



Historical Archives of the European Parliament

Annual Report 2015

EPRS | European Parliamentary Research Service

Historical Archives Unit

November 2016

CONTENTS

Introduction and overview	3
1 Administration	4
1.1 2015 Budget	4
1.2 Staff	5
1.3 Training and conferences	5
1.4 Communication and synergies	6
2 Premises.....	8
3 Computerisation.....	8
4 Document management	8
5 Historical Collections	9
5.1 Historical Archives.....	9
5.2 Historical Library	10
5.3 Services for users/researchers	11
5.4 Outreach	13
6 Relations with inter-institutional and international bodies and professional organisations	15
Annex	16

Introduction

This twelfth Annual Report on the European Parliament's Historical Archives has been drawn up under Article 9(2) of Council Regulation (EEC, Euratom) No 354/1983 of 1 February 1983 (last 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. That article stipulates that 'each institution shall publish information annually on its historical archiving activities'.

For the Historical Archives Unit, 2015 was the second year as a constituent part of DG Parliamentary Research Services (DG EPRS) and the year of its merger with the EP Library in Luxembourg, renamed the Historical Library. In line with the mandate of the new DG, the Unit sought to bring its activities more into the mainstream of parliamentary activity, notably by broadening the range of publications and hosting events.

The Historical Archives Unit continues to acquire and preserve the European Parliament's documentary memory, ensuring the integrity, legibility and accessibility of all historical material, both to Parliament's departments for internal purposes, and in the event of a request from members of the public under Regulation (EC) No 1049/2001, to the department responsible for public access to documents. With a view to ensuring that the documents are available to researchers and historians, the Historical Archives Unit maintains contacts with historians and other researchers, both for common research projects and for the provision of archival support to external researchers' own projects. At the same time, the unit also offers 'search' services for interested citizens, organises promotional events and reinforces its web services to present the archives to the general public.

o o o

Overview of activities in 2015

- 190 linear meters acquired from EP services;
- Documents processed:
 - 350 linear metres of documents in paper
 - 13 665 native electronic files
 - 13 600 magnetic audio recordings listed
 - 15 732 files descriptions created or updated in the database
 - 57 708 item descriptions created or updated in ARCDoc
 - 76 540 documents digitised;
- 206 linear meters transferred to the Historical Archives of the European Union;
- 665 documentary requests received from internal and external clients;
- 6 600 documents supplied to internal and external clients;
- 24 individual study visitors and 153 members of visitor groups received;
- 4 historical studies, 1 briefing, 3 catalogues, 4 online articles and 8 blog posts published;
- 5 historical events (round-tables and exhibitions) organised in Brussels and Luxembourg to mark various historical events in the life of the Parliament and the EU;
- 688 new titles catalogued in the Historical Library collections and more than 600 existing titles updated;
- 1 972 visitors of the Historical Library Reading Room;
- 2 354 loans or renewals from the Historical Library collections.

1. Administration

1.1 2015 Budget

In 2015, the Historical Archives managed its appropriations under the following EP budget line:

<u>Item</u>	<u>Heading</u>	<u>2015 commitments</u>
3210-07	Acquisition of expertise for DG EPRS, the Library and the Archives: historical archives	EUR 1 700 000,00

(a) Expenditure

Expenditure in 2015 covered the following main items:

Outside archiving services

This 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, documents of the Offices of the Presidents of EP.

Processing of papers of current and former MEPs

The processing of four of the eleven archives of the papers of current or former MEPs, acquired under the new procedure adopted by the Bureau on 10 March 2014, was completed in 2015. These concerned:

- Andrew DUFF;
- Pat 'The Cope' GALLAGHER;
- Danuta HÜBNER;
- Diemut THEATO.

(b) Management of contracts

The Historical Archives managed three framework contracts in 2015, the first one for outside 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, the inter-parliamentary delegations and other meetings of political entities of the EP (see Section 3).

(c) Procurement procedures

In 2015, the Historical Archives launched a procurement procedure for a delivery of a historical study on the European Elections Act of 1976, to be published in 2016.

1.2 Staff

Staff duties

The Historical Archives Unit is organised into eight function groups, as follows:

- I. Administration and support to the Unit
- II. Acquisition and management of the archives
- III. Organisation of the archives
- IV. Archival IT Systems
- V. Services to users and promotion
- VI. Editorial activities
- VII. Document management
- VIII. Historical Library

External staff

At the end of 2015, there were also 20 external staff involved in the processing of archiving projects on the basis of framework contracts.

