DAY 1 Monday 18 October 1999

Plenary Opening Session

Registration of participants

10:15 Official welcome and opening of the DLM-Forum by the Secretary-General of the European Commission Carlo TROJAN

Keynote addresses by
- Directorate-General for Information Society: Vincente PARAJON COLLADA, Deputy Director-General
- Finnish Presidency of the Council of the European Union: Markku MARKKULA, Member of the Finnish Parliament and the Parliament's Committee for the Future

11:15 Coffee Break

11:45 Plenary conference

- transparency and openness
- access to public information
- electronic records and partnership with industry
- short and long-term preservation of authentic electronic records
- co-operation Europe-wide

12:45 Lunch

Parallel Sessions

1. 1. Creation, preservation and access to electronic information: economical and functional aspects

2. 2. The memory of the Information Society: political and legal aspects

3. 2. Dissemination of electronic information to the European citizen: societal aspects

14:30 1/1. Functional requirements

2/1. Awareness of political decision-makers

3/1. Education, training and employment opportunities

15:45 Coffee Break

16:00 1/2. Standards and specifications

2/2. Messages to and benefits for public administration and the private sector (business archives)

3/2. Education, training and employment opportunities
DAY 2 Tuesday 19 October 1999

Parallel Sessions

9:00 1/3. Costs and financing

2/3. Legal framework

3/2. Organisation and availability of information

1/4. Co-operating on the European level

2/4. Achievements by Europe-wide co-operation

3/3. Information to support Europe-wide co-operation

10:45 Coffee Break

Plenary Closing Session

11:15 Looking forward and next steps

- Creation, preservation and access to electronic information: economical and functional aspects
  - Rapporteur of parallel session no. 1
- The memory of the Information Society: political and legal aspects
  - Rapporteur of parallel session no. 2
- Dissemination of electronic information to the European citizen: societal aspects
  - Rapporteur of parallel session no. 3

12:45 Lunch

14:30 Proposals, conclusions and follow up

Closing speech

15:15 European Commissioner for Enterprise and Information Society: Erkki Liikanen

16:00 End of the Forum

Plenary Opening Session

Chairpersons: David LIPMAN (European Commission) / Kari TARKIAINEN (Finland)

Official welcome and opening of the DLM-Forum by the Secretary-General of the European Commission Carlo TROJAN

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Plenary conference

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- co-operation Europe-wide

Lord, Philip, United Kingdom

Moving forward with industry in electronic archiving: business process benefits
Parallel Sessions

Stream 1: Creation, preservation and access to electronic information: economical and functional aspects

Business - whether governmental, administrative or private - increasingly uses electronic technology and electronic documents management systems. This session will discuss how their capabilities can be used and supported and if they can be preserved in an intact and authentic way for the future. From their creation, the continued use of electronic records is to be considered in its different aspects and envisaged applications and to contain basic elements.

Chairperson: Maria GUERCIO (Italy)
Co-Chair: Jean-Pierre TEIL (France)
Rapporteur: Seamus ROSS (United Kingdom)

1/1 Functional Requirements

Electronic records systems serve as the official record for business functions accomplished by a system. Functional requirements define the technical framework needed for creating and continuing authentic access. They permit preservation, independent of the continuing changes in information technology.

Harries, Stephen
United Kingdom
Capturing and managing electronic records from websites and Intranets in the government environment

Hofman, Johannes
The Netherlands
"Shooting at a moving target". The development of a digital repository for the preservation of digital information

Slavin, Timothy A.
United States
Ensuring Authentic Electronic Records: From Requirements to Demonstration

1/2 Standards and Specifications

Compatibility is one of the future challenges of current technical developments. Basic elements for exchange and preservation, system independent, need to be defined. Standards and specifications are the key to interconnectability, interoperability and the global basis to stable solutions for preservation.

Wettengel, Michael
Germany
Disposition and archiving of electronic records: Concepts for the Information Network Berlin/Bonn (with Andreas Engel)

Thibodeau, Kenneth
USA
Persistent Object Preservation: Advanced Computing Infrastructure for Digital Preservation (with Reagan Moore and Chaitanya Baru)

Stream 2: The memory of the Information Society: political and legal aspects

Electronic record keeping systems increasingly support business actions and public sector activities. Timely and appropriate means are to be taken for enhancing the lasting memory of the Information Society.

Chairperson: Eamonn HALL (Ireland)
Co-Chair: Francisco BARBEDO (Portugal)
Rapporteur: Jean-Michel CORNU (France)

2/1 Awareness of political decision-makers
The rapid adoption of advanced, integrated IT-technology in administrations will force the administration to clarify the issues concerning electronic records.

**Duranti, Luciana**
Canada

**Wells, Steve**
United Kingdom

**Dhérent, Catherine**
France

**Pulkkinen, Matti**
Finland

**Blerot, Jean-François**
European Commission

**DHL Forum '99 Programme**

Permanent Authentic Electronic Records: An International Call to Action

A Bottom-up model for developing functional requirements for Electronic Document and Record Management

**2/2 Messages to and benefits for public administration and the private sector (business archives)**

Administration - private and public - more and more rely on the exploitation of the vast amounts of information stored in electronic systems. Well-kept electronic record management systems prove their efficiency by supporting the daily management processes through active interaction between business functions, activities, workprocesses and record keeping.

**Dhérent, Catherine**
France

**Pulkkinen, Matti**
Finland

**Blerot, Jean-François**
European Commission

The policy of the Archives de France for archiving electronic documents

Turning informational value to business value

**3/1 Education, training and employment opportunities**

Due to the big changes in information provision, management has also been transformed. Managers, administrators and archivists need to acquire new skills in the management of electronic records and to incorporate new technological developments.

