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OPENING

The Chair, Professor Dr. Hartmut Weber, President of the Bundesarchiv, opened the meeting by welcoming all participants of the XV EBNA Conference to Berlin, in particular the representatives from the two new EU member states, Bulgaria and Romania. Mr. Weber expressed his special gratitude for the presence of the Minister of State to The Federal Chancellor and Federal Government Commissioner for Culture and Media, Mr Bernd Neumann, and asked Minister Neumann to hold the keynote speech.

Keynote Speech
of The Minister of State to The Federal Chancellor and
Federal Government Commissioner for Culture and Media, Mr Bernd Neumann

On behalf of the The Chancellor of the Federal Republic, Minister Neumann welcomed all participants of the XV EBNA conference, in particular Professor Dr. Lorenz Mikoletzky, President of the International Council on Archives (ICA), and the delegates from the two new EU member states, Bulgaria and Romania. Minister Neumann thanked the Bulgarian and Romanian delegates for a joint exhibition they had prepared in the lounge of the meeting place in order to introduce the archival heritage of their countries to the conference. Minister Neumann further welcomed the observers of the XV EBNA conference: Mr Frank Brady, head of the B 3 division (E-Domec and Archives) at the Secretariat-General of the European Commission, Secretary General Joan van Albada and Dr. David Leitch as representatives of The International Council on Archives (ICA), Mr Andreas Kellerhals, Director of The Swiss Federal Archives, Paul Vogt, head of Liechtenstein State Archives, and Dr. Jürgen Rainer Wolf, Chief-Executive of the Saxon State Archives, who attended as representative of the Federal Board of State Archivists (*Archivreferentenkonferenz*).

Minister Neumann reminded the listeners of the first EBNA Conference which had taken place on 27 May 1999 in Coblence at the the Bundesarchiv. Since then, thirteen other EU Council Presidencies have hosted the conference in order to promote transborder contacts between European archivists. The Bundesarchiv now welcomes the conference for the second time.

Minister Neumann appealed to the listeners to regard the cultures of the different EU states both as a common European heritage as well as a future task. The European Union cannot only be considered as an economic area but should also be understood as a community of values. The key issue is to define the European Union by its cultural varieties. This Europe can only be built with the help of all EU member

nations. Therefore, the Federal Government has chosen the motto "Building Europe together" for the time of the German EU council presidency.

As Mr Neumann pointed out, EBNA is an excellent example for this joint effort to build Europe together. One of the great successes EBNA achieved was the Resolution on Archives which the Council of the European Union adopted on 6 May 2003. EBNA also initiated the Report on Archives in the enlarged European Union, being the base for the Council Recommendation of 14 November 2005 on priority actions to increase cooperation in the field of archives in Europe. It recommends promoting prevention measures for archives in the context of natural catastrophes or other harmfiul incidents, to establish and maintain a European Internet portal for archives and to increase in cooperation on safeguarding the authenticity, long-term preservation and availability of electronic records. Mr Neumann underlined that these priority measures need to be implemented and ways of how to raise finanical resources for the work to be done have to be discussed.

In 2002, when the Elbe and Oder flood castrophes took place, many documents and archives were destroyed in Germany, Poland and in the Czech Republic. As a consequence, German archival services have established an online network with a database for disaster prevention under direction of the Bundesarchiv. This NORA emergency register provides disaster relief units with information required to save cultural property in good time. However, as the Elbe and Oder flood have revealed again, natural catastrophes do not stop at national frontiers. Therefore, a close cooperation between neighbouring states remains of great importance.

The Bundesarchiv now leads a working group for a European network on disaster prevention management. Based on the NORA emergency register, the Bundesarchiv will develop a transborder regional database for disaster prevention in cooperation with the archives administrations from the Czech Republic, Poland and Saxony. As Minister Neumann pointed out, this database may serve as a reference model for a European-wide solution.

Minister Neumann encouraged the conference to maintain EBNA as a platform which may discuss current priority issues and future tasks of European archives. He closed his speech by highlighting the cultural importance of the European Digital Library Project and appealed that archives should contribute to the project, as the archival heritage is an integral part of Europe's common memory.

Introductory Note
given by The Chair of the XV EBNA Conference

The chair **_Mr. Weber_** firmly thanked Minister Neumann for his encouraging speech and expressed his gratitude that Mr. Neumann had highlighted different fields of activities as promising examples for cooperation between archives and other cultural institutions in Europe. He confirmed that the Bundesarchiv would take the initiative to establish a transborder network on the prevention of damage to archives in the context of natural catastrophes or other harmful incidents by developing the database Minister Neumann had recommended as a future pilot application.

Mr. Weber then explained the choice of the meeting place for the EBNA Conference: Over the last years, Berlin has become more and more an important place for the Bundesarchiv. Today, almost 500 members of staff work in Berlin. On the Lichterfelde premises, the biggest of the Bundesarchiv Berlin branches, construction of a new repository building has started. The foundation stone of the new repository building will be layed by Minister Neumann in October this year. It was the goal of the Bundesarchiv to give the EBNA delegates an impression of the tremendous changes that are underway in Berlin. However, as a result of the current construction work, it was impossible to host EBNA on the Lichterfelde premises. Therefore, it was decided to house the conference in a congress centre instead.

Mr. Weber then explained shortly the history of EBNA to the new representatives: The idea of EBNA was born by Professor Mikoletzky on a congress held in Vienna in 1998. Mr. Mikoletzky proposed that national archivists of the EU member states, on behalf of their national governments, should take the opportunity of the EU Council Presidency for enhancing the role and position of archives. This idea was highly acclaimed by the congress. As a result of the "Vienna Idea", in 1999 the Bundesarchiv was able to welcome the first EBNA Conference in Coblence with former Bundesarchiv President Professor Dr. Kahlenberg being the chairman of this first meeting. Eight years later, the Bundesarchiv is happy to host EBNA again.

Mr. Weber then introduced the main subjects of the XV EBNA Conference which were defined on the last conference held in Helsinki in 2006: protecting cultural property in the event of armed conflict; standardisation for archival buildings; archiving records from digital systems.

FIRST WORKING SESSION:
PROTECTION OF CULTURAL OBJECTS IN ARMED CONFLICTS

Commander s.g. Thomas Frisch from the Federal Ministry of Defence, spoke about strategies to protect cultural property and discussed the threat of terrorism for the integrity of the world's cultural heritage.

The legal basis for the protection of cultural property is provided by the Hague Convention of 1954 together with the Second Protocol to the Convention of 1999 for the Protection of Cultural Property in the Event of Armed Conflict. According to the Convention, the term "cultural property" covers, irrespective of origin or ownership, movable or immovable property of great importance to the cultural heritage of every people, buildings whose main and effective purpose is to preserve or exhibit the movable cultural property such as museums, large libraries and depositories of archives, and refuges intended to shelter, in the event of armed conflict, the movable cultural property. In order to promote the identification of cultural property under enhanced protection, cultural property lists have been compiled at regional level in The Federal Republic by the Military District Commands on the basis of information provided by the civilian Cultural Heritage Protection Authorities of the federal states.

In the event of conflict, the Director-General of the UNESCO appoints a Commissioner-General for Cultural Property. Together with inspectors and experts, the Commissioner-General monitors the application of the Convention. All conflicting parties have to refrain from attacking or destroying cultural property protected under the Convention. Only in the case of imperative military necessity can the obligation to respect cultural property be waived. The decision to invoke imperative military necessity can only be taken by an officer commanding a force the equivalent of a battalion in size or larger. A party in occupation of a territory of another party must prohibit, prevent and put a stop to any form of acts of vandalism, theft, pillage, confiscation, or any other illicit transfer of ownership of cultural property. Furthermore, the Occupying Power must support the competent national authorities in safeguarding and preserving cultural property and take the most necessary measures of preservation, if the competent authorities are unable to do so.