Trainees

Two ‘Schuman trainees’ were welcomed in the course of 2015. One worked on a study on ‘The 1995 Enlargement of the EU: The accession of Finland and Sweden’, and on a briefing on the European Elections Act. The other was responsible for finding and classifying all information related to administrative organisation of the EP since 1950s, in order to create ISAAR entries in the archives database. The latter also started preparing an up-to-date inventory of the contents of the Historical Library compactus.

1.3 Training and conferences

Training received

The staff of the Historical Archives undertook the following training sessions in 2015: *Concevoir une exposition et les différentes manifestations liées à ce projet* (an external 3-day training organised by the Association des archivistes français); Eurovoc (organised by the EU Publications Office); cataloguing (an internal 3-day training organised by the Parliament’s On-site and Online Library Services Unit); EPRS intranet and online catalogue; new tool for book labelling; introduction to Symphony.

An archivist was selected and participated to the *STIA - Stage technique internationale d’archives* organised by the *Ministère de la Culture et de la Communication - Direction générale des Patrimoines* (held in Paris for 5 weeks).

Additional training, in the form of language courses, public speaking and drafting, were attended by staff from the unit.

Conferences attended

With the aim of staying in close contact with the development of the archival and library profession, an archivist/librarian attended each of the following conferences:

- *14ème Journée des Archives* organised by the University of Louvain-la-Neuve on the theme of *Projeter les archives vers de nouveaux fondements* ;
- *4ème Journée des archivistes luxembourgeois* on the theme of *Les archives et la protection des données personnelles. Les clivages entre législation, recherche et travail archivistique* ;
- *Deutscher Bibliothekartag* in Nuremberg.

1.4 Communication and synergies

EPRS

The Historical Archives Unit cooperates closely with the Transparency Unit, in particular in instances of access to documents requests under Regulation 1049/2001 involving more extensive searches with historical profiles: 34 extensive searches were carried out for that unit in 2015.

The Citizens' Enquiries Unit passes on to the Historical Archives Unit all historical document search requests received from members of the public. In 2015, 20 such requests were dealt with.

The Historical Library, now located within the Historical Archives Unit, has very close synergies with the On-site and Online Library Services Unit. They share a common Library Management System, online catalogue and budget for new acquisitions. Staff members of the Historical Library continue to be responsible for the Learning Resources Collection 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 Europa Aktuell). A member of the Historical Library also deals with financial dossiers related to new acquisitions and with the internal control of invoices. In 2015, the Historical Library also contributed to the technical specifications of an inter-institutional call for tender for renewing the Library Management System.

In 2015, the Historical Archives Unit collaborated with units of the Members' Research Service on publications relating to the European Elections Act and the independence of the Baltic States.

Cooperation with other DGs and services

- DG Presidency

The Historical Archives Unit organises and archives, in paper and digital versions (the latter searchable online), all outgoing and incoming mail of the European Parliament (37 140 outgoing and 13 748 incoming items in 2015), which is transferred on regular basis by the Official Mail Unit.

In 2015, collaboration with the Members' Administration Unit and Members' Activities Unit was particularly important. With the first unit, the Historical Archives Unit moved closely in the selection of documents and transfer of files for immunity waivers, the personal files of the Members until 2009, and the administrative documents of the unit. With the second unit, the Historical Archives established rules for the transfer of parliamentary questions and for the acquisition of files directly in electronic form.

- DGs Internal Policies and External Policies

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 and interparliamentary delegations, in order to add them to its existing holdings. After the very substantial transfers made by the two DGs in 2014, only the Conciliation and Codecision Unit and the Committee on Foreign Affairs sent their documents to the unit.

- DG Innovation and Technological Support

The Unit is currently cooperating very closely with DG ITEC on the crucial project related to the development of a new database for the Historical Archives (CLAVIS) (see Section 3).

The Historical Archives Unit worked with the RAD (*Responsable de l'administration des documents*) of DG ITEC in the selection and transfer of the documents to the Historical Archives.

- DG Communication

The Historical Archives Unit, as part of DG EPRS, participated in the Open Days organised by DG COMM in Brussels and Strasbourg.

