



CONSEIL INTERNATIONAL DES ARCHIVES
INTERNATIONAL COUNCIL ON ARCHIVES

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Annex A:

2000-2004 Report to the General Assembly

0 CARBICA – Caribbean Regional Branch of the International Council on Archives

Rapporteur

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1 Administration: Who We Are

1.1 Executive Committee

At the General Assembly in Saint Lucia, in November 2001, members of the Executive Committee 2001-2005 were elected. Except Spanish they represent three of the language traditions of the region, English, French and Dutch.

1.2 Membership

CARBICA had 27 members in 2000 of which 5 were not active. In 2004 the number of members is 32. Membership has increased and all members are active and involved.

1.3 Meetings

The Executive Committee of CARBICA met as follows:

- November 30, 2001 in Saint Lucia, inaugural meeting (7 members)
- June 2002 17-23 in Martinique (7 members)
- May 2003 5-8 in Grenada (7 members)
- October 2003 in Cape Town (4 members)
- November 16 2004 in Curaçao (6 members)

General Assembly took place:

- November 29 2001, St Lucia with 13 participants
- November 21, 2003-Curaçao with 30 participants

1.4 Amendments to Constitution or Articles

The General Assembly of Saint Lucia, November 2001, amended article 4 on the membership categories. Instead of three categories we have now 4 categories.

- Category A for National Archives,
- Category B for institutions responsible for countries archives
- Category C for other institutional organizations
- Category D for individuals

2 Programme: What We Do

2.1 Seminars, Conferences, Symposia

-International Conference PATC II – Curaçao 16-21 November 2003.

Hosted by the National Archives of Holland and the National Archives of the Netherlands Antilles in close cooperation with ICA, CARBICA and ALA was the second in its series. The first conference took place in Jakarta, Indonesia in 2001. Both events sought to bring together archivists, conservators and other professionals working in the tropics or on documents that had been exposed to tropical conditions. ICA/CPT was in charge of the scientific part of the program. The main sponsor was the National Archives of Holland. ICA/FIDA also provided sponsorship so did the National Archives of the Netherlands Antilles and CARBICA. The language used was English. The number of participants was 138 representing 26 countries mostly from the Caribbean and Latin America.

-First ICCROM Course for the Caribbean on the preservation of photographic material in tropical climates, Curaçao 3 – 21 November 2003.

This was the first course organized by ICCROM in this region as a result of the ICA, ICCROM and IFLA collaboration. It was sponsored by ICCROM. 13 participants qualified to receive a scholarship for three weeks. A two weeks intensive training was followed by participation at the PATC II. The participants called themselves in the native language papiamentu the "Hantskun di Katuna Group" which means "Cotton Gloves Group" inspired by the use of gloves for the preservation of photographic material.

2.2 Publications and Communications

- At the XXXVIth CITRA November 12-16 2002 in Marseille the Paper "Public demand in the Caribbean Archives was presented and later published in ICA journal "Comma". It is based on the outcome of a questionnaire for CARBICA members.
- Newsletter "CARBICA News" is being published twice a year.
- Website www.carbica.org: Launched in 2000 was closed down in 2001 but will be reactivated soon.

2.3 Studies, Actions and Projects

- A brief survey of needs for training etc. among the membership in order to prepare and plan the program of activities for 2001-2005.
- Updating of membership directory is ongoing for better communication with members.
- Archival Laws and bylaws of the region are being collected for exchange.
- List of supplies of archival material for distributions among members
- List of resource persons in a particular area with email addresses in the Caribbean region
- List of possible courses and training facilities for the region.

2.4 Other Activities

Participation/collaboration /support.

- The Executive Committee participated at the social and cultural events in Martinique, June 2002 to commemorate 100 hundred years of the eruption of the volcano Mount Pelee and the history of the city of St.Pierre.
- National Archives Week of St Vincent & The Grenadine, October 29-November 1, 2002 under the theme " Technology Enhanced Services' with participation of CARBICA Executive Committee members. A statement was issued on the role of CARBICA in shaping the developments of archives services in the region, which was presented at the opening ceremony and was broadcasted.
- 2nd Seminar on Archives of Iberian Tradition in Rio de Janeiro, Brazil, November 2002,18-23 under the theme " Electronic Management and Preservation with collaboration of CARBICA.
- ISO TC 46 Sc 11: Meetings on ISO15489 were held in June 2002, The Hague, November 2002, Paris and June 2003, Rome. The President attended as observer.
- Seminar "Records Management –The key to Informed Decision Making. Can we afford not to have it? - May 5 2003 in Grenada by CARBICA in partnership with the Dept of Libraries of Grenada for senior civil servants from 26 ministries and departments of the Grenada Civil Service. The focus was the relationship between good governance and adequate record management, crucial to protect the rights of citizens and for democratic accountability. CARBICA Executive Committee members were the main facilitators of the seminar.

