivists of International Organisations was held in Washington, DC, from the 22<sup>nd</sup> June to the 26<sup>th</sup> June 1998. Some 38 participants took part in the discussions, workshops and visits.

Mr. Franz Egger chaired the meeting. Dr Barbara Cartocci attended the meeting as an observer for the Section of Archives of Parliaments and Political Parties (SPP).

**5<sup>th</sup> Medium-Term Plan 1996 – 2000 - Programme of work (Item 1, 2 & 3 of the Agenda)**

Two projects of the Programme of Work which are near completion were presented to the participants. The Section Secretary, Milovan Mistic gave a demonstration of the CD – Rom containing the “Section Handbook” and the “Directory”. It is envisaged to make this information accessible on the Internet through the ICA Web site.

The work on the update of the Guide of archives of International Organizations has made good progress. Contributions from 39 Intergovernmental Organisations have been received and are already available online on the UNESCO Web page (<http://www.unesco.org/archives/guide/index.html>): they include practical information on the Organizations, brief administrative history and description of the series of records available for consultation (for those Organizations which give access to their archives). An appeal was made urging Intergovernmental Organizations, which have not yet done so, to send their contributions for this very useful research tool. To enable the information to be as accurate as possible, regular updates should also be sent. The members of the Section approved a supporting recommendation. (SIO/98/REC- 1)

A paper copy of the Guide will be available shortly. An expansion of this project, including possible co-operation with other sections, will be presented at next year’s meeting.

**World Bank Document management System (Item 4 of the Agenda)**

Mr. Clive Smith presented the World Bank’s system for capturing and storing electronic mail using Lotus Notes in an official mail repository.

## SIO/98/REP

### **Workshop on Electronic Records: Next Generation Considerations (Barry Associates) (Item 5 of the Agenda)**

The following topics were covered: managing the new Corporate Memory, overcoming obstacles to effective Electronic Document Management Systems, architectural considerations in the design of Electronic Document Management System and beyond EDMS: Records Management in a WWW, Intranet, Extranet Environment.

### **Workshop on Improving Access to the World Bank's Archives (Item 7 of the Agenda)**

This workshop used the World Bank Archives as a case study for identifying how best to "market" the archival material to users. Panellists and archives advisors outlined their views on what researchers want, what role intermediaries [academic libraries, research consultants, publishers] can play to promote archive material to potential users, what are the best means of making archives accessible i.e. finding aids on the Internet, online archives, C-D ROM and last what are the potential sources of additional funding (Annex 4).

A supporting recommendation was approved by the Section, calling on International Organizations to give preference to high quality descriptions and finding aids to serve the research community rather than embarking on large-scale digitization of records. (SIO/98/REC - 3)

### **Visit to the US National Archives (Item 6 of the Agenda)**

The first part of the visit was at the downtown building where participants saw a demonstration of the "charter monitoring system".

At the National Archives at College Park presentations covering the various aspects of accessioning, preserving and providing access to electronic records were given to the Section. An on going Electronic Access Scanning Project of some 120 000 items (textual, photographs, maps & plans, graphic material) was also presented to the Section.

### **Closing questions**

The members approved the annual report of the Session's activities and recommendations. Clive Smith circulated the provisional financial statement of income and expenditure (Annex 5 to the report). The Chairperson confirmed the invitation for the 1999 Session which will take place in Brussels (17<sup>th</sup> - 21<sup>st</sup> May) in conjunction with the celebrations marking the 50<sup>th</sup> Anniversary of the North Atlantic Treaty Organization.