- Other DGs and Services

The Historical Archives Unit worked with various DGs to finalise or revise the Parliament's 'retention schedules' (see Section 4) and worked, notably in the framework of GIDOC, to establish a filing plan and common conservation list for the whole institution.

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

The Historical Library actively contributed to the organisation of the following events with different DGs:

- with the Terminology Coordination Unit (DG TRAD): Terminology Week on 22-24 September 2015 in Luxembourg;
- with the Risk Prevention and Well-Being at Work Unit (DG PERS): for an event on well-being at work on 9-12 November 2015 in Luxembourg;
- Inter-institutional Newcomers' Fair (for new officials of the EU institutions) in June 2015 in the *Grand Théâtre* in Luxembourg.

2. Premises

After having rationalised its stocks, in order to prepare for future relocation in the new Konrad Adenauer building, and freeing up space for deposits by DGs, in line with their retention schedules (see Article 6(2) of the rules on document management adopted by the Bureau on 2 July 2012), the Historical Archives Unit created an electronic storage plan, allowing both rapid reaction in case of significant document deposits and monitoring of the remaining parts of archives still to be processed.

In 2015, as requested by DG INLO in the second half of 2014, the Unit has contributed to the revision of the building plans for the location of the Historical Archives and Historical Library, including reading room, in the new Konrad Adenauer Building.

3. Computerisation

Upgrade from CLARA to CLAVIS database software

Since 2000, the Historical Archives Unit has been using archive management software called CLARA to underpin the ARCDoc database. This database is used within the unit itself and by the Bureau Secretariat, the Secretary-General's Office and the Transparency Unit. Some years ago, work started on a project for the development of a new database (CLAVIS) that will better reflect changes in Parliament's IT environment.

A call for tender for the purchase of a technical solution for a new database was launched in 2014, and in 2015 a contract was signed for the acquisition and the further development of CLAVIS. This project will continue in 2016 (see Section 1.1 b).

4. Document management

By decision of the Secretary-General on 1 October 2008, a project was launched to set up 'retention schedules', in order to establish uniform procedures for the retention of the current and intermediate archives held by Parliament's DGs 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 is required to draw up a schedule, in cooperation with the Historical Archives Unit.

On 2 July 2012, the Bureau stipulated that all retention schedules should be adopted by the end of January 2013, with deposits of archives in the Historical Archives to follow. In 2015, the elaboration of the retention schedules for DG SAFE and for the Office of the Deputy Secretary-General was begun and the retention schedules of the DG PRES and EPRS were revised.

This Bureau decision created 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). The Historical Archives Unit provides secretarial and archival support to GIDOC.

5. Historical Collections

5.1 Historical Archives

Archive holdings and acquisitions

The Historical Archives currently store some 2300 linear metres of material and comprise both legislative and administrative collections, some of which are still being processed. The decrease of the number of linear metres between 2014 and 2015 is related to the good management of the storage room: to be able to acquire the transfer of the administrative archives from the DGs and to be prepared in the case of a move due to the construction of the new KAD building, the HA have organised a major transfer of documents to the Historical Archives of the European Union and continued with the organisation of the documents in particular from the committees and delegations.

In 2015, the Historical Archives received about 190 linear metres of documents, broken down as follows:

- About 100 linear metres of documents from DG PRES: minutes of the plenary sessions, original documents signed by the President, documents related to the codecision procedure (LEX), parliamentary questions and written declarations, inter-institutional agreements (on CD), official mail, and personal files from the Members' administration unit.
- About 43 linear metres of documents from DG IPOL (from the Conciliation Committee that transferred also the electronic files of the Parliament's sixth term), DG EXPO (Committee on Foreign Affairs), from the Calendar Unit, and from the former storage room of the DGs (Atrium Building). IPOL and EXPO also transferred 370 units of magnetic audio recordings of committee and delegation meetings.
- About 22 linear metres of documents from DG COMM: from the Dublin Information Office and from the Media Services and Monitoring Unit. The Historical Archives also received posters from the 2014's European Elections from the Information Campaign Unit.
- About 8 linear metres of documents from DG INLO's Personnel Unit.
- About 13 linear metres of documents from DG ITEC-Standards and ICT Security Unit.
- From the DG TRAD's PT Translation Unit, the Historical Archives received a set of microfiches of the Official Journal, to complete the historical collection.
- The Office of the Secretary General transferred 8 files from the Office of the former President Josep Borrell Fontelles and 17 VHS and 2 magnetic tapes.

