



Historical Archives of the European Parliament

Annual Report for 2016

EPRS | European Parliamentary Research Service

Historical Archives Unit

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Part I - Introduction and Summary

1) Background

This is the thirteenth Annual Report on the Historical Archives of the European Parliament. It is drawn up in accordance with Council Regulation (EEC, Euratom) No 354/1983 of 1 February 1983, most recently amended by Council Regulation (EU) No 2015/496 of 17 March 2015, concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community. This ‘EU Archives Regulation’ imposes a legal obligation on several EU institutions to keep their archives and, after a period of time, to deposit those already ‘opened to the public’ in the common Historical Archives of the European Union (HAEU), which are located at the European University Institute (EUI) in Fiesole, near Florence. Article 9(2) of the Regulation stipulates that ‘each institution shall publish information annually on its historical archiving activities’. The Annual Report on the Historical Archives of the European Parliament is designed to fulfil this obligation.

The Historical Archives Unit manages and preserves the European Parliament’s official documents and other archival material, including the deposited papers of individual Members, dating back to 1952. Formally, in accordance with the decision of the Bureau of the European Parliament of 2 July 2012 on document management within the Parliament, the unit is responsible for the acquisition, storage, processing and accessibility of the official documents of the institution, which it makes available, both internally and to outside citizens, notably researchers and historians, through ‘tools that facilitate online access to information’. It assists researchers on the history of the Parliament and European integration and publishes historical studies based on the archives, using ‘any means of documentary or academic dissemination or publishing’. It works closely with the EU Historical Archives in promoting use of the archives and study of the history of the Parliament.

Located in Luxembourg, the Historical Archives Unit forms part of the Directorate for the Library (Directorate B) of the European Parliamentary Research Service (DG EPRS). To complement its core archival services, the unit also administers the Luxembourg branch of the Parliament’s library, now known as the Historical Library of the European Parliament, so ensuring that internal and external users benefit from being able to find the Parliament’s archival and historical library collections in one place.

2) Objectives

In undertaking its work, the Historical Archives Unit has been working towards a series of broad, on-going objectives defined following its move to DG EPRS on the latter’s creation in 2013. These objectives include:

- mainstreaming the work of the Historical Archives more actively in the daily life of the Parliament as an institution;
- giving the Historical Archives and its Historical Library a clearer, stronger and simpler identity;
- digitising the Historical Archives and modernising their website, so that documents are better preserved, can be retrieved electronically, and are more accessible to users;
- developing and deepening the historical book collection of the Historical Library;
- strengthening the institutional memory of the Parliament by developing a series of publications on the history of the Parliament (whether chronological or thematic), building on its *EP History* and *EU History* series of monographs;
- enhancing the digital and video component of the Historical Archives’ collection;
- reinforcing links with the Historical Archives of the European Union.

3) Progress in 2016

During the course of 2016, the Historical Archives of the European Parliament received 93 linear metres of documents (in 43 transfers), archived 48,065 items of Official Mail, and made two transfers of archives to the HAEU, involving 48,325 files of 208 linear metres. Some 25,660 files were processed, described and entered in its database; 59,427 items were created or updated in the same; and 70,713 documents were inserted in PDF format (digitisation of paper files). 6,950 audio files were inventoried and 15,000 audio files were digitised. 15 studies, briefings and blog posts were published, and two exhibitions and four other events were held. In parallel, the Historical Library, whose catalogue now includes nearly 26,000 books, loaned 1,817 items, received 1,776 visitors, responded to 760 research requests and supplied 6,323 documents.

During the course of the year, the Historical Archives continued to work towards the long-term preservation of all types of content digitally. This process was backed by the development of a new electronic archival database, known as CLAVIS (to replace the existing ARCDoc), with a range of new functionalities (including greater emphasis on multilingualism), and the launch of an inter-institutional call for tenders for archival and associated services. The unit continued to make progress in its goal of providing archival support to historians and researchers for their projects, while offering, at the same time, online search services for interested citizens more generally. The unit developed a comprehensive dissemination strategy and set up a horizontal team for outreach activities (encompassing editorial issues, events and exhibitions). It started work on a series of substantial publications on the history of the European Parliament as an institution, commissioning three studies on various aspects of the first two directly-elected Parliaments, from 1979-89. It also participated actively in the definition and realisation of the new EP website project entitled 'My House of European History'.

Part II - Services of the Historical Archives

1) Historical Archives

a) Archival holdings and acquisitions

In relation to archival holdings and acquisitions, the Historical Archives Unit:

- collects and registers the Parliament's official archives (both legislative and administrative);
- receives and manages the private archives of Members;
- receives and manages the archives of the Parliament's Official Mail;
- ensures the restoration and preventive conservation of documents;
- prepares and makes transfers to the Historical Archives of the European Union (HAEU);
- manages relevant stocks and storage spaces.