However, neither the Hague Convention of 1954 nor the Second Protocoll of 1999 apply to situations of internal disturbances and tensions, such as riots or sporadic acts of violence. Moreover, classical interstate conflicts are increasingly replaced by a number of battles launched by groups of terrorists or non-governmental paramilitary forces. Globalisation has dramatically reduced the financial cost of warfare. There is a common agreement that collapsing states provoke regional conflicts or civil wars and that the diffussion of nuclear weapons is one of the most serious dangers for mankind. Organised crime and illegal drug trade are the financial basis of terrorism. All of theses challenges result from unstable political order and economic maldevelopment. Though interstate conflicts may occur in future, too, today the

biggest challenge comes from terrorists and paramilitary forces which threaten the state's monopoly on force. As these non-state actors refuse to comply with the laws of war and with the conventions of humanitarian law, the impact of asymmetric warfare on cultural property is obvious.

Mr. Albada (ICA) referred to the measures for the enhanced protection of cultural property during and after hostilities. Cultural objects being carried away either by local people or by armed forces from foreign countries appear to be a major problem. A way to identify cultural objects that have been carried away would be extremely helpful. Mr van Albada appealed for a joint effort at international level to establish a unique identifer that could serve as a fingerprint for each single cultural object. – *Mr. Frisch* pointed out that this subject refers to the changes of international humanitarian law introduced by the Second Protocol of 26 March 1999 to the Hague Convention of 1954 which is still in the process of ratification. The General Service Regulation (*Zentrale Dienstvorschrift*) on Humanitarian Law in Armed Conflicts issued by the Federal Minister of Defence in 1991 devotes a special chapter to the protection of cultural property and has been recently updated in order to meet the commitment of the Second Protocol. The regulation is available down to unit level and at the German Armed Forces (*Bundeswehr*) training facilities. Mr. Frisch emphasised the advantage of marking cultural objects visually by using the distinctive emblem of the Hague Convention, as this facilitates detecting cultural objects by armed forces and allows the arranging of protection management in good time.

Mr. Nuorteva (Finland), appreciated the awarness of cultural values in the course of military training programmes, especially with respect to military commanders who, in the event of armed conflict, may have to decide upon the integrity, if not existence of cultural objects. He asked about ways to cooperate with civilian authorities in order to guarantee optimum protection of cultural property. – *Mr. Frisch* stressed the fact that all *Bundeswehr* operations in foreign countries aim at re-establishing public order and authoritiy as well as enabling refugees to return to their countries. Therefore, where possible, military forces always work closely together with local authorities. In many cases military missions have been successful as a result of the close cooperation with local authorities, too. Mr. Frisch appealed to prepare NATO with comprehensive lists of cultural objects, as this allows NATO to integrate relevant information about cultural property in common operational pictures or enables commanders to mark cultural property on military district maps.

Mr. Weber (Germany) asked about typical situations in which cultural property might be in danger of becoming a subject of collateral damage. He further raised the question on general conditions that may allow armed forces to be deployed for disaster prevention. – *Mr. Frisch* explained that collateral damage always resulted from a lack of military success, that is to say, if a military target would not have been fully attained. He reemphasised that capacities of the armed forces are always limited

and that armed forces therefore can only interact with civilian authorities in order to minimise the damages or destruction of cultural property. Disaster prevention is just another field of activity that needs good cooperation between civilian and military authorities. Mr. Frisch strongly confirmed that in the event of catastrophe *Bundeswehr* would readily take supportive action, where possible.

Mme. de Boisdeffre (France), asked to specify typical military situations in which armed forces might be obliged to postpone or abandon the protection of a cultural object. – ***Mr. Frisch*** repeated that such cases of damage or destruction may be minimised by preparing NATO with comprehensive cultural property lists so that cultural property can be marked in military district maps and areas of exclusion can be marked for the operating troops. However, terrorists nowadays often deliberately misuse cultural property for their criminal purposes which might compel armed forces to take the necessary action.

The Chair Mr. Weber closed the session by making some further remarks on the international working group for disaster prevention management. He informed that deputies of the Polish and Czech archives administrations would soon meet with some colleagues from the Bundesarchiv and The Saxon State Archives to discuss the matter further. Mr. Weber expressed his confident hope that he would be able to report the results of this joint effort on disaster prevention management to the XVI or XVII EBNA conference.

SECOND WORKING SESSION:
BUILDING ARCHIVES – PRACTICE AND STANDARDISATION

Dr. Sebastian Barteleit, head of the division for archival preservation and construction at the Bundesarchiv, presented the archival building project of the Bundesarchiv in Berlin-Lichterfelde and discussed international and national standards for the construction of repository buildings.

The new repository of the Bundesarchiv in Berlin-Lichterfelde was designed to hold approximately 110,000 shelf meters of archives and books. It will be erected between two historical buildings which are integrated in the construction project. The project consists of three stages: At first, a preceding building found to be unsuitable for further use has to be pulled down, before the new repository can be erected. Finally, the interior of the two historical buildings will be redesigned. The first stage of the project has almost finished, and the foundation stone of the new repository building will be layed in a ceremonial act prepared for October 2007. Construction of the repository building is scheduled to finish by the end of 2008, and the redesign of the two historical buildings is planned to be completed in 2011. The new repository building will be connected to the two historical buildings and includes a large area open to the public. Building costs are estimated at about € 42.5 Million.

Mr. Barteleit pointed out that the new Berlin repository building will have a key function for the conservation strategy of the Bundesarchiv. He highlighted the importance of climatic conditions for stored archives and explained that, following the concept of passive climatisation, the new repository will reach optimal climatic storage conditions with temperatures between 18 and 21 ^{o}C and a relative humidity of 45 to 55% as a result of architectural measures. However, a small air-conditioning is also planned in order to manage extraordinary variations in temperature.

The repository building will be constructed in full accordance with the recommendations of the ISO DIN 11799 standard. For some of these recommendations, however, new solutions had to be developed and are going to be put into practice for the first time. The Bundesarchiv has thus joined a committee of experts responsible for the revision of the *DIN Fachbericht 13*, a national expertise on building and equipping libraries, in order to communicate all experiences gathered from the Berlin repository building project. As a result of this communication, the next edition of the *DIN Fachbericht 13* will, for the first time, include standards for archvial building and equipment too.

Mr. Barteleit further emphasised that the new Berlin building complex will meet with current ecological requirements such as low-energy building, ecological power generation and sustainable construction. The new repository building will be constructed as a low-energy building. Two photovoltaics are going to be installed on the roofs of the historical buildings with an estimated output of 110,000 kWh/a, and

thermal insulation is planned for the whole building complex with many of the windows being replaced in the historical buildings.

Mr. Barteleit closed his presentation by inviting all participants of the conference to visit the webcam on the Internet homepage of the Bundesarchiv in order to observe the work in progress.

(http://www.bundesarchiv.de/aktuelles/neubau/index.html)

Mr. Brady (EC) asked if experiences from other member states were also used for the planning of the new Berlin repository building. – ***Mr. Barteleit*** answered that in addition to a thorough reading of all technical literature and guidelines, there has been an active exchange of information and experiences with experts from many countries. As an example, he mentioned the forthcoming meeting with a delegation of specialists from the Archives Nationales de France at the Bundesarchiv in Coblence.

Mme. de Boisdeffre (France) was impressed by the low costs of the building project. She asked if the repository would be equipped with attached or mobile shelves and was interested in learning more about the fire protection management as well as about the planned areas open to the public inside and between the new repository building and one of the historical buildings. – ***Mr. Barteleit*** explained that the low building costs resulted from long-term planning combined with the effective use of inhouse-means and many other efforts to reduce expenses. Thus, and in order to save space, too, the new repository will be fully equipped with mobile shelves. The building design focuses on passive fire protection so that fire can not break out. Sprinkler systems, however, have been found to be extremely accident-sensitive. The area open to the public has been designed for a new service level the Bundesarchiv would like to offer to its visitors. This area covers approximately 5,600 m^2 and will be mainly occupied by the new reading room for archives and books, a large free-hand library area, the finding aid section, a special reading room for microfilms, a conference room and areas for exhibitions and screenings.

Mr. van Albada (ICA) asked about the impact of differences between theory and practice on the early planning of an archival building. – ***Mr. Barteleit*** stressed the fact that apart from consulting technical literature, close contacts to other colleagues concerned with archival building and continuous exchanges of practical experience are always indispensable for a successful building project.