Sorting, consolidation, description (of paper or electronic archives) and digitisation (of paper archives)

After each receipt, files are identified and organised and any documents lacking administrative or historical value are discarded (Article 7 of Regulation (EC, Euratom) N° 354/83). A description by level, in accordance with the ISAD(G) archiving standard (series and files), is then undertaken in compliance with a wide range of criteria and is entered directly into the database. This work is carried out both in-house and by the external contractor.

The 2015 work programme was organised around three main axes:

- Completing the processing of legislative documents up to the 6th Legislative Term, also those entered in 2014 on the occasion of the end of the seventh legislature;

- Reorganising the archives of the cabinets of Presidents and Secretaries-General in a more archival way, in advance of their transfer to the Historical Archives of the European Union and their opening to the public;
- Continuing the treatment of the holdings received from Members at the end of the seventh legislature.

By the end of 2015, almost all of the legislative archives had been treated, with the exception of written questions and documents discarded from previous projects for which new archival approach should be outlined linked to the evolution of the classification scheme defined in the early 2000s. The treatment of the archives of all former Presidents and Secretaries-General (until 2009) was also completed. Four new archives of Members, deposited in the Historical Archives at the end of the seventh legislature, were also treated.

Documents processed (detail in Annex):

Linear metres of documents in paper	about 350
Numbers of new paper files	4 328
Native electronic files	13 665
Magnetic audio recordings listed	13 600
Files descriptions created or updated in the ARCDOC database	15 732
<i>Pièces</i> descriptions created or updated in ARCDOC	57 708
Digitized documents	76 540

Transfer of processed paper archives to the Historical Archives of the European Union

Following the reorganisation of procedures in 2014, the Historical Archives Unit sent 206 linear metres of processed paper archives to the Historical Archives of the European Union, located at the European University Institute in Florence, in 2015. Furthermore, the unit worked closely with the Historical Archives of the EU to enhance the quality of the description of the archives already transferred, with a view to their publication on the Archives Portal Europe (see Section 6).

5.2 Historical Library

As of 1 January 2015, the antenna of the EP Library in Luxembourg was renamed 'Historical Library of the European Parliament' and became part of the Historical Archives Unit, reflecting the fact that they share the same premises and are both open to the public.

This change was designed to improve the synergies that had already existed between the Historical Archives Unit and the On-site and Online Library Services Unit in Luxembourg for a number of years. Both entities have an historical focus and share a common reading room in the Schuman building, which welcomes external study visitors interested in the history of European integration, as well as EP staff. In 2015, these changes were consolidated and stronger emphasis was placed on the development of Parliament's historical book collection, to complement the archival services and to secure even closer synergies in activities involving historical research.

The Historical Library manages the Historical Library Reading Room in Luxembourg, preserves a historical collection of books, eBooks and journals, including a collection on "Parliamentarism and democracy", a reference collection, and a Learning Resources Collection (LRC). It manages a number of external databases, gives access to newspapers and journals, organises training sessions in the use of databases and other information sources, and organises events and visits to the Historical Library.

The historical collection covers material on the founding and development of the European Parliament, and the political and institutional evolution of the European Union since the 1950s: for example, monographs and periodicals inherited from the Library of the Common Assembly and the Parliamentary Assembly.

The LRC covers a range of material, which is complementary to professional training courses and enhancing 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 25 312 books located in Luxembourg. The Historical Library also keeps a collection of more than 200 serials published from the 1950s to today, preserved for their historical value.

In 2015, 167 books were ordered for the Historical Library's Historical Collection (HIST) and 171 books for its Learning Resources Collection (LRC). About 350 new titles were added to the collection of official EU publications and more than 600 existing titles were modified.

44 journal subscriptions were managed for Luxembourg (including newspapers and yearbooks).

5.3 Services for users/researchers

As confirmed by the Bureau decision of 2 July 2012¹, one of the main purposes of the Historical Archives is to make their documents available within the Parliament and to provide public access to them (Article 8).

1. Documentary information in the ARCDOC database:

ARCDOC contains more than five million documents, available to EP staff and public in the Historical Library Reading Room.