**INTERNATIONAL COUNCIL**  
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**Section of International**  
**Organisations (SIO)**

**ANNEX 1 to**  
**SIO/98/REP**

**TWENTY-FOURTH SESSION**

Washington, D.C.  
22<sup>nd</sup> – 26<sup>th</sup> June 1998

**List of participants and observers**

Ms. Cristina BIANCHI, IOC Olympic Museum  
Mr. Kuno BITTNER, International Atomic Energy Agency  
Mr. Jens BOEL, UNESCO  
Ms. Barbara BUCKINGHAM, World Bank  
Mr. Fernando CABRERA-SALINAS, UN ICTR  
Ms. Barbara CARTOCCI, Section of Archives of Political Parties (SPP)  
Mr. Thomas CONVERSE, Inter-American Development Bank  
Ms Anne CRETAL, European Bank for Reconstruction and Development  
Mr. Xaire DIAZ, Inter-American Development Bank  
Ms Michelle DOLBEC, International Monetary Fund  
Ms Sheila, DOUMBAYA, World Meteorological Organisation  
Mr. Franz EGGER, North Atlantic Treaty Organisation  
Ms Nelly GAHONA-FREESE, Inter-American Development Bank  
Ms Jo Anne GARCIA-MELENDZ, Inter-American Development Bank  
Ms Mary-Ann GROSSET, Organisation for Economic Cooperation and Development  
Mr Jim HUTTLINGER, World Bank  
Ms Rosa LIU, International Telecommunications Satellite Organisation  
Ms Marguerite MINAMI, United Nations Volunteers Programme  
Mr. Milovan MISIC, Secretary ICA/SIO  
Mr. Dhurhati MUELLER, United Nations Office for Project Services  
Ms Judith OPPENHEIMER, Baha'i World Centre  
Ms Susan PENN, Inter-American Development Bank  
Mr Dobrica SAVIC, International Civil Aviation Organisation  
Mr Bruce SCHINKELWITZ, World Bank  
Ms Carla SECCHI, International Fund for Agricultural Development  
Mr Craig SEVY, International Monetary Fund  
Ms Maggie SHAPLEY, World Bank  
Ms Sonia SIMMONDS, United Nations Office for Project Services  
Ms Bridget SISK, United Nations Organisation  
Ms Anne-Marie SMITH, North Atlantic Treaty Organisation  
Mr Clive SMITH, World Bank  
Mr Iouri STAROSTINE, International Monetary Fund  
Mr Willem STOLS, Council of the European Union

**ANNEX 1 to**  
**SIO/REP/98**

**List of participants and observers (continued)**

Ms Anuradha SWAMINATHAN, World Intellectual Property Organisation  
Mr Patrice TAUPIN, Organisation for Economic Cooperation and Development  
Ms Nathalie TINJOD, European Space Agency  
Mr Thomas WEIR, International Monetary Fund  
Ms Beverly WHARTON-LAKE, Organisation of American States  
Mr Georges WILLEMIN, International Committee of the Red Cross

**INTERNATIONAL COUNCIL**  
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**Section of International**  
**Organisations (SIO)**

**ANNEX 2 to**  
**SIO/98/REP**

**24th Meeting of SIO**  
**World Bank - Washington DC, USA**  
**22nd - 26th June 1998**

**AGENDA (provisional)**

**Monday 22nd June 1998 10a.m. - 5 p.m.**

- O. Introduction
- 0.0 Formal opening of the meeting
  - 0.1 Welcoming speech
  - 0.2 Introduction of guests and participants
  - 0.3 Adoption of the Agenda
  - 0.4 Appointment of drafting committees
1. 5th Medium-Term Plan 1996 - 2000  
Programme of Work (briefing by the Chairman)
2. Presentation of the Section handbook on CD-Rom by Milovan Mistic
3. Update of the "Guide to Archives of International Organisations"  
Briefing by UNESCO's representative
4. Demonstration of the World Bank document management system, including imaging, correspondence, tracking and document creation.

**Tuesday 23rd June 1998 8 a.m. - 5 p.m.**

5. Workshop on Document Management  
convened by Rick Barry (former Chairman of the ACCIS Technical Panel on Electronic Records Management), assisted by Michael Sutton (Ottawa, expert in computer-assisted document management) and Bob Williams (Chicago, expert in electronic document management and President of Cohasset Associates)
- (N.B. For this workshop a financial contribution of USD80, is requested from participants)*

**Wednesday 24th June 1998 all day visit to the US National Archives**

6. The old and new buildings will be visited and demonstrations are proposed as well. (details to be communicated later)

**Thursday 25th June 1998 9 a.m. - 5 p.m.**

7. Workshop organised by the World Bank (Flavia Fonseca) on the theme of marketing archives (details to be communicated later).