The Chair Mr. Weber closed the discussion by asking some other delegates to give an additional report of their current archival construction programmes.

Mr. Noack (Denmark) stated that the building programme for the new Danish National Archives was on schedule and that first transports of archival materials to the new building were planned for the middle of 2009. – ***Mr. Vogt (Liechtenstein)*** informed about the new construction project of Liechtenstein State Archives. The design of the new state archives building was chosen out of an architectural

competition held three years ago. Construction of the new archives building started in September 2006 and is planned to be finished by the end of 2009. The repository will be fully equipped with mobile shelves, and recommendations of the ISO 11799 standard have been consulted with great interest. – ***Mrs. Kirps (Luxemburg)*** reported on the current status of planning for a new repository building at Luxemburg National Archives. The Grand-Ducal government rejected an initial plan as too expensive and is now in favour of a schedule which would allow for a smaller building and some enlargements later on.

The Chair Mr. Weber expressed his gratitude to the delegates for their additional remarks on current archival building projects. He characterised this exchange of information as a first node of a possible network of experts in archival building and proposed that forthcoming EBNA conferences should function as an information platform for experts in archival building. The conference firmly welcomed this idea.

THIRD WORKING SESSION:
FEDERAL STRUCTURES OF GERMAN STATE ARCHIVES

First speaker was ***Dr. Jürgen Rainer Wolf***, Chief-Executive of the Saxon State Archives, who attended the meeting as respresentative of The Federal Board of State Archivists (*Archivreferentenkonferenz*). Mr. Wolf explained the constitution of the federal archival system in Germany and illustrated the structures of archival cooperation and coordination between the archives administrations of the German federation and the federal states.

For many centuries, German history was characterised by the dualism between the central power and the rights of single territories. After Word War II, the Allied Control Council re-established German public administration bodies based on the federal states. In the territory of the Western occupation zone, the Basic Law of 23 May 1949 defined the Federal Republic of Germany as a democratic and social federal republic with 11 Länder, whereas in the former Soviet occupation zone the German Democratric Republik (GDR) dissolved former states in 1952. However, as a result of the process of re-unification, these states became re-established.

Today, the Federal Republic comprises 16 federal states. Apart from the three city states of Berlin, Bremen and Hamburg, these are: Baden-Württemberg, Bavaria, Brandenburg, Hesse, Lower Saxony, Mecklenburg-Western Pomerania, North Rhine-Westphalia, Rhineland-Palatinate, Saarland, Saxony, Saxony-Anhalt, Schleswig-Holstein and Thurinigia. Due to their cultural autonomy, all of these federal states have an exclusive jurisdiction over cultural affairs. Consequently, there are 16 different state archives administrations.

By the end of 1983 it became necessary to develop a legal definition for the transfer of records from public or private agencies to public archives. On 15 December 1983, the Federal Constitutional Court issued its famous Census Decision which stipulated the new legal right for the individual to decide on the opening and use of their personal data. In order to save the archival autonomy of appraising records, specific legal permission had to be issued which would allow public archives acquiring files and records with personal data and keeping these records indefinetely and for secondary purposes. Consequently, there are, apart from the Federal Archives Act, 16 different state archives acts today. The organisation of state archival services differs from state to state, according to the particular archives act. However, most of the state archives administrations currently experience a concentration of their compentencies.

As a result of the federal structure, German state archivists need to discuss common archival tasks and problems at a federal or, that is to say, inter-state level. Therefore, deputies and chief-executives from the different state archives administrations twice a year gather at the Federal Board of State Archivists. These meetings serve as a panel to exchange information, to discuss or compare different positions and to

decide on common tasks to be carried out. There are several joint comittees and working groups which have been set up by the Federal Board of State Archivists: the committees on preservation, photographic techniques, or information technology, and, for example, the working groups for electronic systems in justice and administration, or for the appraisal of compensation files, financial and statistical records. These committees and working groups discuss archival standards, compare appraisal models and publish expertises, for instance, on the use of microfilms and digitisation. Specific features and problems of the archival heritage from the former German Democratic Republic (GDR), especially with respect to the records from the former Socialist Party and GDR mass organisations as well as from the centrally directed socialist economy, are discussed in a separate East-German branch of the Federal Board of State Archivists. This branch also deals with the forthcoming transfer of the Stasi records which are still held by a special authority, the Federal Commissioner for the Records of the former GDR Ministry for state security (Stasi) to the state archives.

Mr. Wolf closed his presentation by emphasising two subjects which are going to be of great importance for all federal archives administrations in the near future: the role of digital reproduction and the function of Internet Gateways for archives. Mr. Wolf stressed the fact that digital reproduction cannot replace "analogue", that is to say, paper-based records. Nor can digital reproduction be used as a preservation medium. Digital reproduction rather marks a paradigm shift with respect to the availability of archival contents. Internet Gateways will thus facilitate the access to archival heritage. The Internet gateway "Network for SED/FDGB Archives" set up by the Bundesarchiv and the five German state archives administrations, which are responsible for the archives of the former GDR can be seen as an encouraging example for a joint solution to present archival descriptive information and digital reproductions of archives to the public.

Mr. Noack (Dennmark) asked for some further remarks on the legal situation of retaining person-related files in German archives. – *Mr. Wolf* explained that only public archives may acquire person-related files from public or private agencies in order to keep them indefinetely and for secondary purposes of use, according to the special rules of German archival legislation which prevail over the general principles of data protection law.

Mr. Noack (Denmark) further wondered if there were plans in Germany to create a nationwide Internet gateway to archives. – *The Chair Mr. Weber* answered this question as president of the Bundesarchiv and German EBNA deputy, pointing out that several German state archives administrations had already created regional Internet gateways to archives. Additionally, as mentioned by Mr. Wolf, the Bundesarchiv and the archives administrations of the five federal states responsible

for the archives of the former GDR have developed the special Internet gateway to archives from the former Socialist Party (SED) and GDR Trade Union (FDGB), as Mr. Wolf mentioned. This joint Internet gateway, called "Netzwerk SED/FDGB-Archivgut" "Network SED/FDGB archives" will be enriched with online finding aids and descriptive information about single archival units based on the EAD standard and may then serve as a prototype for a nationwide Internet Gateway to archives.

DIGITAL ARCHIVES

Dr. Andrea Hänger, head of the division for digital archiving of electronic records at the Bundesarchiv, presented the project of a digital repository at the Bundesarchiv and discussed the philosophy of digital long-term preservation.

The Bundesarchiv already holds approximately 500,000 data files. Most of these files have been created in former GDR state agencies as part of databases or other IT applications. Moreover, a recent survey showed that most of the federal ministries as well as many of its subordinate agenices already use document management systems (DMS) with a multitude of systems currently being implemented at the different authorities.

As an example, Mrs. Hänger illustrated the filing of a born digital record from the Federal Ministry of Finance: Electronic record files are usually classified according to a filing plan. The files are subclassified into several transactions (or folders) which are composed of all the documents produced in the course of a specific administrative (or business) action. This three-level object hierarchy of files, transactions (folders) and documents can be found in any of the DMS that have been put into operation at the federal ministries and agencies. However, technical implementations, especially with respect to the structure of metadata and filing, differ enormously.

Technically, each born digital record consists of two kinds of data: the document itself, which could be labelled as "primary document" or "primary information", and the metadata about the document. In order to establish certain standards for the electronic workflow, a framework called DOMEA Concept was introduced several years ago, including standards and recommendatons for the disposition and transfer of born digital records to the competent archival authority. DOMEA is an acronym which stands for "[D][O]cument [M]anagement and [E]lectronic [A]rchiving in Electronic Courses of Business".

Apart from this framework, however, very little practical knowledge has been obtained so far. Moreover, standardised interfaces which would allow the export of metadata and primary information from document management systems are still lacking, although the Federal Ministry of the Interior had originally planned to implement such standardised interfaces in all DMS and received a general specification prepared by the Bundesarchiv. Meanwhile, it has become clear that

without a thorough knowledge of the data to be transferred, a digital archives using as many automised processes as possible, cannot be designed.