The Historical Archives Unit currently store some 2,500 linear metres of material and comprise both legislative and administrative collections, some of which are still being processed. In 2016, it put special emphasis on the computerisation of the storage management and archive acquisition processes, on processing of the documents from parliamentary committees and delegations, and on the continued the large-scale transfer of documents to the Historical Archives of the European Union (HAEU).

= Automation of the transfer of digital archives and their metadata

In 2016, as part of a general process modelling (BPM) for CLAVIS, the new archive management system, a revision of the archives acquisition processes was initiated, in order first to prepare for the arrival of CLAVIS itself and to rationalise and simplify procedures. The entire acquisition procedure was thus modelled and reviewed. The preliminary analysis conducted for the automation of the transfer of digital archives and their metadata from the business applications to the archive management system shall be continued for each application, in order to define and implement the appropriate transfer protocol and define the necessary tools.

= Simplification and rationalisation of procedures

The transfer form has been simplified and now consists of one page, containing the main information about the transferring service and the archives sent. The services can annex more detail about the storage containers. The introduction of the new form as from July 2016 was also accompanied by a more decisive and proactive action to correctly apply the decision of the Secretary General of 23 October 2013 implementing the Bureau Decision on document management, including the need of visa from the 'Responsible for the Administration of Documents' (RAD) of the DG in charge. This work, carried out on the occasion of each transfer with the responsible units and the concerned RAD, will be completed in 2017 by complementary measures (update intranet pages, information and training measures).

In parallel, the acquisitions register created in 2015 has been systematised to all transfers regardless of their status (transfers from the EP or other European institutions or deposits of archives of former MEPs) or their support (not only paper documents, but also digital archives, audiocassettes, etc.). All the collected archives are registered, checked and packed with a unique identifier to ensure traceability during their management by the Historical Archives.

A follow-up table, with information concerning the contacts with the transferring services was set up in July 2016 and completed with the data available since 2013. This information, coupled with analysis and identification of gaps and shortcomings within the papers already received and processed, will make possible to identify canvassing priorities for 2017 and support the implementation of a proactive approach to archival acquisition.

= Acquisitions

In 2016, the Historical Archives Unit received about 93 linear meters of documents (43 transfers), broken down as follows:

(i) about 7 linear metres of documents from DG PRES: Minutes of the plenary sessions, original documents signed by the President, parliamentary questions and motions for resolution, official mail, Working group 'Document management's recast' and declassification committee; (ii) about 2.5 linear meters of documents from the Development (DEVE) Committee: A complementary transfer of meetings and parliamentary reports from 2001-2009; (iii) about 10 linear metres of documents from DG Communication (COMM): Information and communication material from the Paris Information Office (1953-2013); and (iv) more than 67 linear meters of papers of several retiring senior officials, including those of Ms Francesca Ratti, outgoing Deputy Secretary-General, and of Mr Harald Rømer, previously Secretary General.

As of June 2016, the Historical Archives became responsible for conserving gifts made to Presidents, Secretaries General and other representatives of the European Parliament (such the chairs of committees and delegations): 293 various objects (such as paintings, books, statues, vases, decorative objects) were inventoried and packaged for temporary preservation.

= *Management of correspondence*

Since 1 January 2017, official emails from the European Parliament, registered by the Official Mail Unit, are no longer be printed for archiving. This measure complements a similar decision taken in 2015 jointly by the Official Courier Unit and the Historical Archives Unit concerning incoming emails. In addition to their immediate and significant positive impact on the environment, these measures have contributed to the reduction in the volume of archived paper mail.

b) Processing of the Historical Archives

In relation to the processing of the Parliament's archives, the Historical Archives Unit:

- defines the policy, strategy and practical modalities of archival treatment;
- programmes archival processing and digitisation projects;
- manages the outsourced processing of archives and digitisation;
- coordinates internal and external archival processing projects;
- engages in quality control of descriptive data.

= *Arrangement and description (of paper or electronic archives) and digitisation (of paper archives)*

After they are received, files are identified and organised with respect to their provenance, so as to protect their original context. A description by level is then undertaken, in accordance with the ISAD(G) archiving standard (series and files) and in compliance with a wide range of criteria, and is entered directly into the database.

2016 witnessed two major events as regards the processing of archives: the launch of the development of the new archival management system, CLAVIS, and the carrying out of a legacy data transfer, on the one hand, and the expiry of the framework contract for the provision of archival services, on the other.

The year was devoted to a general methodological revision of the archival treatment processes, organised around five main axes: the structuring of the archival holdings, the revision of the methods of processing and description, the enhancement of authorities and thesaurus, the quality control of descriptive data, and the control of the rules concerning access to public archives.