2. Intranet pages

In 2015 the Unit's intranet pages were updated in accordance with EPRS requirements. The pages are divided into several sections offering information on the unit and its objectives, the services provided to MEPs, assistants and EP staff, as well as publications, events and trainings organised by the Historical Archives and Historical Library.

In addition to the information on the services provided, the pages include a number of historical sections:

- Former Presidents and Secretaries-General of the European Parliament (intranet page with filmed interviews and analyses of the archives of several former Presidents and Secretaries-General);
- Former Members of the European Parliament (archives acquired from current and former Members, with biographies and archival and thematic analyses);
- EU history pages (information pool offering facts and figures on EU history grouped either chronologically or thematically).

¹ See: Rules on document management in the European Parliament.

The intranet pages of the Historical Archives can be accessed at the following address:
<http://www.europarl.ep.ec/archives>.

The number of unique users of this intranet site was 508 in 2015.

3. Internet pages

The Historical Archives' new internet site was launched in April 2015. It gives the Historical Archives and Library a possibility to better communicate and promote their holdings, services and publications to the external world. The site of the Historical Archives consists of five sections (Home, Holdings, Multimedia Gallery, Publications, and About Us). The Multimedia Gallery, which already offers access to testimonies of former Presidents of the European Parliament and to an archival presentation of their papers preserved in the Historical Archives, will be further developed in 2016. The gallery will include virtual exhibitions on topics and personalities related to European integration.

The Historical Archives internet site can be accessed at the following address:
<http://www.europarl.europa.eu/historicalarchives/en/home/home.html>

4. Reading Room

The Reading Room in Luxembourg is made available by the Historical Archives and the Historical Library to in-house and external users. The Historical Library has an important role in offering library services for EP staff in Luxembourg, one of Parliament's three working places. It also welcomes members of 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 opened to the public a section set aside for historical research on Parliament and European integration in general.

The Historical Library Reading Room in Luxembourg was visited by 1 972 individuals during the year. There were 2 354 loans or renewals to Members and staff located in Luxembourg, Brussels and Strasbourg: 1602 from the Learning Resources Collection and 752 from the historical and other collections.

A seven-member Infodesk team ensured that the opening hours of the reading room could be assured on 236 days and without closure during the lunch break. The work is organised in shifts, and each colleague is on duty 1-2 times per week.

5. Historical research team

The Historical Research team provides access to the historical documents and publications for all researchers wishing to explore the history of European integration. It was set up in 2015, in order to promote wider knowledge of all information sources and collections available in the Historical Archives and in the Historical Library.

In 2015, 665 requests were dealt with by the team that assists researchers. 6 600 documents were supplied. 66 % of the requests came from external public and 34 % from within the EP (60,2 % and 39,8 % in 2014).

6. Consultation of historical documents in person

A total of 24 individual study visits, lasting between one and 28 days, were made by people wishing to do in-depth research, with Historical Archives Unit staff providing technical and documentary assistance. 153 visitors took part in group visits during the year (6 groups).

5.4 Outreach

In order to make its documentary resources as known to the public as possible, the Historical Archives Unit has promoted its archive and historical library holdings in a number of ways:

1. Studies and publications

In 2015, the Historical Archives Unit continued to publish studies and briefings in the 'European Parliament History Series' and the 'European Union History Series'.

The following items were published by the Historical Archives and Library in 2015:

- Four studies
 - Democratic Change in Central and Eastern Europe 1989-90: The European Parliament and the end of the Cold War,
 - A History of Budgetary Powers and Politics in the EU: The Role of the European Parliament - Part I: European Coal and Steel Community 1952-2002,
 - The 1995 Enlargement of the European Union: the accession of Finland and Sweden,
 - Documentary compendium on 40th Anniversary of the 1976 Act on direct elections - [selection of archival materials connected with the 1976 Act].
- One briefing
 - The 40th Anniversary of the 1976 Act on direct elections.
- One on-line publication
 - A stepping stone towards gender equality: the Ad Hoc Committee on Women's Rights, 1979-1981.
- 8 blog posts published on the EPRS blog (epthinktank.eu) on various historical subjects (e.g. Ad hoc Committee on Woman's Rights, European Elections act, Accession of Finland and Sweden, Budgetary powers in the EU).
- 3 short articles published in 'It happened in the Past' on the internet website of the Historical Archives.
- 3 catalogues were published based on the Library collection:
 - Catalogue of the Terminology Collection of the European Parliament's Historical Library (including titles in English, French and German),
 - two different catalogues of the Learning Resources Collection related to Well-being at work: one volume with the titles in English and another one with the titles in French).