For this reason, the Bundesarchiv decided for a data transfer from different DMS. As a result, the idea of a "Standard Archiving Module" (SAM) was born which should be able to integrate heterogeneous data into a common format. SAM will establish a once-for-all service, that is to say, all federal agencies will equally benefit from the development. Therefore, the Ministry of the Interior decided to support the creation of SAM.

The SAM project started in March 2006 with a pilot phase. Based on the ISO standard OAIS (Open Archival Information System), detailed analysis was made as to how electronic documents and files could be transferred to the archival repository, be appraised, described, stored and kept available for internal and external research. Furthermore, which of these steps could be automised was analysed. All conlusions of the process analysis were tested in practice with the help of some marketable standard products, before a detailed specification was designed for a product requirement catalogue. Based on this requirement catalogue an invitation to tender has been announced for the installation of an appropriate software. The new system is planned to be implemented in autumn this year, and operational use of SAM should start by the end of 2007.

Mrs Hänger then illustrated the new workflow in depth: At first, the authority contacts the competent archival service by submitting the XML schema of the DMS and receives an identification number from the archival service in return. To initiate the disposal of electronic records, the authority provides the archival service with a disposition list in XML which contains all the metadata of all documents or files proposed for disposal, together with the identification number. The system then generates a transaction number which serves as a unique identifier for the whole process of offering and transferring electronic records. The metadata from the authority is first converted by SAM into the XML format used by the Bundesarchiv before archivists are informed about the receipt of the disposition list and can start the appraisal. Appraisal decisions are noted with the help of a specific entry mask which can be opened with standard web browsers. Afterwards, the list is converted again into the original metadata format and sent back as appraisal catalogue to the authority. The authority can now create and submit the directory containing all disposable records of archival value. Technically, the directory is a ZIP file containing the primary information and metadata of the diposable redords. This disposition directory is sent to the Bundesarchiv where the system automatically checks if the directory is complete, that is to say, if all primary information listed in the former disposition catalogue has been included. The metatdata of the disposition directory is again converted into the XML format used by the Bundesarchiv. This modified disposition directory is then sent to the competent archivists for a final quality check and in order to add descriptive information, if nessecary.

Archival electronic records released to the public are structured into packages, according to the OAIS model. Each packet contains a primary document and the corresponding metadata in XML. The XML file contains information about the related files and transaction of the primary document, about the disposal and the archiving format of the primary document as well as about the technical equipment (hardware and software) required to display the primary document.

For each stored package, a selection of metadata is imported to a database. This database administers all archival objects and is used as information retrieval system for archival research. Additionally, the software component of the storage system generates a directory of all packages stored on the different data mediums. In the event of a catastrophe, these directories can be used to reconstruct the database as well as the context of the primary documents. The database copies the three-level object hierarchy of files, transactions and documents and adds a fourth level on top of the hierarchy for the archival fonds. It manages the access to single archival records or, that is to say, packages.

As Mrs. Hänger pointed out, an expansion of the system is planned for next year in order to integrate legacy data and electronic information from databases. Furthermore, the digital archival service may be extended to the records centres maintained by the Bundesarchiv where the semi-current records of the federal ministries are kept.

Mrs Hänger closed her presentation by highlighting the importance of close contacts between archives and authorities in order to ensure a regular and successfull transfer of electronic records. The Bundesarchiv has therefore established a team of archivists who act as advisors for those federal agencies which use or intend to implement document management systems. This archival presence may strengthen the awareness of long term preservation of electronic records and promote efforts to standardise digital archiving.

Mr. Noack (Denmark) wondered about the legal status of the DOMEA Concept and asked, with a view to the SAM application, at which point data transfer to the archives would be initiated during the record's lifecycle. *Mrs. Hänger* explained that, although published by the Federal Ministry of the Interior, the DOMEA Concept only has the status of a guideline. The concept itself is also designed as a general guide without detailed specifications. According to the workflow designed in the SAM Project, data transfer will be initiated in accordance with the authority's retention schedule, that is to say, as soon as the retention period defined by the authority or stipulated by law has expired. However, data could be transferred earlier with the help of SAM, which seems especially suitable in cases of long retention periods (e.g. 30 years) when data needs to be saved independently of the proprietary software used by an authority. *The Chair Mr. Weber* noted additionally that a special amendment to the Federal Archives Act is currently prepared in order to authorise the Bundesarchiv to

receive digital copies of electronic records which are retained by authorities for a longer period.

Mr. de Almeida Lacerda (Portugal) asked if there was a certification for DMS used in federal agencies and whether the new repository building in Berlin would be suitable for digital archives, too. *Mrs. Hänger* answered that DOMEA includes a requirement catalogue for software developing companies. New products are tested by the Ministry of the Interior and certified to be in accordance with the DOMEA concept if at least sixty percent of the DOMEA requirements are met. The whole procedure is similar to the compliance testing regimen planned now for MoReq II. The new repository building in Berlin was designed only for analogue archives. In general, German standardisation bodies are still discussing where server capacities should be located with a current preference for data processing centres because of the specific thermal load and security requirements.

Mrs. de Boisdeffre (France) reminded the conference of the EBNA Helsinki conference in 2006 where the development of a pilot platform for electronic archiving was presented. This platform is now being installed and will be put into operational use with the opening of at the new Centres des Archives nationales at Pierrefitte-Sur-Seine. However, she agreed that new servers do not necessarily have to be placed in archival buildings.

Mr. Velle (Belgium) wished to learn more about the records management advisory team and the data storage capacity needed for the digital repository. *Mrs. Hänger* explained that a storage capacity of 50 TB is currently estimated to be sufficient for the real data up to the year 2010, together with another 50 TB for the backup data. However, detailed planning is difficult as the actual scope of electronic records and the retention policy of the agencies can hardly be predicted. So far, the digital repository of the Bundesarchiv has a storage capacity of 7 TB which might be increased to 9 TB in the near future. The advisory team consists of six archivists and two IT specialists. The archivists come from different divisions and are specialised for different federal authorities.

Mr. Nuorteva (Finland) asked about experiences with grid computing. *Mrs. Hänger* explained that the Bundesarchiv plans to use a "mini grid" for managing resources stored in Berlin and Coblence. However, grid-computing cannot solve all problems of long-term preservation, such as migration or emulation. In general, preservation planning needs to be extended.

The session closed with a **DISCUSSION** about strategies, challenges and problems of digital archiving.

Mrs. Hänger was optimistic that the challenges of long-term preservation can be mastered. She reminded the participants of the data files from the former GDR held by the Bundesarchiv now. Some of these files are now more than 35 years old but can still be kept accessible. Whenever possible, common technologies and simple

procedures should be used in order to save digital content. **Mr. de Almeida Lacerda (Portugal)** referred to experiences of preserving digital texts, images and data from databases. He saw many problems, especially with respect to the costs of preparing and maintaining digital repositories. **Mrs. de Boisdeffre (France)** reminded the listener of her survey given to the EBNA Helsinki conference in 2006 on a transversal auditing process in France which concerned every aspect of archiving. The audit report is due to be published and will state clearly that digital documents from French authorities have to be preserved. Mrs. de Boisdeffre further mentioned that some ministries have started to work with electronic records which will undoubtedly save analogue storage room. However, it must be admitted that there are new challenges with respect to data migration and the professional training of officials and subordinate staff members. **Mr. Nuorteva (Finland)** pointed out that grid computing could be a technological basis for intelligent methods of managing storage capacity. US authorities currently invest much power for grid-computing, and there is also a dicussion underway in the European Commission about the benefits of this technology. According to **Mr. Weber (Germany)** keeping digital content accessible remains the key issue. Primary documents and metadata could even be preserved separately when found suitable and cooperations with other institutions is advisable in order to manage storage capacity. However, pointing to the fragility of digital information, Mr. Weber expressed concern that public archives could be forced to accept technical systems that will appear to be too cost-intensive to be maintained in the long run. **Mr. Kellerhals (Switzerland)** shared this view pointing out that it is very necessary to promote sensibilty for digital long-term preservation on governmental level. **Mr. Weber (Germany)** agreed on this by stressing the fact the authorities would benefit the most from good electronic record-keeping.