= *New methodology for processing archives*

A new methodology for the processing of archives was adopted at the end of 2015 to improve descriptions, for a better use of archives, by focusing on the production environment of the documents and a better indexing of files. It involves a return to the principle of 'respect des fonds', notably, respect for the creator of the records, and to limit the documentary approach to archives; and application of rules for archival description more in keeping with international archival standards.

This new methodology and quality control were systematically implemented in all archival processing projects conducted in 2016: petitions from 1989 to 1997 and the written questions for the sixth term were therefore treated on the basis of the new procedure. The description standards for designs, photographs, bookplates, etc. were revised to best fit the particularities of these documents.

These principles were also applied for the analysis of the archives of current or former MEPs, leading to a more individualised approach to the processing proposals made to the evaluation committee, depending on the interest of the records and the typology of the documents.

= *Quality control of descriptive data*

As part of the preparation of records before their migration into the new archival management system, several revision and/or quality control projects were carried out in 2016. These included: (i) systematic and comprehensive revision of the classification scheme for the Parliament's archives; (ii) formal quality control of all descriptions (several million records) and associated digitised files; (iii) review of authorities and controlled vocabularies: alignment of the thesaurus with the latest version of EUROVOC and transition to multilingualism, recovery of non-controlled vocabularies and alignment with EUROVOC where possible; and (iv) summary of the existing indications for accessibility to public archives to proceed to a revision of the associated rules.

= *Processing of archives*

Substantial progress was made in 2016 in the processing of various EP archives:

(i) *Legislative archives*

- Records of the parliamentary delegations, especially documents of the parliamentary delegations in the United States, Canada, Asian countries and Eastern Europe;
- Petitions, 1989-97;
- Written questions, 2004-09;
- Temporary Committee on Climate Change;
- EP Delegation to the Convention on the Future of Europe and Task Force.

(ii) *Other archives*

- Inventory of the recording tapes of meetings of parliamentary committees, parliamentary delegations and other events of the European Parliament: 6950 identified and inventoried tapes;
- Inventory of posters: 367 posters on paper inventoried, described and packaged;
- As part of the revision of descriptive data and repositories, 313 authority records were created or completed during the year. In the same way, the first reconstitution of the organigrammes of the secretariats-general of the European Parliamentary Assemblies from 1952 was carried out.

(iii) *Archives of current or former Members of the European Parliament*

In 2016, the Historical Archives Unit carried out an evaluation of the sets of documents deposited, since the entry into force of the decision of the Bureau of 10 March 2014, by Alexander Alvaro, Pervenche Bères, Sharon Bowles, Joan Colom I Naval, Doris Pack, Dagmar Roth-Behrendt, Graham Watson. An Evaluation Committee - composed of a representative of the Office of the Secretary-General, one from the Legal Service and two from DG EPRS, including the Historical Archives Unit, with an expert archivist invited - drafted a technical report, in line with the 2015 revised archiving methodology. The Vice-President responsible, after having consulted a representative of the Former Members' Association, decided to process all seven sets of documents on the basis of the new methodology and processes. These papers are being processed in 2017.

= Transfers of EP holdings to the EP Historical Archives and to the HAEU

Transfer of the archives of EP Presidents' cabinets prior to 1979 and during the 1979-84 term, to comply with the obligation to transfer to the HAEU documents in the EP Historical Archives opened to the public, after the expiry of the 30-year period provided by Council Regulation (EEC, EURATOM) No 354/83. In addition, a full set of documents from the third to the sixth EP terms (a total of 200 linear meters of processed paper archives) was sent, in two transfers (totalling 48 325 folders). These involved:

- Archives of cabinet of President Gaetano Martino (1962-1964)
- Archives of cabinet of President Walter Behrendt (1971-1973)
- Archives of cabinet of President Simone Veil (1979-1982);
- Archives of cabinet of President Piet Dankert (1982-1984).
- Parliamentary committees meetings, 1989-1994;
- Complement to the series of written questions for the years 1993-1994.
- Written questions, 1994-1997.
- Oral questions, 1999-2004;
- Question Time, 1999-2004;
- Motions for a resolution, 1999-2004.
- Oral questions, 2004-2009;
- Question Time, 2004-2009;
- Motions for a resolution, 2004-2009;
- Records of the ACP-EU Joint Parliamentary Assemblies for the periods governed by the following conventions: Lomé II (1979-1984); Lomé III (1984-1989); Lomé IV (1989-1995); Lomé IV Revised (1995-2003);
- International Agreements collection, 1995-2004;
- Collection of original legislative acts, 1995-2004

Systematic quality control was undertaken for the transfer of such archives to HAEU, in accordance with the transfer procedure validated in 2014. All the files transferred were checked so that their description in the historical archives database and the paper files match exactly. The error-rate recorded during the reception checks carried out by the HAEU was 0.01%. The inventories corresponding to XML-EAD format are being sent to the HAEU in 2017.