**Friday 26th June 1998 9 a.m. - 5 p.m.**

8. Adoption and resolution of recommendations (if applicable)
9. Any Other Business
- 9.1 Financial Questions
  - 9.2 Annual Report of the Section

**ANNEX 2 to**  
**SIO/98/REP**

10. Closing Questions
  - 10.1 Date and Place of Next Meeting
11. Workshop on Internet computing and electronic archiving led by Milovan Mistic.

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**ANNEX 3 to**  
**SIO/98/REP**

**TWENTY-FOURTH SESSION**  
**(World Bank, Washington, D.C., 22<sup>nd</sup>- 26<sup>th</sup> June 1998)**

**RECOMMENDATIONS**

**SIO/98/REC -1**

**Public access and declassification & Historians' interests in Archives**  
**of International Organisations**

The Section of International Organisations notes with satisfaction the completion of Project No 1 "New and revised edition of the Guide to Archives of Intergovernmental Organisations" under UNESCO/ICA contract and in compliance with the provisions of the 5<sup>th</sup> Medium-Term Plan 1996-2000.

Considering that this project should be maintained and expanded, the Section recommends that:

- I. participating organisations be invited to provide on a regular basis information for updating the Guide;
- II. intergovernmental organisations not yet contributing to the Guide be invited to do so;
- III. the project officer (UNESCO) be requested to prepare a project plan for discussion at the 25<sup>th</sup> Session of the Section in 1999 on how to improve and possibly expand the Guide and
- IV. participating organisations be encouraged to make the necessary hyperlink between the WEB Guide and their own WEB sites as appropriate.

**SIO/98/REC - 2**

**Automation of archives and registry services**

In the absence of satisfactory solutions for the long-term preservation and retrievability of electronic records, the Section of International Organisations recommends retaining records of enduring value on proven archival media.

**SIO/98/REC - 3**

**Archival arrangement and description**

Taking into account the opinions expressed by members of the research community and those in charge of records management and archives at the "Workshop on improving access to the archives" held at the World Bank on June 25, 1998, the Section of International Organisations recommends that organisations give preference to providing high quality descriptions and finding aids by electronic means, rather than embarking on large-scale digitisation of the records themselves.

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**SUMMARY OF PANEL SESSIONS**  
**IMPROVING ACCESS TO THE BANK'S ARCHIVES**  
The World Bank - June 25, 1998

**ANNEX 4 to**  
**SIO/98/REP**

**Panel 1. End-Users: What do researchers want?**

- Researchers want information on specific areas, including:
  - History of international organizations including The World Bank
  - History of international economic systems and LDC/DC relations
  - Political & economic history of specific countries
  - International political economic theory
  - Economic statecraft theory and history
  - Project evaluation & design
  - Sectoral strategies
  - Post-War reconstruction
  - Globalization
  - Shift to private sector
  - Women
  - Environment
  - Biographies
- Most important need is for finding aids on the Web on what is available and how to approach the material, including limitations of the collection.
- Reference services should be available by e-mail.
- Maximize access by identifying potential internal and external users and what both need.
- Provide access to various types of records such as internal memos as well as all versions of reports, transcripts and minutes of Board meetings.
- When making data available, especially information received from others and published by the Bank, provide specific information about its source, reliability and accuracy.
- Bank's data is frequently better than data held by countries - make available via the Web.
- Create a funded fellowship program to enable scholars, especially from developing countries, to develop their own research projects, and use the Bank's archival resources.
- Oral histories to supplement records of key staff.
- Access should be available to all (i.e. there should be no "special access", except for official researchers).
- The Bank should not attempt to provide electronic access to content, if this means restricting other services. The Bank should not promise more than it will be able to deliver.
- Issues of confidentiality should not be decided by any single official, but by a panel. There should be a mechanism to appeal against decisions to restrict access. There should be a system permitting easy identification of items that are classified, due for declassification, etc.

