

Area	Short Term	Longer term
Guidelines, Standards and Best Practice	<p>1. Guidelines on standards – what exists, purpose, circumstances of use, area relevance. Targeted to people charged with building and maintaining archives. De facto and de jure.</p> <p>Standards of relevance within the EU, but originating world-wide.</p> <p>Some evaluation, i.e. choice for inclusion, but not a critical commentary.</p> <p>2. Briefing(s) Decision Makers: Short, easy to read, awareness raising. Showing that the issues are important and why. Showing what first steps to translating need into actions. Stresses good governance, compliance e-Government . . .</p> <p>Many different formats and channels possible. May need to tailor to different audiences.</p>	<p>1. Road map – in more detail. Describes the “landscape” and the ways through it: “I want to achieve x – here is the route to achieve it”. Takes account of differing starting points.</p>
Sharing Practical Experience	<p>1. Practical workshops and on site visits. Sharing practical experience at DLM meetings (starting in Den Haag). Also take advantage of other meetings of archivists.</p>	<p>1. Establish a knowledge base. Of practical projects and work in progress, within the DLM membership and beyond. With information about outcomes and providing points of contact for information and knowledge sharing (where possible).</p>



		Possibly in collaboration with other organisations.
Education	<p>1. Review and build on e-Term to produce an on-line learning resource. (Put material on the web free of charge.)</p> <p>We assume resources available (both in the DLM and the learning community) would not permit us to deliver our own, new training materials. But there may be scope for training the trainers</p> <p>Project partners in the university sector are needed.</p> <p>We must allow independent, stand-alone learning, rather than face-to-face.</p> <p>we need to determine the target audience</p>	

Some General Notes and Assumptions

- Needs of acceding members are not essentially different from existing members. Noted that there is a need for close collaboration between acceding countries and existing members.
- There are variations between different archival traditions, and between different sectors: public, private, etc. Applies across the whole, enlarged, EU.

- We are aware there are other groups (erpanet, DCC, etc) we need to be aware of their work but not duplicate it. Focus is on records of organisational activities and on the pan-European basis. Looking at all levels from the local to the European within this framework.
- There is a need for an administrative support structure within the DLM, noting some of our recommendations assume that this will be available and funded.
- We are also assuming a DLM website/portal which can be used for electronic publication.
- Translation will be a big demand on resources – the need for translation will depend on the particular publication.
- The group feels that there is no need for the DLM to produce new standards, etc. (at present) but there is a need for overviews of what already exists. This may be especially useful for acceding countries and for the expanded EU.
- We assume there will be a listserv.