Friday, 27 April 2007, 8.30-13 h

EBNA BUSINESS MEETING:
ORGANISATION AND ROLE OF EBNA

Following the discussion of the last EBNA Conference in Helsinki, *the Chair Mr. Weber* presented a paper prepared together with *Mrs. de Boisdeffre (France)* and *Mr. Lidman (Sweden)* on the organisation and role of EBNA, especially in comparison with the European Archives Group (EAG). As Mr. Weber explained, the paper should be seen as a working document and basis for decision-making. The paper consists of three parts: A comparison of the advantages and disadvantages with the EAG and EBNA, a short analysis of EBNA organisation and some proposals for decision-making.

Mr. Weber focused on the history of both bodies. He reminded the conference of the Black Book on Archives published in 1994 and the "Vienna Idea" of 1998 that national archivists of the EU member states, on behalf of their national governments, should take the opportunity of the EU Council Presidency for enhancing the role and position of archives. Therefore, EBNA can be considered as an official and political group through which the position of each member state is expressed. EBNA has taken up political subjects: It was responsible for the Council Resolution on Archives of 6 May 2003 (Lund Resolution), it gave the impulse for the Report on Archives pusblihed in 2005 and it initiated the Council Recommendation of 14 November 2005 (Lund/Valladolid Resolution).

EAG, on the other hand, was set up by the European Commission following the Council Resommendation of 14 November 2005. EAG is a well defined group, fully financed and provided with a secretariat by the Commission. However, the mandate of EAG is limited to three years and to the five priority actions mentioned in the Council Recommendation of 14 November 2005: Preservation of and prevention of damage to archives in Europe, reinforcement of European cooperation on electronic documents and archives, establishment and maintenance of an Internet portal on documents and archives in Europe, promotion of best practice with regard to national and European law on the management of and access to documents and archives, adoption of measures to prevent the theft of archival documents. Furthermore, members of EAG are appointed by the governments and might well be other persons than national archivists.

As stated in the paper, one of the great disadvantages of EBNA is that it has neither a regular budget nor a secretariat. Furthermore, though EBNA has more continuity than EAG, the future of EBNA always depends on the decision of the governments of the EU member states whether to host EBNA under a Council Presidency or not. One of the great advantages, however, is that EBNA's programme can be technical

but also very political. Being part of EBNA gives the national archivist a specific and clearly visible position in public administration, different to that, for instance, from librarians. EBNA can therfore be considered as a panel which reinforces the position of archives in Europe as well as in the member states.

As Mr. Weber explained, the paper proposes to take the final decision on the future of EBNA in 2008 under the French Council Presidency in order to see first whether a new European Constitution will be adopted and what will happen if EAG finishes its mandate in 2008.

Mr. Weber then opened the floor to the **DISCUSSION**.

Mrs. Boisdeffre (France) underlined that the paper should be regarded as a working document. As president of EUBRICA, she reported shortly on the results of the last EUBRICA General Assembly and reminded the conference of the project for a European database on archival law which needs the support of the European Commission. This may be included in the paper, too. As for the relationship between EBNA and EAG it should be pointed out that EAG was also impulsed by EBNA. EAG has a clear but limited mandate whereas EBNA is able to discuss a wide range of topics, including political subjects and current issues. She suggested that future EBNA conferences should be devoted to specific topics.

Mr. Lidman (Sweden) welcomed the papers's proposal to postpone the decision on the future of EBNA to the year 2008. It should be clear beforehand what will happen to EAG if the mandate of this group finishes in 2008. He agreed on the proposal that EBNA conferences should be held once a year. According to Mr. Lidman, EBNA and EAG could play different roles in the future: EBNA should act as the body of European National Archivists and set the agenda for issues to discuss: current problems, future developments, interesting projects, best practices etc. EAG, consisting of members appointed by the governments of the EU member states, could function as a task force to solve special problems and to work on clearly defined projects.

Mr. Weber (Germany) agreed on this idea. EBNA should act as the "supervisory board" and EAG as the "operating group".

Mr. Nuorteva (Finland) pointed to the fact that the existence of EAG is only guaranteed until the end of 2008. With a view to the European database on archival law he stressed the need for a sustainable infrastructure for archives at the European level. Therefore, a group, body or organisation set up by the European Commission should be regarded as indispensable.

Mr. Noack (Denmark) acceded to the proposal that the decision on the future of EBNA should be taken in 2008. He hoped that EBNA will be able to continue its work. It should be seen that, on one hand, European authorities and structures may well influence the archivist's work in the member states. On the other hand, archives of the member states need more standing at national level, too. EBNA can

strengthen the position of archives both in Europe and the member states. There are, however, several problems to be solved. In particular, the meetings of the different groups (EBNA, EAG etc.) need better coordination, and contacts to the European Commission should be intensified. According to Mr. Noack, national archivists have to define their common interests first and then to lobby for support at the European Commission. The Commisison will react, as has been the case with the establishment of EAG.

Mrs. de Boisdeffre (France) fully agreed with Mr. Noack's statement. The work of EAG should not be mistaken. Culture is a field of reinforced cooperation but not within the competence of the European Union. The European Commission thus can only help find financial resources but the work has to be done by the national archives. Good examples of this procedure are the establishment of the Internet Gateway project group under the direction of Spain or the German initiative to expand the NORA emergency register. According to Mrs. de Boisdeffre, one EBNA meeting a year might be sufficient. If the new European constitution is not adopted in 2009, that is to say, if the Council Presidencies will continue to rotate twice a year, the choice could be offered to the Presidencies to organise an EBNA meeting once a year and a seminar of young promising archivists who may discuss topics raised by the EBNA group.

Mr. de Almeida Lacerda (Portugal) reflected on the role of archives, following the statement of Mrs. de Boisdeffre. Archives act both as cultural institutions and part of public administrations. They are often characterised as repositories of cultural memory but they are in fact stabilising factors of administrational institutions, too. Regarding the latter, it is clear that archives play an important role for European authorities, too. There is thus a need of a European archival infrastructure, not only for cultural but also administrational purposes. Concerning the relationship between EBNA and EAG, it seems understandable that financing of the European Commission is oriented towards the benefit of European institutions. For the same reason, too, the criticism of the paper that European governments might appoint non-archivists as members of the EAG, too, seems rather harsh.

Mr. Weber (Germany) admitted that different archival traditions in the member states have to be considered. However, it can be stated that archives are always Janus-headed. The cultural dimension of archiving thus remains important and the mission of archives cannot be reduced to records management.

Mr. Farrugia (Malta) expressed his gratitude for the excellent paper. He stressed the fact that EBNA conferences keep archival administrations visible at the national level, too. This is especially important for smaller member states where archives are not always the subject of public awareness or political interest. In this respect, EAG cannot help as the group cannot meet outside Brussels and does not gather representatives from all member states. Mr. Farrugia also agreed that EBNA should meet once a year which might allow a better planning of the conferences and a better

coordination with EAG. However, the decision on the future of EBNA should be taken in 2008.

Mr. Nuorteva (Finland) referred to the statement of Portugal. So far, cooperation with the European Commission has not always been uncomplicated and only a small budget has been allocated by the Commission for archival purposes. Therefore, a clear signal should be sent to the Commission that archives need more support and that sustainable mechanisms should be established for raising finances for the development and maintenance of a European archival infrastructure. However, national archives of the EU should define common interests beforehand in order to be able to express their wishes to the Commission very clearly. The German initiative for a European network on disaster managament is already an excellent illustration that European archivists work together under the direction of a member state. However, the financing of joint activities remains a problem.

Mr. Noack (Denmark) underlined the role and importance of European bureaucracy: Close contacts will be of great advantage, as experienced officials of the Commision know how to bring European experts and specialists together. The history of the first Black Book on Archives shows that.

Mr. Lidman (Sweden) argued that EBNA was in fact responsible for the work of EAG. It was EBNA which set the priority issues EAG is now dealing with. Therefore, EBNA should be ready for a new initiative, as soon as the mandate of EAG has finished. It seems advisable to set up a working group which may define future tasks of EAG.

Mr. Weber (Germany) shared this view pointing out that EBNA may not deal with the same topics of EAG but can focus on future tasks such as the protection of cultural property in the event of catastrophe or armed conflict (including terrorism), standardisation of archival buildings or the European Digital Library Project.