2. Events and exhibitions

One exhibition, consisting of posters, documents and pictures, was organised by the Historical Archives in 2015, in collaboration with the EP Information office in Luxembourg and the Centre Virtuel de la Connaissance sur l'Europe: *Le Parlement européen à Luxembourg. Acteurs. Moments. Bâtiments*: November-December 2015, Maison de l'Europe, Luxembourg.

On the occasion of the European Year for Development, an exhibition on ACP-EU relations was organised at the Open Days in Brussels and Strasbourg. After these events, the posters were exhibited in the Luxembourg Library Reading room together with interesting publications on the subject from the Historical Library collection. In the first part of 2015, the Reading Room hosted an exhibition on Emilio Colombo, former EP President.

In 2015, the Historical Archives Unit organised three EPRS events in Brussels and Luxembourg:

- February 2015, Brussels: EPRS Roundtable on 25 years of Democratic Change in Central and Eastern Europe,
- November 2015, Brussels: EP-EUI History Roundtable: European Electoral Reform and Elections Act 1976,
- November 2015, Luxembourg: EU History Roundtable: The impact of the European Coal and Steel Community (ECSC) on Luxembourg and European integration.

In the context of the "100 Books on Europe to Remember project, the Historical Library set up the first stage of a permanent exhibition on these books in the Historical Library Reading Room, in Luxembourg. The final presentation is being realised in 2016. In 2015, the Historical Library also contributed to the 100 Books website by writing biographies and summaries and to the success of event held in the Brussels Reading Room, by making available a number of books from its historical collection.

The Historical Library also had an active role in the organisation of the following events:

- September 2015, Luxembourg: Terminology Week, in collaboration with the Terminology Coordination Unit of DG TRAD. This event included in particular an information session 'A 30-minute guide to terminology at the Historical Library' (in English and French), publication of a catalogue on the Terminology Collection, a showcase of all terminology books, etc.
- November 2015, Luxembourg: Well-being at Work, in collaboration with the Risk Prevention and Well-being at Work Unit of DG TRAD. This event included an information stand (4 days), an info-session on 'How to find material on wellbeing and other issues on EPRS portal' (in English), and the publication of a catalogue on the Learning Resources Collection related to well-being at work.

3. Interviews with former Presidents and Secretaries-General of the European Parliament

The Historical Archives work to interest the researchers in the archive collections of former Presidents and Secretaries-General of the Parliament, by adding filmed interviews with personalities that have left their mark on the institution's history. The project is being run in cooperation with DG COMM (Audiovisual Unit), and interviews have been conducted with most former Presidents and Secretaries-General. In 2015, important work was done to improve the communication and public access to the EP's 'oral memory', with the interviews with the Presidents published on the internet. The virtual gallery contains a wide range of documents (biographies, archival and thematic presentation of the holdings and selections of documents from the archives of the individuals concerned). In 2015, the transcripts of all interviews were also collected in order to prepare subtitles in FR, DE and EN for the videos.

6. Relations with inter-institutional and international bodies and professional organisations

Cooperation between the Parliament's Historical Archives and the Historical Archives of the EU at the European University Institute (EUI) in Florence is becoming more and more important. The Historical Archives Unit is strengthening and clarifying techniques of depositing and describing its archives, in order to harmonise the presentation of its holdings with that of Florence and allow them to be presented in DTD/EAD (Document Type Definition/Encoded Archival Description) on the Archives Portal Europe. An improved procedure for transferring processed archival material to the European University Institute was adopted in July 2014 and applied to the transfer organised in 2015.

The Historical Archives Unit has also participated in the twice-yearly inter-institutional meeting of the Historical Archives of the European Union and the Historical Library participated in a Eurolib workshop organised in Luxembourg.

The Historical Library also contributed actively to the Inter-institutional Newcomers' Fair in June in the *Grand Théâtre* (Luxembourg) with an information stand.