= Digitisation

Digitisation work undertaken systematically after each processing project for paper documents allowed the insertion of 70,713 documents in PDF format in the ARCDoc database. After scanning, all documents were reclassified in the corresponding folders. Using a framework contract signed in July 2015 with companies Vectracom and Memnon for the digitisation of audio-cassettes and video media, five lots were digitised, encompassing a total of 15,000 audio tapes.

2) Historical Library

As part of the Historical Archives Unit, the Historical Library seeks to preserve the institution's historical and cultural heritage and makes it available to the public. With its unique collection of historical publications, it offers Members of the European Parliament, the parliamentary community, researchers and general public an insight into the history of the European Parliament and the wider European integration process.

The Historical Library's main tasks are:

- manage the Parliament's Library Reading Room in Luxembourg;

- manage a physical collection of books and a growing number of e-books and e-journals;
- manage the ‘100 Books on Europe to Remember’ project and webpages;
- manage a number of external databases;
- provide access to certain newspapers and journals;
- organise training sessions in the use of certain databases and other information sources;
- organise events in and visits to the Historical Library.

In addition, the Historical Library works together with the On-site and Online Library Unit of the Library Directorate to provide workplace library services for EP staff in Luxembourg. In 2016, the team drafted a new draft collection management policy, which is being finalised in 2017.

In 2016, the Historical Library in Luxembourg contributed to the wider modernisation of library services. In this context, the proposal for an Open Digital Library includes the updating of certain facilities in Luxembourg, based on a reading room with a reference and study area, and improved access for internal clients and external researchers. This centre of expertise, for the preservation of the Parliament's historical and cultural heritage, will help preserve printed and digitised material in the Historical Library and Historical Archives in accordance with the best international standards. In addition, it will develop know-how and procedures for long-term preservation.

= *Historical collection*

The Historical Library keeps a broad-ranging historical collection, of books and other materials, including a reference collection, a collection on ‘Parliamentarism and Democracy’, the ‘100 Books on Europe to Remember’ collection, serials and an EU publications collection, as well as a Learning Resources Collection (LRC).

The historical collection covers material on the creation and development of the European Parliament and the political and institutional aspects of the European Union since the 1950s, including monographs and periodicals inherited from the Library of the Common Assembly and the Parliamentary Assembly.

The LRC includes a range of material which complements professional training courses, with a view to professional know-how of EP staff. The collection is developed in coordination with the Professional Training Unit and the On-site and Online Library Services Unit in Brussels.

In total, the Library's online catalogue now contains 25,608 books located in Luxembourg. The Historical Library also keeps a collection of more than 990 yearbooks and periodicals published from the 1950s to today and preserved for their historical value.

In 2016, 233 new books were ordered for the Historical Library's historical collection and 28 books for its LRC. About 240 new titles were added to the collection of official EU publications and more than 450 existing titles were modified. 50 journal subscriptions were also managed in Luxembourg (including newspapers and yearbooks). In 2016, a complete inventory of the contents of the Historical Library compactus was compiled.

3) Services to users/researchers

In order to make its documentary resources as accessible to the public as possible, the Historical Archives Unit promotes its archival and historical library holdings in a number of ways:

= *Documentary information in the ARCDOC database:*

The ARCDOC database contains more than five million documents. It is currently only available for EP staff and the public in the Reading Room of the Historical Library, but not to outside the Historical Archives and Library, for technical reasons. By contrast, the CLAVIS database will be accessible outside the Parliament.

= *Intranet pages*

The Historical Archives Unit's intranet pages are divided into several sections offering information on the Historical Archives and its objectives, and services provided to MEPs, assistants and EP staff, as well as publications, events and trainings organised. In addition, the pages include EU history pages (providing an information pool offering facts and figures on EU history grouped either chronologically or thematically).

The Historical Archives intranet pages can be accessed at the following address:

http://www.eprs.sso.ep.parl.union.eu/eprs/auth/en/historical_archives.html.

= *Internet pages*

The Historical Archives' internet site gives the Historical Archives and Historical Library a possibility to better communicate and promote their holdings, services and publications to the external world. The site consists of five sections (Home, Holdings, Multimedia Gallery, Publications, and About us).

The Historical Archives internet site can be accessed at the following address:

<http://www.europarl.europa.eu/historicalarchives/en/home/home.html>

= *Reading Room*

The Reading Room in Luxembourg is made available to in-house and external users. The Historical Library offers library services for EP staff in Luxembourg and welcomes members of the general public, in accordance with the rules on study visits. In order to ensure transparency and to disseminate knowledge on EP activities among citizens, the Historical Library has opened a section to the public specifically set aside for historical research on the Parliament and European integration in general.

In 2016, the Historical Library in Luxembourg was open 244 days and frequented by 1 776 visitors. There were 1817 loans or renewals: 558 from the Learning Resources Collection and 422 from the historical and other collections.