Mrs. de Boisdeffre (France) agreed that EBNA should discuss different topics. As examples she mentioned the evaluation of archival structures and working processes, a subject that has already been presented to the Helsinki conference in 2006, or the reinforcement of cooperation with European and national authorities, a topic raised already by Portugal. The latter, for example, has become a very important issue in France since the French government now requires key performance indicators for the budget planning. The Archives nationales is seeking close consultation with French libraries and museums on this matter. Mrs. de Boisdeffre further proposed to establish a collecting point for all texts of European law with relevance to archival work. This collecting point could be, for instance, set up in Paris.

Mr. Weber (Germany) considered the issues proposed by Mrs. de Boisdeffre very important. He explained that in Germany, too, courts of auditors and governments require average figures in order to quantify archival performance. Mr. Weber pointed

out that rather than discussing fixed numbers or figures there should be close consultation on the methods of identifying key performance indicators.

Mr. Nuorteva (Finland) added that evaluating archival structures and working processes should be set in the context of quality management. Quality management is a main issue that was, for example, broadly discussed last year at the 4th European Quality Conference for Public Administrations in the EU and will also be on the agenda of the XVI International Congress on Archives in Kuala Lumpur in 2008.

As chairman of the EAG, *Mr. Brady (EC)*, who joined the meeting at 10:00, commented on the working paper, the different roles of EBNA and EAG and the financing of European archival projects. He underlined that, though EBNA is exclusively a group of national archivists, EAG does gather national archivists, too. EAG is as a working group, and the target of the group is to help EBNA find solutions for current problems. The EAG agenda is not set by the chairman but by the Council Recommendation EBNA had initiated. Mr. Brady stressed the fact that the progress report mentioned in the Council Recommendation of 14 November 2005 should be submitted in 2008 as a prerequisite for financial spending by the European Commission. He thanked Germany for promoting a transborder network on disaster prevention and to establish a European working group on disaster management and promised to look for support for the financing of this project by the Commission.

The Chair Mr. Weber thanked Mr. Brady for his statement and used the occasion to announce that Mr. Brady would take over a new position at the Commission very soon. *On behalf of the conference*, Mr. Weber expressed his gratitude to Mr. Brady for the work Mr. Brady had done as chairman of the EAG, and the conference applauded warmly .

The Chair Mr. Weber finally pointed out that, as a new step towards public transparency and good cooperation with other institutions, results of the EBNA meetings may be broadly communicated. Mr. Weber thus proposed that papers and minutes of the EBNA Conferences should be published in the Internet. *Mrs. de Boisdeffre* strongly supported this proposal. *The conference* firmly welcomed this and unanimously supported the proposal, that papers and minutes of this conference and future EBNA meetings should be published online. *The Chair Mr. Weber* thanked the delegates very much for their decision in favour of public transparency and closed the EBNA Business Meeting.

FOURTH WORKING SESSION:
EBNA AND THE EUROPEAN DIGITAL LIBRARY

The fourth working session opened with a presentation held by **Professor Dr. Angelika Menne-Haritz**, Vice-President of the Bundesarchiv. Mrs. Menne-Haritz referred to the Internet Gateway to archives in Europe proposed to be developed by the Report on Archives in the enlarged Union, and presented the digitisation programme of the Bundesarchiv, in particular the software MidosaSEARCH and the results and findings of the <daofind> Projects.

With view to the Google Book Search Library Project, Mrs. Menne-Haritz pointed out that users today expect archives to offer easy access to archival materials and to ensure a worldwide transparency of archival processing. Presenting archival information in the Internet and offering online access to digital reproductions of archival materials clearly mark priority tasks for the next years. A European Internet portal for archives would guarantee easy access to many archives and promote integrated methods of archival description. Moreover, the portal would be an alternative to current Internet search strategies. A retrieval for information based on matching or with focus on given words and phrases has appeared not to be sufficient for archival users. Google users, for instance, "search" and "find", but archival users additionally wish to „look" and "find out". That is to say, users of archival gateways often need to discover previously unknown facts and materials that can only be found with the help of context information provided online as part of an intelligent user guidance.

As stated in the Report on Archives, the concept for an Internet Gateway to archives in Europe seeks to combine different strategic aims and tasks: The Internet Gateway should facilitate access to archival heritage of the European Union, support the digitisation of legacy finding aids and promote the use of international standards for encoding archival information as well as the development of good value tools for online finding aids. Last but not least, the Gateway would create a virtual reading room and might contain special sections for e-learning. The structural core of the Gateway would be a union finding aid, that is to say, a search engine which integrates all online finding aids based on EAD. The single online finding aids may also contain embedded reproductions of digitised archives. This union finding aid or comprehensive search engine will constitute the joint presentation level of all participating European archives. Moreover, an outer layer could be built of links to other online finding aids and online resources as well as to references to printed finding aids that are, for instance, listed in online library catalogues. Based on the model designed in the Report on Archives, Mrs. Menne-Haritz presented ideas for the architecture of the planned Internet gateway: The union finding aid as main part of the Gateway could be complemented by a section containing infomation on the contributing archives (opening hours, addresses, archival history, conditions

governing use etc.), an area for e-learning and training-tools for visitors as well as an area for the contributing archives with special guides and application tools (including downloads).

Having explained the conceptional challenges, Mrs. Menne-Haritz pointed to the start and ongoing work of the newly established European project group for the develpoment of the Internet Gateway. Under the direction of Spain a first meeting was arranged in Madrid on 18 January 2007 which was attended by experts from France, Germany, Italy, Poland, Spain and the United Kingdom. Experiences in the use of EAD in Europe are widespread, particularly in France, Spain and the United Kingdom, which is clearly an advantage for the Gateway project. The Council of the European Union expects a report on the Internet project in 2008. Together with the new i2010 Initiative of the European Commission, the European Digital Library Project (EDL) has now been extended in order to integrate digital reproductions of archival materials, too.

Mrs. Menne-Haritz pointed out that the Bundesarchiv could offer support to the Gateway project on different levels. The Bundesarchiv already use technologies to retrieve and produce online contents, such as MidosaSEARCH, a combined search engine which integrates online finding aids, the tools created in the <daofind> Projects for a web presentation of digitised archives. It has practical experience in digitising data and offering online access to archival documents and descriptive information. As examples, Mrs. Menne-Haritz cited the online edition of the Federal Cabinet Minutes, the NORA emergency register, the Central Database for Private Papers, the Wochenschau newsreel archives, the Bundesarchiv database for images as well as the online presentation of digitised legacy finding aids and Internet picture galleries.

MidosaSEARCH is a union finding aid which combines four different search strategies on several levels: A full text-search à la Google, a structural navigation, searching with indexes and browsing in single online finding aids. Technically, MidosaSEARCH is based on Lucene and works as an information retrieval library for XML files. All hits are presented within the context of a finding aid, and users are free to change between the different search strategies at any time. MidosaSEARCH is installed on the Internet portal "Network for SED/DFGB archives" which is hosted by the Bundesarchiv together with five federal state archives administrations.

The tools developed in the <daofind> Projects by the Bundesarchiv support and enhance the production of critical masses of digitised archives for an online presentation. The tools produce valid XML files and they are open to different style sheets for the HTML presentation of the repositories or for a transformation to share the data with central access points or to integrate the data into databases. Alternatively, all data can be maintained in file systems or they can be managed by XML databases that control the work with the files. All tools are offered as open source software and are based on the international standards EAD, EAC, METS.

Mrs. Menne-Haritz closed her presentation by raising some questions to the conference: Should the Internet gateway for archives be created independently of but in cooperation with the European Digital Library (EDL) Project? Would the Internet Gateway faciliate access to archival material for EDL users? Could the Internet gateway also be used as a testbed for new methods and concepts of producing and presenting digital archival content?

The **DISCUSSION** focussed on the thematic priorities and the financing of a Europan Internet portal for archives. Several participants argued that the Internet portal should also be designed as a platform for archival professionals and that ways of cooperation with national libraries in order to finance the project might be advisable.