Relations with international archive services continued, and there were visits of individual researchers from several European (Finland, France, Germany, Italy, Lithuania, Luxembourg, Netherlands, Poland, Spain, Sweden, and UK) and non-European (Pakistan) universities. The Historical Archives Unit also organised information sessions for external and internal groups of visitors:

- External groups: Document Management Directorate in the General Secretariat of the Council, group of Polish judiciary archivists, the Eurolib group, students of history and political sciences of University of Luxembourg,
- Internal groups: Citizens' Enquiries Unit.

Annex

Archives processed in 2015

- **Legislative archives:**

Records of the interparliamentary delegations for relations with the United States and Canada and the Transatlantic Dialogue Unit (1972-2009) and records of Parliamentary delegations of the 6th legislature (Afghanistan, Andean Community, Australia and New Zealand, Country of Southeast Asia, Bulgaria, Belarus, Canada, Central America, Central Asia, Chile, China, Switzerland, Iceland and Norway (SIN) and the Joint Parliamentary Committee of the European Economic Area (EEA), Gulf States, Croatia, Israel, India, Iraq, Iran, Japan, Korea, Parliamentary Assembly Euro-Latin American, North Africa and the Arab Maghreb, Mashreq, Moldova, Parliamentary Assembly Euro-Mediterranean, Mercosur, Joint Parliamentary Committee EU-Former Yugoslav's Republic of Macedonia, Joint Parliamentary Committee EU-Mexico, Parliamentary Assembly of NATO, the Palestinian legislative Council, Joint Parliamentary Committee EU-Romania, Union Parliamentary cooperation Committee EU-Russia, countries of South Asia and the South Asian Association for Regional Cooperation, countries of South Asia, Parliamentary Cooperation Committees EU-Armenia, EU-Azerbaijan and EU-Georgia, Albania, Bosnia and Herzegovina, Serbia and Montenegro (including Kosovo), Joint Parliamentary Committee EU-Turkey; Parliamentary Cooperation Committee EU-Ukraine; United States; South Africa; Latin America);

Work of parliamentary committees FEMM (1987-2009), ITRE (1995-2009), IMCO (1999-2009), TRAN(1999-2009);

Records from the Conciliation and Codecision Unit (1994-2004);

Coordinators Meetings (1997-2004); meetings of the Conference of Committee Chairmen (1997-2004);

Committee of the Four Presidents (1952-1967);

Reports to the Consultative Assembly of the Council of Europe;

Petitions 1989-1999: start of treatment project of these files according to a new procedure.

- **Archives of Members:**

Andrew Duff (1999-2014), Pat the Cope Gallagher (1994-2014), Danuta Hübner (2009-2014), Diemut Theato (1987-2004).

- **Archives of Former Presidents and Secretaries-General:**

Reorganisation of the so-called Archives "Veil": identification of records under the cabinets of Presidents prior to 1979 (Gaetano Martino 1962-1964, Jean-Pierre Duvieusart 1964-1965, Victor Leemans 1965-1966, Alain Poher 1966-1969, Mario Scelba 1969 -1971, Walter Behrendt 1971-1973, Cornelis Berkhouwer 1973-1975, Georges Spenale 1975-1977, Emilio Colombo 1977-1979);

Processing of paper and electronic documents from the cabinets of Presidents (Lord Plumb 1987-1989, Enrique Barón Crespo 1989-1992, Egon Klepsch 1992-1994, Klaus Hänsch 1994-1997, José María Gil-Robles 1997-1999, Nicole Fontaine 1999-2002, Pat Cox 2002-2004, Josep Borrell Fontelles 2004-2007) and Secretaries-General (Hans North 1961-1979, Hans-Joachim Opitz 1979-1986, Enrico Vinci 1986-1997, Julian Priestley 1997-2007, Harald Rømer 2007-2009).

- **Other archives:**

Organisation and integration of new documents (transferred to the Historical Archives in 2014) in the Convention on the Future of Europe Archives;

Organisation and integration of new documents (transferred to the Historical Archives in 2014) in the Charter of Fundamental Rights;

Treatment of administrative archives by former officials Klaus Pöhle (Directorate General for Research), Martin Schmidt and O. H Grussendorf;

Records of meetings of Heads of Administration of the European Institutions (1962-1978);

Personal files of Members: organisation of the personal files transferred by the Members' Administration Unit and merging with the files already owed by the Historical Archives (on-going);

Inventory of the recording tapes of meetings of parliamentary committees, interparliamentary delegations and other events of the European Parliament: 13 600 identified and inventoried tapes.