3 Suggestions: What We Would Like for the Future

3.1 Difficulties encountered, solutions suggested.

- Insufficiency of funds: A solution for ICA to help create tools to coordinate the request for funding, i.e. to act as liaison with funding agencies when a region or member is seeking funds i.e. to restructure FIDA as a foundation to address funding agencies.
- Low Priority assigned to archives by Governments: A solution is to improve awareness by organizing archives day, archives week with support of ICA and branches, issuing of statements and distribution of newsletters with information what ICA stands for, activities and benefits for the membership.
- The need for more expertise and training facilities in the region especially on low budget preservation in tropical climates and on electronic records management. A solution is to join forces between international organisations (i.e. ICA/ ICCRO/ IFLA/ etc), between branches (i.e. CARBICA/ALA) and between national Institutions (countries) and organise courses that will benefit a large group.
- Lack of communication with the membership. A solution is to contact members as much as possible and keep them informed. Each member of the Executive Committee is assigned a number of branch members for whom he/she is responsible to keep in touch with on a regular basis, not only to provide information but also to collect information about their problems and needs and to report this in the Executive Committee meetings.

3.2 Plans for your administration and programme post-2004

2004: Congress in Vienna, August 23-28

- Executive Committee Meeting and a General Assembly August 23
- Session "Shared Memory"
- Session Education: presentation of the outcome ICCROM course for the Caribbean

2005: Workshop on Electronic Records Management scheduled for Barbados.

- A Workshop on Archival Legislation is planned.
- Meeting of the Executive Committee of CARBICA

2006: CARBICA VIII conference in conjunction with CITRA.

- General Assembly and election of the new Executive Committee of CARBICA
- Publication of a Professional Journal for the region.

3.3 Suggestions for ICA's priorities and functioning post-2004

- Assist members with tools to make ICA more visible and to improve awareness for preservation of the archival heritage.
- Policy for promoting accessibility and exchange of sources between countries
- Policy for promoting of the use of sources for outreach activities, research and education
- Stimulate collaborations between international organisations, regions and institutions in organizing training and courses for professional development.
- Assist members in finding funds to cope with the modern technological demands for information.

Annex B : Activities and Projects Overview 2000-2004 (CARBICA)

Body / Organisme	Outcome / Résultat	Project or Activity / Projet ou activité	Delivery Date / Date de complétion	Finished / Fini ?	Relations	Coordinator / Coordinateur	Sponsors	Comments / Remarques
CARBICA	Directory / Annuaire	Update CARBICA's Directory	2002/1	Ongoing	CARBICA members	Nolda Römer-Kenepa	National Archives of the Neth. Antilles	This is an important tool for communication with the members
CARBICA	Observer	ISO TC46 SC11 participation	Ongoing	Ongoing		Nolda Römer-Kenepa		This is one of the recommendations of CARBICA VII
CARBICA	Seminar / Séminaire	"Knowledge Revolution: Archives in the New Millenium", VII Conference of CARBICA, Saint Lucia	2001/11	Y		Margot Thomas	The Archives Authority of St Lucia & ICA	13 members of CARBICA participated
CARBICA	Seminar / Séminaire	"II International Conference on Preservation of Archives in Tropical Climates", Curacao, Netherlands Antilles, in collaboration with the National Archives of Holland and ICA/CPTÉ.	2003/11	Y	ICA/CPTÉ members and National Archives of the Neth. Antilles,	ICA/CPTÉ National Archives of Holland & National Archives Neth. Antilles	National Archives of Holland, ICA/FIDA & National Archives Neth. Antilles	30 members of CARBICA representing almost all Caribbean nations attended.
CARBICA	Training / Formation	Survey of needs and resources for professional development and training in the Caribbean region	2001	Y		Nolda Römer-Kenepa	National Archives Neth. Antilles	To update the membership directory and plan activities for 2001-2005
CARBICA	Training Formation	First course organized by ICCROM for the Caribbean on the preservation of photographic material in tropical climates	11/2003	Y	ICCROM/ICA	Katriina Simila (ICCROM) & Nolda Romer-Kenepa	ICCROM & ICA/FIDA	This was a pilot project for the collaboration between ICCROM/ICA & IFLA

CARBICA	Communication & Publications	Develop and maintain CARBICA's web site	2000	Ongoing		Margot Thomas Saint Lucia & Nolda Römer- Kenepa National Archives of the Neth. Antilles	CARBICA/ ICA.	www.carbica.org in 2000 is being replaced now under a new name.
CARBICA	Communication and Publications	"CARBICA News"	2000	Ongoing		Yulu Griffith, Nolda Römer- Kenepa & Dominique Taffin		Newsletter 2000-2001 by Yulu Griffith 2002-2003 by Nolda Römer-Kenepa 2004 and ongoing by Dominique Taffin
CARBICA	Communication	General Assembly	11/2001	Y	Marcel Kaya (ICA)	Margot Thomas & Elisabeth Williams.s		Election of the Executive Committee 2001-2005 (every 4 years)
CARBICA	Communication	Extra ordinary General Assembly	11/2003	Y		Nolda Römer- Kenepa & Victoria Borg O"Flagerty	CARBICA	Information and involvement of all members in the decision making i.e. election EC in 2006 en CARBICA VIII