= *Historical research*

The Historical Archives Unit provides access to the Parliament's historical documents and publications for all researchers wishing to explore the history of European integration. In 2016, 760 requests were received from internal and external clients, whether MEPs, EP staff, other institutions, citizens, researchers or historians, with 6 323 documents supplied. 59 % of the requests came from external public and 41 % from within the EP.

The Historical Archives Unit continued in 2016 to develop relations with universities and to welcome trainees and visitors undertaking research on relevant topics. There were 18 individual long-term study visitors during the year, and about 114 other members of the public were welcomed in the framework of group visits (archivists, academics, students, etc.).

= *Consulting historical documents in person on the premises*

The 18 study visitors were from Belgium, Bulgaria, France, Germany, Hungary, Italy, Lithuania, Spain, UK and Vietnam. They conducted in-depth research on inter-alia the history of the Women's Rights Committee, drugs and terrorism, budgetary issues, development and ACP, integration and citizenship within the EU, economic integration, political groups, environmental issues, Lebanon and ASEAN, with EP staff providing technical and documentary assistance.

= *Visitors' groups*

Nine groups of visitors were welcomed by the Historical Library and the Historical Archives, with a total number of 114 participants.

4) Publications and outreach

The main activities conducted by the Historical Archives Unit in the field of publications and outreach in 2016 were as follows:

= *Publications*

The Historical Archives Unit continued to publish studies and briefings in the twin *European Parliament History Series* and the *European Union History Series*. The following items were published in 2016:

- *The History of European Electoral Reform and the Electoral Act 1976: Issues of Democratisation and Political Legitimacy*, by Olivier Costa (Study);
- *The First Hemicycle of the European Parliament in the Schuman Building, Luxembourg* (Briefing);
- *The Role played by Altiero Spinelli on the path towards European Union* (Briefing);
- Four blog posts published on the EPRS blog (epthinktank.eu) on historical subjects;
- Seven short articles in the 'It happened in' series on the Historical Archives website relating to the signature of the Single European Act (February 1986), the debate on the explosion at the Chernobyl nuclear power plant (May 1986), the visit of their Majesties King Juan Carlos I and Queen Sophie of Spain (May 1986), the debate on the Joint Declaration against Racism and Xenophobia (June 1986), the signature of the European Elections Act (September 1976), the speech in plenary by John Paul II (October 1988), and the programme 'Yes for Europe'.
- A catalogue for the '100 Books on Europe to Remember' (List of publications).

= *EP History project (First series of studies - 1979-1989)*

A first set of studies on the EP during its first two elected parliamentary terms (1979-89) was commissioned to trace and analyse: (i) the character, composition and culture of the directly-elected Parliament; (ii) the Parliament's role in the institutional and constitutional development of the then EEC; and (iii) its role in the completion of the European single market. The exercise is designed to draw on a wide variety of sources, including the Historical Archives, publicly available external material, and interviews with figures from the time, including former MEPs and officials.

= *Events and exhibitions*

The Historical Library developed a permanent exhibition on '100 Books on Europe to Remember' in the Luxembourg Reading Room. It contains about 120 showcased books, with a parallel catalogue. A corresponding temporary exhibition was displayed in Strasbourg on the same project, on 3-6 October 2016, officially opened by EP Vice President Ramón Valcárcel.

In 2016, the Historical Archives Unit organised two EPRS History Roundtables, in Brussels and Luxembourg, to mark various historical events in the life of the Parliament and the EU: (i) 'Le premier hémicycle du PE - une rétrospective institutionnelle et politique', November 2016, in Luxembourg; and (ii) 'Earliest forms of European Cooperation', December 2016, in Brussels.

The Unit also participated in the organisation of, or participated in, the following EP events:

- EP-EUI History Roundtable: 'The Electoral Act 40 years later: History and significance for European democracy today', held at the EUI in Florence;
- Inter-institutional Newcomers' Fair on 7 June in Luxembourg (Foyer du Grand Théâtre de la Ville de Luxembourg);
- Well-being week - On a healthy work environment, 27 June to 1 July in Luxembourg (KAD), in collaboration with the Risk Prevention and Well-being at Work Unit;
- Open Days events in Brussels, Strasbourg and Luxembourg, in May and September.

= *'My House of European History' project*

The Historical Archives Unit also participated in 2016 in the preparation of material (27 contributions) for the launching in March 2017 of the Parliament's new website entitled 'My House of European History'.

= *Interviews with former EP Presidents and Secretaries-General*

Work continued on enhancing the archives of former Presidents and Secretaries-General of the Parliament by adding filmed interviews with such individuals where possible. The project is undertaken in cooperation with DG COMM (Audiovisual Unit), and interviews have so far been conducted with most former Presidents and Secretaries-General (still to be conducted are those with Presidents Buzek and Schulz, and with former Secretary-General, Harald Rømer).