**Laeven, Thijs**
The Netherlands

**Shepherd, Elizabeth**
United Kingdom

**De Santos Canalejo, Elisa Carolina**
Spain

**Strömberg, Carina**
Sweden

Dutch experience in digital records education and training: innovation and collaboration towards a European project

Report on the proposal for a European training project for administrators, archivists and information managers: E-term

The Contribution of Archives to the Information Society

Swedish Experiences on the impact of electronic information management on employment

**Stream 3: Dissemination of electronic information to the European citizen: societal aspects**

Within a few years the dissemination of electronic information has increased extensively and changed its form. This session will show how the citizen, with his right to access authentic information, can share in knowledge and participate more actively in the decision processes by the new information dissemination means.

Chairperson:
Peter HORSMAN
(The Netherlands)

Co-Chair:
Norman JARDINE
(European Commission)

Rapporteur:
Angelika MENNE-HARITZ
(Germany)

**Parallel Sessions**
**Stream 1: Creation, preservation and access to electronic information: economical and functional aspects**

Business - whether governmental, administrative or private - increasingly uses electronic technology and electronic documents management systems. This session will discuss how their capabilities can be used and supported and if they can be presented in an intact and authentic way for the future. From their creation, the continued use of electronic records is to be considered in its different aspects and envisaged applications and to contain basic elements.

**Chairperson:** Maria GUERCIO (Italy)  
**Co-Chair:** Jean-Pierre TEIL (France)  
**Rapporteur:** Seamus ROSS (United Kingdom)

**1/3 Costs and financing**

The general trend is efficiency: functions such as increased costs for people and workflows should be set off by reduced costs for electronic storage, information systems and networks. Apart from the high benefits of the daily use of electronic documents management systems for administration, the establishment and long term maintenance of such systems have a price.

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**1/4 Co-operating on the European level**

Lessons learnt from projects Europe-wide must be compared in order to propose a comprehensive generic list of requirements which refer to models on the European level, and to be presented to industry.

| Macfarlane, Ian | United Kingdom | Report of the DLM-Monitoring Committee and Progress on Functional Requirements for Electronic Records Management Systems |
| Wagner, Gerhard | Austria        | Electronic Archiving and partnership with industry and electronic commerce |

**Stream 2: The memory of the Information Society: political and legal aspects**

Electronic record keeping systems increasingly support business actions and public sector activities. Timely and appropriate means are to be taken for enhancing the lasting memory of the Information Society.

**Chairperson:** Eamonn HALL (Ireland)  
**Co-Chair:** Francisco BARBEDO (Portugal)  
**Rapporteur:** Jean-Michel CORNU (France)

**2/3 Legal framework**

The high growth of electronic records has underlined and accelerated the need to establish general systems for the legal use of this records. What is the role of public archives? How will traditional principles and rules associated with reliability and authenticity of paper records be transformed into an electronic recordkeeping environment.

| Bielfeldt, Maike | Germany | Pilot Projects in Germany and Europe for the Improvement of the Application of the Digital Signature |
| Schäfer, Udo     | Germany | Public Archives between Data Access and Data Protection |

**2/4 Achievements by Europe-wide co-operation**

Electronic records management in the different Member states has been influenced by the applications of the EU-directive on Data
protection. In each Member state a multitude of rules from different types of legislations define access to and use of electronic records. What is the status of legal implications, how do they vary in the different countries?

Gränström, Claes
Sweden

Summary of a study on legal implications of electronic records management in the EU-Member States and Regions (Report of the DLM-Monitoring Committee)

Schürer, Kevin
United Kingdom

Survey on the Relationship between Public Administration and Archives Services concerning electronic records management in the EU Member States

Stream 3: Dissemination of electronic information to the European citizen: societal aspects

Within a few years time the dissemination of electronic information has increased intensively and has changed its form. This session will show how the citizen, with his right to access authentic information, can share in knowledge and participate more actively in the decision processes by the new information dissemination means.

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Peter HORSMAN
(The Netherlands)

Co-Chair:
Norman JARDINE
(European Commission)

Rapporteur:
Angelika MENNE-HARITZ
(Germany)

3/2 Organisation and availability of information

The growth of electronic information flows has led to an 'information' explosion. Information flows and tasks to be done are interlinked not only with another but also with the organisation's structure. Traditional methods of information dissemination are losing their effectiveness. In a valid document-based information system, the information content and the intrinsic value are necessary components.

Berger, Albrecht
Office for Official Publications of the European Commission

Organisation and distribution of electronic documents by the Office for Official Publications of the European Communities

Mitrofanis, George N.
Greece

Encoded Archival Description (EAD) and the dissemination of historical information: the application of EAD in the National Bank of Greece Historical Archives

Zalaev, Gennadij Zaharovitch
Russian Federation

Means of support of dissemination of electronic information

3/3 Information to support Europe-wide co-operation

Information must target a wide public. Digital technology offers a crossborder solution. How will information producers use these tools and how will end-users deal with them?

Rinaldi Mariani, Maria Pia
Italy

DLM-Forum Follow Up: Proposals on Training of Administrators and Archivists

Schoups, Inge
Belgium

European Visual Archive: European project of the City Archives of Antwerp, Telepolis Antwerpen, London Metropolitan Archives, European Commission on Preservation & Access, NIWI

Plenary Closing Session

Chairpersons: Sarah TYACKE (United Kingdom) / Hans HOFMANN (European Commission)

Plenary conference
## Reports

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## Proposals, conclusions and follow up

By the Keeper of the Public Records for the United Kingdom

Sarah Tyacke

## Closing speech

By the European Commissioner for Enterprise and Information Society

Erkki Liikanen