

# **DLM FORUM CONFERENCE 2008**

## **ANNOUNCEMENT**

### **Information and records management in Europe: Achievements and new directions**

**Wednesday, 10<sup>th</sup> – Friday, 12<sup>th</sup> December 2008**

**Toulouse (France)**

#### ***Aims and Objectives of the DLM Forum\* Conference Toulouse 2008***

Three years after the DLM Conference held in Budapest, this new conference will be an opportunity to focus on achievements and new directions in the field of digital records and archives management.

Records management and digital preservation involve various actors and partners: records creators, archival agencies acting as advice providers or repositories, agencies coordinating e-Government, service providers (security, storage...), software or hardware suppliers, consultants... The costs and complexity of digital preservation make shared projects attractive. Which types of projects are concerned?

Standards and models are helpful tools to provide a common language and make stakeholders work together efficiently. How are such standards used in real life? How do (or do not) standards match together (e.g. records management and historical archives standards)?

Audit and certification allow to evaluate the compliance of systems, services or software with standards and create a stable and trustworthy market. How do these systems work? What role do national, European and international actors play?

The objective of the DLM Forum Conference is to present and discuss best practices. To this end, presentations and discussions will focus on solutions, proven practical applications and ongoing projects. More general views will also be welcome.

The aspects of enterprise electronic document and records management and of digital records preservation will play an important role at the DLM Forum Conference.

*\*The DLM Forum was originally based on the conclusions of the Council of the European Union (Official Journal of the European Communities C 235 of 17 June 1994) concerning cooperation in the field of archives. It has flourished and is now an association of members from public sector, research, and private sector organisations across the EU states and includes the EC. DLM is now an acronym for « document lifecycle management ».*

## ***Preliminary Programme***

The programme has as its themes:

- Co-operation & Partnerships
- Shared projects and systems
- Compliance & standards
- Incorporation into technology platforms
- Training and user take-up

*Format:* 2 full days. The DLM Forum Conference 2008 will consist of plenary sessions, parallel sessions and workshops. There will also be an exhibition hall, with stands and a space for providing technology briefings.

*Audience:* Public & private sector users, archivists, records management and IT specialists, software and service suppliers, consultants.

### **WEDNESDAY 10<sup>TH</sup> DECEMBER AFTERNOON**

#### **PLENARY OPENING SESSION**

- Official Opening

#### Key note speeches

- Introduction by [to be confirmed]

- General context: Are archives partners in the national strategy to meet the challenges of the digital world: what role can they play? A view from the other side.

- Other key note speakers?

#### **PARALLEL SESSIONS 1 & 2**

##### 1. e-Government and standards

How do European countries consider standardisation in the development of e-Government? What is the role of records management or archival standards/bodies in this?;...

##### 2. Managing and accessing e-information

Sharing e-information; technology and organisational issues; implementation of the EU directive on the re-use of public sector information; protection of personal data; ease of use for users; meeting sectoral compliance requirements;...

*Reception on Wednesday evening.*

## **THURSDAY 11<sup>TH</sup> DECEMBER MORNING**

### **PARALLEL SESSIONS 3 & 4**

#### **3. From records management to archives – developing strategies for transferring records**

How to transfer/export data from record keeping to archiving systems?; semi-active records: responsibilities, resources, budget, outsourcing; applying records schedules; matching between records management and archival standards/terminology/habits; file formats;...

#### **4. Long term preservation**

Digital preservation systems and standards; diverse views and requirements for different needs; shared systems; cooperation between national/local authorities; file formats for long term preservation;...

### **PARALLEL SESSIONS 5 & 6**

#### **5. Certification**

Audit and certification allow to evaluate the compliance of systems, services or software with standards and create a stable and trustworthy market. How do these systems (audits / certification by professional communities / certification by public or State accredited bodies) work? What role do national, European and international actors play?;...

#### **6. Strategies for records management and archiving services**

Security policy; information architectures; outsourcing and shared systems; format registries; hybrid paper/digital environments;...

## **THURSDAY 11<sup>TH</sup> DECEMBER AFTERNOON**

### **WORKSHOPS**

- Workshop 1: New directions for the DLM Forum?
- Workshop 2: MoReq2 chapter zero
- Workshop 3: File formats for long term preservation
- Workshop 4: The protection of personal data and the archival requirements

## **FRIDAY 12<sup>TH</sup> DECEMBER MORNING**

### **PLENARY SESSION**

Are archival institutions prepared for the digital world?

- New partners for the archives

- The challenge of training
- Round table: Different records management traditions in Europe.

The subject will be approached from a broad perspective but could profit from insight gained from the MoReq experience and could help guide thinking with respect to the chapters zero.

#### **PLENARY CLOSING SESSION**

- From projects to permanency: the DLM Forum – MoReq2 and beyond
- Conclusions

*Professional visits will be organised on Friday afternoon.*

*Tours will be proposed on Saturday, 13<sup>th</sup> December.*

#### **Requests for participation**

Information on how to register for the DLM Forum 2008 Conference and other updates will be posted on the DLM Forum website:

<http://dlmforum.typepad.com/>