DLM Forum'99

European citizens and electronic information: the
memory of the Information Society
Cooperation Europe-wide

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Programme

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DAY 1 Monday 18 October 1999

Plenary Opening Session

9:00	**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

17:30	**End of the first day**
18:00	**Cocktail**
	Charlemagne Building, 2nd floor

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**

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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

Keynote addresses by

- Directorate-General for Information Society: Vicente PARAJÓN 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)

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

| **Lord,** Philip | United Kingdom | Moving forward with industry in electronic archiving: business process benefits |

| **Kampffmeyer,** Ulrich | Germany | [Electronic documents management market in Europe: technologies and solutions](#) |
| **Lipman,** David | European Commission | [More Democracy through access to electronic archives](#) |

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: | Co-Chair: | Rapporteur: |
| [Maria **GUERCIO**](#) (Italy) | [Jean-Pierre **TEIL**](#) (France) | [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: | Co-Chair: | Rapporteur: |
| [Eamonn **HALL**](#) (Ireland) | [Francisco **BARBEDO**](#) (Portugal) | [Jean-Michel **CORNU**](#) (France) |

2/1 Awareness of political decison-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	Permanently Authentic Electronic Records: An International Call to Action
Wells, Steve	United Kingdom	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	The policy of the Archives de France for archiving electronic documents
Pulkkinen, Matti	Finland	Turning informational value to business value
Blerot, Jean-François	European Commission	Adonis : Electronic management of mail and files in the institutions of the European Union (with Lieven Creemers et Baudouin Henri Quennery)

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:	Co-Chair:	Rapporteur:
Peter **HORSMAN** (The Netherlands)	Norman **JARDINE** (European Commission)	Angelika **MENNE-HARITZ** (Germany)

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	Dutch experience in digital records education and training: innovation and collaboration towards a European project
Shepherd, Elizabeth	United Kingdom	Report on the proposal for a European training project for administrators, archivists and information managers: E-term
De Santos Canalejo, Elisa Carolina	Spain	The Contribution of Archives to the Information Society
Strömberg, Carina	Sweden	Swedish Experiences on the impact of electronic information management on employment

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 .

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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.

Ashley, Kevin	United Kingdom	Digital Archive Costs: Facts and Fallacies
Serra, Jordi	Spain	The Integration of electronic records into a records management system: the process of cost optimization (with Montserrat Canela Garayoa, Isabel Campos González and Joan Domingo Basora)

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

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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

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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 crossboarder 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

1	**Ross,** Seamus	United Kingdom	Report on "Creation, preservation and access to electronic information: economical and functional aspects" - Maintaining intellectual capital
2	**Cornu,** Jean-Michel	France	Report on "The memory of the Information Society: political and legal aspects"
3	**Menne-Haritz,** Angelika		Report on "Dissemination of electronic information to the European citizen: societal aspects"

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**

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Page designed by Jean-Michel Cornu, maintained by the DLM-Forum secretariat - Please send your comments to the DLM chief editor