Mr. Cruz Mundet (Spain) argued for a cooperation with national libraries. Moreover, a group of experts from European archives and libraries, rather than deputies of the different member states, should discuss the financing of the portal with the European Commission. On the other hand, a common online access point which leads to separate Internet portals would strengthen the specific identitiy of archival institutions. The archival gateway should also include a special section for archivists. *Mrs. Kirps (Luxemburg)* informed that the National Library and the National Archives of Luxemburg have just decided on a joint project on digitisation which reinforces the position of both institutions in the discussion with the Grand-Ducal government about the financing. *Mr. Lidman (Sweden)* was interested in knowing if the Bundesarchiv had already discussed ways of cooperating with the German National Library which also coordinates the activities of the EDL Project. *Mr. Weber (Germany)* confirmed he had discussed the matter with Dr. Niggemann, Director-General of the German National Library. The Bundesarchiv will participate in the EDL project by offering interfaces to a German or European Internet Gateway for Archives.

Mrs. de Boisdeffre (France) informed the conference about a meeting with Patricia Manson, head of the DG INFSO E3 division (Cultural Heritage and Technology Enhanced Learning), and Yvo Volman, member of the DG INFSO E 4 division (Digital Libraries and Public Sevtor Information). As Mrs. de Boisdeffere explained, the deputies of the EC had stated that they would appreciate it very much if archives participated now in the EDL Project explaining that a grant could be accorded under the new eContentplus Programme for developing adapted methods and procedures to integrate archives into the EDL. Some member states have already expressed their interest in the programme. A new call for proposals is scheduled to be announced in June this year. According to the EC deputies, a proposal for a grant of about three to five Million euros may be considered to be reasonable. The grant would finance 80 percent of the costs for the development, including the staff needed. The deadline for grant proposals is 4 October 2007. Mrs. de Boisdeffre

appealed to the conference to come to a decision in good time whether to participate in the new eContentplus Programm of the European Commission. However, the financing of a separate Internet Gateway for archives in Europe remains unclear.

Mr. Brady (EC) promised to support a grant proposal under the eContentplus Programm.

The Chair Mr. Weber added that the new eContentplus Programm would finance only infrastructure costs but no expenses for the digitisation of archival materials. Moreover, according to the eContentplus Programme, authors of a proposal have to ensure they would co-finance 20 percent of the infrastructure costs if a grant was accorded under the eContentplus Programme. In other words, national archives from the EU would have to co-finance 20 percent of the cost for a project to integrate archives into the EDL. Mr. Weber suggested setting up an informal group of stakeholders as soon as possible and proposed that, for the period of the German council presidency, the Bundesarchiv could act as a coordinator in order to bring together European national archives which are interested in the cofinancing.

The conference firmly welcomed this idea and supported the proposal that any national archives wishing to participate in the project should submit a notice by e-mail to the Bundesarchiv by 15 June 2007 together with a suggestion on how to contribute to the 20-percent co-financing of the infrastructure cost.

The discussion further dealt with the commercial use of archival materials. **Mr. Lidman (Sweden)** mentioned that some companies showed great interest in marketing digitial reproductions of archival materials. The Swedish National Archives has adopted the position that such companies should carry out digitisation with their own equipment. **Mr. Weber (Germany)** pointed in particular to companies which specialise in providing online content for genealogical researchers. The open access initiative, however, demands in general, free and unrestricted online access to digital reproductions of records held in public archives. **Mr. de Almeida Lacerda (Portugal)** added that Portugal supports the Berlin Declaration on Open Access. The matter will be discussed further on a conference on digitisation and intellectual property at the Portugese National Library in September this year. **Mrs. de Boisdeffre (France)** saw similar tendencies in France. The legal situation needs to be clarified, especially with respect to European competition legislation, although companies often refer to the US or to the UK where marketing public archival materials has become quite common. **Mr. Kingsley (UK)** confirmed that some companies were very active in marketing archival materials, especially in the field of genealogy. However, the National Archives only offer non-exclusive contracts to companies in order to be in accordance with the competition legislation. Furthermore, companies have developed different commercial approaches and marketing strategies for different market segments over the years. They carry out digitisation at their own risk and pay annual charges for the commercial use of archival material, for instance for marketing digital

reproductions of census records. As a result, many popular records could be digitised in addition to the publicily financed digitisation programme. This should be regarded as an advantage. If digitisation is financed publicly, as is the case, for example, with the British Cabinet Papers since 1919, online access, of course, will be free and unrestricted. Mr. Kingsley suggested putting the whole subject on the agenda of the next EBNA conference and offered to report on the commercial use of archival material.

INVITATION TO NEXT EBNA /
CLOSING REMARKS

As Portugal will assume the Presidency of the Council of the European Union in July 2007, *the Chair Mr. Weber* asked the Portugese delegate whether an invitation was planned to EBNA by the Portugese government. Mr. *de Almeida Lacerda (Portugal)*, Director of the Instituto dos Arquivos Nacionais in Lissabon, promised to clarify the situation with the Ministry of Culture as soon as possible.

Mr. Weber thanked Mr. de Almeida Lacerda for the statement. With respect to the Council Presidencies of 2008, Mr. Weber asked the delegates from Slovenia and France for a short statement on their plannings, too. *Mr. Matevz (Slovenia)* stated that EBNA will be invited together with the DLM Forum under the Slovenian Council Presidency to Ljubljana. *Mrs. de Bosdeffre (France)* confirmed the invitation issued already at the Helsinki conference last year. Depending on decisions of the new government in Paris EBNA will probably be hosted in autumn 2008 in Paris together with the General Assembly of EUBRICA.

The Chair Mr. Weber thanked Portugal, Slovenia and France for their statements and closed the conference with some final remarks:

It was the first time the conference had hosted delegates from Bulgaria and Romania. As an excellent debut, both memeber states had prepared a very interesting exhibition for EBNA.

The conference was honoured by the presence of the Minister of State, Mr. Neumann, who encouraged EBNA to reinforce cooperation in the field of disaster management and recommended the joint database project of the Czech, German and Polish archives administrations as a reference model for a European network on disaster prevention. Minister Neumann further appealed to EBNA that archives should participate in the EDL project, and the lively discussion on this topic during the fourth working session showed that national archives of the EU member states are well aware of the enormous cultural dimension the EDL project has for the identity of a European "Union in Variety".

The conference was enriched by very stimulous presentations: Commander s.g. Frisch explained the threat of new terrorism for the protection of cultural property, pointing out that asymmetric warfare ignored the regulations of the Hague Convention of 1954 and thus endangered the integrity and destiny of the world's cultural heritage. Dr. Barteleit illuminated the need for international cooperation on standards and best practice guidelines for archival building. The presentation was followed by an exchange of information about current building projects and led to the agreement that EBNA should function as a panel of experts on archival building. Dr. Hänger presented a new solution to acquiring born digital records from different

document management systems with heterogeneous metadata structures. It is important to stress that digital archiving is indeed the continuation of good record keeping, that is to say, another aspect of the archivist's mission to preserve documents of historical value. Professor Menne-Haritz pointed to the plan for an Internet Gateway for archives in Europe and presented technologies to retrieve and produce online contents as well as the tools for a web presentation of digitised archives that are used by the Bundesarchiv and could be offered to support the development of this Internet Gateway. The discussion manifested on one hand the great interest of EBNA in cooperating with EDL, as mentioned already, leading to an agreement to take part in the eContentplus Programme. On the other hand, the financing of the Internet Gateway for archives still needs to be clarified.

EBNA Business Meeting reflected on the role of EBNA and EAG and agreed to take a final decision on the future of EBNA under the French Council Presidency in autumn 2008. However, the statements clearly revealed that EBNA should continue its work. In general, both the debates of the Business Meeting and the discussions of the working sessions yielded a wide range of issues forthcoming EBNA conferences may deal with: protecting cultural property; disaster prevention management, archival standardisation, especially for archival buildings; The European Digital Library Project; evaluating and auditing archival structures and working processes; identifying key performance indicators for archival working processes; and commercial uses of digitised archival materials.