5) Relations with inter-institutional and international bodies

Cooperation with the Historical Archives of the European Union (HAEU), located at the European University Institute (EUI) in Florence, was intensified during 2016. The Historical Archives Unit is strengthening and clarifying techniques for depositing and describing its archives, in order to harmonise the presentation of its holdings with that of the HAEU and to allow them to be presented in XML EAD (Encoded Archival Description) format on the Archives Portal Europe.

The Historical Archives Unit also actively participated in the twice-yearly inter-institutional meeting of the Archival Group (IIAG) of the EU institutions. It participated in the European Union Diplomatic Archives (EUDiA) annual meetings in Amsterdam and Den Haag. It made several contributions to an inter-institutional workshop on outreach for the EU Archives, organised by the Court of Auditors on 12 October 2016. It participated in the 'Eurolib' workshop of EU institutional libraries in Brussels in November 2016.

Relations with other national and international archival services continued. There were visits by individual researchers from several European (Belgium, Bulgaria, France, Germany, Hungary, Italy, Lithuania, Spain, UK) and non-European (Vietnam) universities. The Historical Archives Unit also organised information sessions for external groups, including the National Diet Library of Japan and two groups of Spanish and American citizens.

Part III - Administration of the Historical Archives

1) Budget

In 2016, the Historical Archives managed its appropriations under the following EP budget line:

<u>Item</u>	<u>Heading</u>	<u>2016 commitments</u>
3210-07	Acquisition of expertise for DG EPRS, the Library and the Archives: Historical Archives	EUR 1 800 000,00

= *Outside archiving services*

The main items of expenditure in 2016 principally involved sorting, organising and processing (digitisation and indexing) with reference to: documents of various inter-parliamentary delegations and parliamentary committees, written questions, written declarations, petitions, documents of the cabinets of the Presidents of EP, documents from the Convention on the Future of Europe, documents from the cabinet of the former Secretary General, Julian Priestley, and papers of current and former MEPs.

External service providers have traditionally been used by the Historical Archives Unit for the provision of archival services, so as to ensure the processing of large volumes in a time-constrained manner, as well as to benefit from the skills of highly-qualified archivists (Master's level in archival studies). For this purpose, the Unit relies on the provision of services through framework contracts with specialised companies. All tasks relating to the responsibility and management of each project are carried out by the statutory staff within the unit. The choice of *intra-muros* treatment is dictated by the unique and sometimes confidential nature of the archives to be treated.

The maximum number of external staff recorded in a year varies, depending on the number of projects launched and completed within that year. At the end of 2016, there were 12 external members of staff involved in the processing of archiving projects on the basis of framework contracts.

The transition towards digital archiving requires adapting the resources traditionally used for the processing of paper records (i) to enhance and contextualise them (indexing, metadata, etc.) so as to optimise and improve their accessibility; and (ii) to reinforce the implementation of the new archive system 'CLAVIS' (see below), to guarantee the acquisition and treatment of digital data, as well as the stability and maintenance of the system.

= *Management of contracts*

The Historical Archives Unit managed three framework contracts in 2016: the first for providing archiving services, including digitisation; the second, in collaboration with DG ITEC, concerns a new database for the Historical Archives, CLAVIS, and the third concerns the digitisation of the magnetic audio recordings of the meetings of the parliamentary committees, inter-parliamentary delegations and other meetings of political entities of the EP.

= *Procurement procedures*

In 2016, the Historical Archives launched the following procurement procedures:

(i) a major new inter-institutional call for tender for archival processing and associated services, both for the Parliament and for the European Commission, Council of the European Union, European

External Action Service, European Economic and Social Committee, Committee of the Regions and European Ombudsman. With a value of 10 million euro for the seven participating institutions or bodies, it was divided in four lots: analysis and studies, archival assistance, archive processing services, and transformation of archival data (the last was not awarded). The evaluation of tenders submitted began in December 2016, with the signature of the contract in 2017.

(ii) two negotiated procedures (for less than 60,000 euro) on the History of the European Parliament in its first two directly-elected terms, 1979-89, designed to use the Historical Archives from that period - as well as other sources, including interviews with MEPs and officials from the time - to analyse the character and culture of the Parliament and the institution's impact on the European Communities during the 1980s.

(iii) a specific contract, on the basis of Framework Contract ITS14, to ensure the compliance of the ARCHIDOC solution with the operational processes in use within the Historical Archives Unit, as well as with the requirements for interoperability, evolution and adaptability with other systems operating within European Parliament whose data has to be archived.

(iv) two very low-value procedures for the purchase of (iii) three tablets holders and four showcases, and (ii) specific preservation material (film base deterioration monitors, to check microforms for vinegar syndrome).