**Panel 2. Depository Libraries**

- Use the depository libraries more and allow documents to be deposited outside of headquarters.
- Review the Public Information Center (PIC) model to see if it can be modified for this application. Make the PICs electronic centers and relate access to the state of technology available to users.
- Publish microfilm/microfiche and form a joint venture with a partner to share costs.
- Gather help from research and special libraries.
- Use the experience of others that have been through the same process including multinational corporations.
- Involve users more in appraisal of what records are valuable and think about other potential users, those within the organization itself. Ask users what they do and how what we have might be helpful.
- Follow entrepreneurial instincts. Look at packaging of on demand oral histories and allow word searches across transcripts.

SUMMARY OF PANEL SESSIONS  
IMPROVING ACCESS TO THE BANK'S ARCHIVES  
The World Bank - June 25, 1998

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**Panel 3. Technical - What are the best means of improving accessibility?**

- Finding aids should include topical guides, maps to look across collections; and explicit definition of variously used terms such as sector.
- Decide how want to break out information: geography, chronology, topical; consider using alias for project names. Use full words and not abbreviations. Think about how individual users could add their own tags.
- Get secondary sources from others. Look at organizational provenance and navigational needs for secondary versus primary data.
- Explore ways to publicize products such as through the Chadwick-Healey document manuscript collection.
- Think of usable "chunks" of data, not just one page, for example, one document with multiple versions indicating annotations by different people.
- Collection may be paper driven but also state availability of non-print media.
- Define multiple products based on need. May want to draw on translations and conversions of metadata.
- Allow for the changing nature of the collection relative to increasing portion of records in language of the country. Paper, plus some images but OCR not available for all languages.
- Difference between success and failure is understanding the Web. Have new information as well as collaborative efforts; cohabitation is important. Look at examples of "Animal Rights Law Center", "Making of America" and compare strengths of HTML & SGML.
- Tools are constantly changing therefore let the data drive the services. Be concerned whether data will be transferable as technology changes. Select a data set, start working with it and find out what kinds of questions people ask.
- Look at work done by University of Maryland, Human Computer Interaction Lab for Library of Congress.
- Review legal issues such as: intellectual property, copyright, confidentiality and ownership.
- The Bank is interested in creating an archival network (virtual development archives) with other partners experienced with economic development.

**Panel 4. Partnership - who can help?**

- Natural partners should include: scholarly and library/archival organizations, and international information organizations with comparable groups in all countries.
- Example of partnership with USAID, which did survey on possible repositories, made letters of agreement for them to provide access and information at cost or free and started to share products with them.
- University web sites such as Columbia University Press Online that sell subscriptions to libraries and other institutions. Demand is encouraging Columbia to look into price schedules and licenses for individual users.
- The Mellon Foundation supports research libraries, controlled experiments in the scholarly research process, and is especially concerned about the increased cost of acquisitions.

INTERNATIONAL COUNCIL ON ARCHIVES / CONSEIL INTERNATIONAL DES ARCHIVES  
SECTION OF INTERNATIONAL ORGANISATIONS / SECTION DES ORGANISATIONS  
INTERNATIONALES

*Provisional Statement of Income and Expenditure*  
for the period 1 July 1997 to 30 June 1998

	\$	\$
Income		
Membership dues for 1995 and 1997	5,300.00	
Electronic Records Workshop	2,080.00	
		7,380.00
Expenditure		
Postage	284.34	
Books for Electronic Records Workshop	1,050.00	
		1,334.34
Surplus of Income over Expenditure		6,045.66

*Provisional Reconciliation Statement as at 30 June 1998*

Balance brought forward as at 1 July 1997	6,965.36	
Surplus of Income over Expenditure	6,045.66	
Balance as at 30 June 1997		13,011.02
Balance at Bank as at 30 June 1998	10,931.02	
Receipts on hand (not banked)	2,080.00	
		13,011.02
Receivables		
Electronic Records Workshop	560.00	
Payables		
Electronic Records Workshop (estimate)	6,000.00	
Net assets		7571.02