Attendee List Appendix 1

Regular Members

Austria
Lorenz MIKOLETZKY — The Austrian State Archives
(*Österreichisches Staatsarchiv*)

Belgique / Belgium
Karel VELLE — Archives Generales du Royaume

Bulgaria
Boryana BUZHASHKA — General Department of Archives
Lilyana VANOVA — (*Главно управление на архивите*)

Czech Republic
Blanca SZUNYOGOVA — Ministry of the Interior
Michal WANNER — (*Ministerstvo vnitra*)

Cyprus
Effy PARPARINOU — Cyprus State Archives
(*Το Κρατικό Αρχείο*)

Denmark
Johan Peter NOACK — The National Archives
(*Rigsarkivet*)

Estonia
Priit PIRSKO — The National Archives of Estonia
(*Rahvusarhiiv*)

Finland
Jussi NUORTEVA — The National Archives
(*Kansallisarkisto*)

France
Martine de BOISDEFFRE — Direction des Archives de France
Christine de MARTINEZ

Germany
Hartmut Weber — The Federal Archives
(*Bundesarchiv*)

Greece
Vassiliki PSIMOULI — General State Archives
(*Γενικά Αρχεία του κράτου*)

Hungary
Csaba REISZ — The Hungarian State Archives
(*Magyar Országos Levéltár*)

Ireland
Thomas QUINLAN — The National Archives of Ireland

Italy

Maurizio FALLACE — Ministry of Culture
(*Ministerio per i Beni e le Attività Culturali*)

Latvia

Mara SPRUDZA — Latvian State Archives
Valdis STALS — (*Latvijas Valsts arhīvs*)

Lithuania

Viktoras DOMARKAS — Lithuanian Archives Department
(*Lietuvos archiyvų departamentas*)

Luxembourg / Luxemburg

Josée KIRPS — Archives nationales du Grand-Duché de Luxembourg

Malta

Charles FARRUGIA — The National Archives of Malta
(*Arkivji nazzjonali*)

The Netherlands

Frans VAN DIJK — The National Archives
(*Het Nationaal Archief*)

Poland

Wladyslaw STEPNIAK — General Direction of State Archives
(*Naczelna Dyrekcja Archivwów Państwowych*)

Portugal

Silvestre de ALMEIDA LACERDA — National Archival Institute
(*Instituto dos Arquivos Nacionais*)

Romania

Gabriela PREOTESI — The National Archives
Tudor RATOI — (*Arhivele Nationale*)

Slovakia

Peter Kartous — Ministry of the Interior of the Slovakian Republic
Maria Spankova — (*Ministerstvo vnútra Slovenskej Republiky*)

Slovenia

Matevz KOSIR — The Archives of the Slovenian Republic
(*Predstavitev Arhiva Republike Slovenije*)

Spain

José Ramón CRUZ MUNDET — Ministry of Culture of Spain
(*Ministerio de Cultura de Espána*)

Sweden

Thomas Lidman — The National Archives
(Riksarkivet)

United Kingdom

Nicholas Kingsley — The National Archives

Observers

European Commission

Frank BRADY   Secretariat-General of the European Commission

International Council on Archives

Joan VAN ALBADA
David LEITCH

Liechtenstein

Paul Vogt   Liechtenstein State Archives
                                         (*Liechtensteinisches Landesarchiv*)

Switzerland

Andreas Kellerhals   Swiss Federal Archives
                                         (Schweizerisches Bundesarchiv)

Guests / Speakers

Bernd **Neumann**   Minister of State to The Chancellor of the Federal
                                         Republic of Germany and Federal Government
                                         Commissioner for Culture and Media

Jürgen Rainer **Wolf**   Federal Board of State Archivists
                                         (*Archivreferentenkonferenz*), Germany

Angelika **Menne-Haritz**   The Federal Archives
                                         (*Bundesarchiv*), Germany

Susanne **Olbertz**   Federal Chancellery
                                         (Bundeskanzleramt), Germany

Thomas **Frisch**   Federal Ministry of Defence
                                         (*Bundesverteidigungsministerium*), Germany

Sebastian **Barteleit**   The Federal Archives
                                         (*Bundesarchiv*), Germany

Andrea **Hänger**   The Federal Archives
                                         (*Bundesarchiv*), Germany

Michael **Steidel**   The Federal Archives
                                         (*Bundesarchiv*), Germany

XV. EUROPEAN BOARD OF NATIONAL ARCHIVISTS (EBNA)

26 – 27 April 2007, Umweltforum Berlin
Alte Mälzerei

THURSDAY / JEUDI / DONNERSTAG, 26.04.2007

13:00 onwards/	Registration and coffee/tea
à patir de 13.00/	Enregistrement et café/thé
ab 13.00 Uhr	Registrierung und Kaffee/Tee

14:00 – 14:20   Welcome: Hartmut Weber, President of the Federal Archives
Keynote Speech by the Minister of State to the Federal Chancellor Bernd Neumann MdB/
Bienvenu: Hartmut Weber, Président des Archives Fédérales
Allocution du Ministre adjoint auprès de la Chancelière fédérale Bernd Neumann MdB /
Begrüßung: Hartmut Weber, Präsident des Bundesarchivs
Eröffnungsrede des Staatsministers bei der Bundeskanzlerin Bernd Neumann MdB

14:20 – 15:10   **First Session/Première séance /Erste Sitzung**

Protection of cultural objects in armed conflicts/
La protection des objets culturelles dans les conflits armés/
Schutz von Kulturgütern in bewaffneten Konflikten/
Thomas Frisch, Federal Ministry of Defense / Ministère fédéral de la Défense / Bundesministerium der Verteidigung

15:10 – 16:00   **Second Session/Deuxième séance /Zweite Sitzung**

Building an archive: practice and standardisation. Some thoughts on the building project of the Bundesarchiv/
La construction des Archives: Les normes et la practique – quelques idées sur le project des Archives Fédérales/
Archivbau : Praxis und Standards. Einige Gedanken zum Bauprojekt des Bundesarchivs
Sebastian Barteleit, Bundesarchiv

16:00– 16:20	coffee/tea break / Pause café/thé / Kaffee/Tee-Pause
16:20 – 16:40	**Third Session / Troisième séance / Dritte Sitzung**

Die föderale Archivstruktur in Deutschland und die Zusammenarbeit zwischen dem Bund und den Ländern/
The federal structure of archives and the cooperation between the Federal Republic and the federal states/
La structure fédérale des archives allemandes et la coopération entre la République fédérale et les États fédérés.
Jürgen-Rainer Wolf, Sächsisches Staatsarchiv

16:40 – 17:30   The digital archives of the Bundesarchivs: project and perspectives/
Les archives numériques des Archives Fédérales: projets et perspectives/
Das Digitale Archiv des Bundesarchivs: Vorhaben und Perspektiven
Andrea Hänger, Bundesarchiv

19:00 – 20:00   Bode-Museum
Guided tour / tour guidé / Führung

20:15 – 22:30   Dinner / Dîner / Abendessen
Opernpalais Unter den Linden

Friday / Vendredi / Freitag, 27.04.2007

08:30 onwards   coffee/tea /
à patir de 08.30/   café/thé /
ab 08.30 Uhr   Kaffee/Tee

09:00 – 10:30   **EBNA Business Meeting**
Organisation and role of EBNA/ Le role et l'organisation d' EBNA/ Stellenwert und Organisation von EBNA

10:30 – 11:00   coffee/tea break / Pause café/thé / Kaffee/Tee-Pause

11:00 – 12:30   **EBNA and the European Digitisation Initiative**
The digitisation programme of the Bundesarchiv: results and findings of the daofind-project/
Le programme de numérisation des Archives Féderales. Resultats et produits du project daofind
Das Digitalisierungsprogramm des Bundesarchivs: Ergebnisse und Lösungen des daofind-Projektes
Angelika Menne-Haritz, Bundesarchiv

12:30 – 12:45   Invitation to next EBNA / Invitation pour la réunion prochaine d'EBNA / Einladung zum nächsten EBNA

12:45 – 13:00   Closing Remarks / Remarques de clôture / Schlussbermerkungen

13:00   End of the Meeting / Fin de la réunion / Sitzungsende
Onwards/à patir/   Lunch / Déjeuner /Mittagessen
ab 13.00 Uhr