2) Staff

= *Establishment plan*

On 31 December 2016, the establishment plan of the Historical Archives Unit stood at 24 officials and two contract agents. Twenty-three members of staff performed duties related to the unit's main activities - of archiving, database management, IT, library and knowledge services, dissemination of information and documentation, and research - while three performed coordination and administrative management functions.

In June 2016, the Historical Archives Unit was reorganised into four sections and teams covering:

(i) administration and support to the unit, including archival IT systems; (ii) dissemination and outreach activities (a horizontal team); (iii) Historical Archives Section, with teams for acquisitions and management of archives, and the processing of archives; and (iv) Historical Library Section, including historical research.

3) Training and conferences

= *Training undertaken*

The transition towards digital archiving requires knowledge of recent developments in archival science and practice and thus specific training in the field. In this framework, an archivist attended in 2016 the 'Forum des archivistes: Meta/morphoses', a three-day professional seminar organised by the Association des Archivistes français.

In the Historical Library, development in different fields of expertise - such as preservation and development of digital collections and understanding of post-war European history - is also required, to improve the collection's accessibility for both internal clients and external researchers, and facilitate further development of the collections on European integration history. In 2016, training sessions were thus attended on cataloguing, EMS, Eur-Lex, MARC Preview.

Additional training was undertaken in the following fields: CLS Clarity training for managers of decentralised IT projects, introduction to project management, MS Word, Excel, and Power-Point, as well as language courses.

= Conferences attended

With the aim of staying closely in touch with the development of the archival and library profession, an archivist or librarian attended the following conferences:

- 'Innovation in Libraries', Autumn Meeting of the Max Planck Society (MPG) Social Sciences Libraries 2016;
- Eurolib co-operation group workshop in Brussels;
- Die Bibliothek präsentieren - Kundenveranstaltungen moderieren - Library presentation - Facilitating a customer event - organised by the regional committee of the German Library Organisation 'Berufsverband Information Bibliothek e.V' in Trier;
- Fifth Journée des archivistes luxembourgeois on digital documents and digitisation.

= Training provided

In 2016, the Historical Archives Unit organised info-sessions for groups and individuals on PressReader, Factiva, legal sources and sources for translators. Training sessions were held for EPRS in Brussels on the correct application of the retention schedules (within the EP administration) for DG EPRS units. Additional training sessions were organised for colleagues of the EP Legal Service in Brussels and Luxembourg

4) Cooperation within the EP administration

The Historical Archives Unit cooperates very closely both with other administrative units within DG EPRS and with other DGs and services within the Parliament's administration more widely. For example:

= Within DG EPRS

The Historical Archives Unit in Luxembourg retains very close linkages and synergies with the On-site and Online Library Services Unit of Directorate B in Brussels. They share a common Library Management System (LMS), the online catalogue, as well as the budget for new acquisitions. Staff members of the Historical Library have continued to be responsible for the Learning Resources Collection until August and the official EU publications collection for both Luxembourg and Brussels, as well as for the management of some external databases (Beck-online, GBI Genios, and MB Europa Aktuell). A member of the Historical Library also deals with financial dossiers related to new acquisitions and with the internal control of invoices.

The Citizens' Enquiries Unit passes on to the Historical Archives Unit all information requests for historical documents received from members of the public. In 2016, the Historical Archives Unit collaborated with units of the Members' Research Service (research of documents, peer review and fact-checking of six publications), notably in the context of an EPRS series of publications on the history of various European Parliament buildings.

The Historical Archives Unit also cooperates actively on a regular basis with other DGs and services:

= *DG Presidency (PRES)*

The Historical Archives Unit organises and archives, in paper and digital versions (the latter searchable online), all the outgoing and incoming mail of the European Parliament (34,653 outgoing: Brussels 22,532; Luxembourg 8,484; Strasbourg 3,637 and 13,412 incoming items in 2016), which is transferred on a regular basis by the Official Mail Unit.

The Historical Archives Unit cooperates with the Transparency Unit, in particular in cases of requests for access to documents under Regulation 1049/2001 involving more extensive searches with historical profiles: 54 such extensive searches were carried out in 2016.

= *DGs Internal Policies (IPOL) and External Policies (EXPO)*

As in previous years, the Historical Archives Unit cooperated with DGs IPOL and EXPO in order to acquire the historical archives of the parliamentary committees to add them to its existing holdings. After the significant transfers made by the two DGs in 2014, the Committees on Development and on Environment, Public Health and Food Safety sent complementary files and documents to the Unit.

= *DG Innovation and Technological Support (ITEC)*

The Historical Archives Unit is currently cooperating closely with DG ITEC on the crucial project related to the development of the new archival database, CLAVIS.

= *DG Communication (COMM)*

The Historical Archives Unit worked very closely in 2016 with the Events and Exhibitions Unit and the EP Information Offices in member states. With the first, the Historical Archives worked on the transfer of 293 memorabilia received by Presidents and General Secretaries. With the second, the Historical Archives prepared and received the transfer of the Paris Information Office's documents.

The Historical Archives Unit and Library Directorate more generally collaborated and participated in the Open Doors Days organised by DG COMM in Brussels, Luxembourg and Strasbourg.

= *Other DGs and services*

A close cooperation between the Historical Archives and the outgoing Deputy Secretary-General, Ms Francesca Ratti, took place for the selection and transfer of her documents to the Historical Archives.

The Historical Archives Unit worked with various DGs and services to explain and apply the retention schedules and worked, notably in the framework of GIDOC, to establish a filing plan and a common conservation list for the whole institution.

The unit also received a transfer of administrative documents from DG Finance (FINS) and DG Infrastructure and Logistics (INLO).

5) Premises

= *Stock-taking and preventive conservation*

The new archival approach and streamlining efforts also focused on archive preservation and store management. From June to September 2016, a general inventory of stores and archives was conducted as follows:

- identification and description of all storage spaces;
- assigning location identifiers to each storage location;
- verification of the presence, or failing this, identification of each set of archives kept by the Historical Archives Unit (acquisitions, archives processed, digitisation lots, microfilms, posters, audio cassettes);
- quality control, or failing this, establishment of associated research instruments (transfer forms, digitisation forms);
- checking of the condition of the archives and their containers;
- rationalisation of the containers for better conservation and reconditioning, if necessary;
- classification of each file holding unit in association with a location in the storage areas.

This stock-taking operation makes it possible to identify documents stored without an associated research instrument, sometimes for several years. By thus ensuring a better control of the archives kept by the Historical Archives, it makes it possible to establish a more rational programming of processing and avoid the successive treatments of scattered parts of the same group of archives, thus ensuring a greater homogeneity of the descriptions.

Information relating to storage space is being integrated into the new archive management system in the legacy data transfer process.

= *Microforms*

A specific assessment of the condition of the microforms was carried out in order to evaluate their exposure to the “vinegar syndrome”, as an acetic acid smell by deteriorating cellulose acetate was detected on certain microfilms. The control confirmed a slight change in most of the oldest microfilms, those based on acetate film. The prevention programme provides that the air conditioning of the *microthèque* be maintained in order to stabilise the chemical process. A digitisation program for archives for which only microfilm media exists is under active consideration.

= *New Konrad Adenauer Building*

As requested by DG INLO, the Historical Archives Unit contributed in 2016 to the definition and revision of the building plans for the Historical Archives and Historical Library in the new Konrad Adenauer Building (KAD), currently under construction in Luxembourg.

6) Computerisation

= *Upgrading from CLARA to CLAVIS database software*

Since 2000, the Historical Archives Unit has been using an archive management software known as CLARA as its principal archival tool. This system is equally used for consulting purposes by the Bureau Secretariat, the Secretary-General's Office, the Transparency Unit and the EP Library in Brussels. In 2014, a call for tender was launched to purchase a new, more up-to-date archival and document management software, known as CLAVIS, keeping all its existing functionalities whilst adding new ones, such as those related to multilingualism. In July 2015, a contract was signed with

the winner of the relevant tendering process. In November 2015, the process of requirements analysis, application customisation and development started, and this work continued in 2016. In parallel, an analysis was carried out on the new system's interoperability with Parliament's applications. In addition, the business workflow with the new application was documented and analysed.

A considerable challenge for the project was the cleaning up and the migration of the old database with its existing descriptions, metadata and documents. This involved quality control and the review of five million archival records before their migration into the new system. This challenge was handled by creating an intermediate database, which would easily allow the export and analysis of large sets of data, as well as guaranteeing a better quality of migrated data. This sub-project ran in parallel with the primary CLAVIS project, which is due for completion in 2017

= *Intermediate archives*

A decision of the Secretary-General's of 1 October 2008 marked the launch of a project to set up 'retention schedules', in order to establish uniform procedures for the retention of the current and intermediate archives held by Parliament's directorates-general and services (period of retention, destruction or transfer of documents to the historical archives, and the extent to which they can be communicated). Each DG was required to draw up a schedule, in cooperation with the Historical Archives Unit.

A Bureau decision of 2 July 2012 (Article 6) stipulated that all retention schedules should be adopted by the end of January 2013. It established an inter-departmental group of document management officers (GIDOC) to ensure the implementation and to monitor the development of the document management system created pursuant to that decision and its implementing measures.

Work on the retention schedules, initiated and promoted by the Historical Archives Unit, and since 2012 by the GIDOC and the Document Management Officers in each Directorate-General, has started to bear fruit, as they are applied by the services.

In 2016, the elaboration of the retention schedule for the Office of the Deputy Secretary General was finalised and integrated in the DG PRES retention schedule following the reorganisation. The retention schedule of the DG PERS was revised. Work on the revision of the retention schedules for DG EXPO and DG IPOL was started as well.