

European Centre for Parliamentary Research and Documentation

**Seminar
Brussels 2002 – The Hague 2003**

**DIGITISATION OF PARLIAMENTARY
INFORMATION AND ARCHIVES**

REPORT

Part 1
BRUSSELS

**BELGIAN FEDERAL PARLIAMENT
30 & 31 May 2002**



The participants in front of the Belgian Parliament

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**ECPRD SEMINAR ON
'DIGITISATION OF PARLIAMENTARY INFORMATION
AND ARCHIVES' HELD IN BRUSSELS
ON THURSDAY 30 MAY AND FRIDAY 31 MAY 2002**

I. SEMINAR

1. INTRODUCTION

The Belgian Federal Parliament hosted an ECPRD Double Seminar in cooperation with the Parliament of the Netherlands. The first part of this seminar was held in Brussels under the presidency of the two ECPRD correspondents, Mr **Jean-Luc FRANÇOIS**, Director of the Legal Affairs and Documentation Department of the Belgian Senate, and Mr **Marc VAN DER HULST**, Director of the Legal Department of the Belgian House of Representatives.

2. OPENING OF THE SEMINAR

Welcome speeches

2.1 Herman DE CROO, Minister of State and President of the Belgian House of Representatives

Ladies and Gentlemen,

It is a great pleasure for me to speak to you today within the framework of this conference devoted to the digitisation of parliamentary archives and documentation. Of course, digitisation requires specialised training in state-of-the-art technology, so I feel confident that I am speaking to a prestigious audience.

Society can never set too much store by the work of archivists and documentalists. Without the past, there would be no present and, *a fortiori*, no future. However, the past must be accessible, and it is in this regard that digitisation takes on tremendous importance.

Not so long ago, if you wanted to consult old documents, you would have had to rummage about in libraries and pore over dust-covered tomes. Although in the past it was relatively easy to obtain information, given its relative lack of volume, this is no longer the case. The quantity of information now available - in the form of parliamentary debates, amendments, drafts and bills, minutes, etc. - is such that

accessibility has become a key issue. It is against this backdrop that the digitisation of parliamentary documents and archives is of crucial importance.

All the documents which are essential to the proper exercise of democracy must be digitally accessible. We could in fact in a sense interpret this term according to its etymology. Parliamentary documents and archives, in other words, must be at our fingertips. Your work, Ladies and Gentlemen, is therefore an essential cog in the machinery that ensures that democracy is fulfilled.

There is a tremendous amount of know-how within parliamentary assemblies, whether one considers the elected representatives or the personnel. However, all this know-how would be of no use if it were not made known and made accessible to the general public.

I would like to express my appreciation to the European Centre for Parliamentary Research and Documentation for taking this laudable initiative. I wish you every success, and I thank you for choosing Belgium as the venue for this important conference which will shape the future of parliamentary archives.

Lastly, I would like to say good work and thank you.

2.2. **Robert MYTTENAERE**, Deputy Secretary-General of the Belgian House of Representatives

Ladies and Gentlemen,

1) Introduction

The subject of this seminar entitled 'Digitisation of parliamentary information and archives' is twofold:

- parliamentary information pertaining to legislative activity, which remains the main task of our assemblies;
- the impact on the parliamentary archives. After all, our archives services are in fact the 'memory' of our institutions.

The speakers:

We have the pleasure to welcome two eminent speakers, Professor Dumortier of the University of Leuven and Mr Looper, Director of the Historic Centre of Overijssel (Netherlands). They will discuss the seminar topic from two angles, firstly, the legal aspects and, secondly, the archiving aspects.

Many of the colleagues here present will present their different achievements and the new initiatives and future perspectives within their respective assemblies.

Finally, the two archivists from the Belgian Parliament, Mrs Laureys from the Senate and Mrs Aerts from the House of Representatives, will present the findings of a survey carried out among all of you.

Organisation and program

We have endeavoured to make the program as varied as possible. In addition to the different talks, we have of course scheduled a debate. You will also have an

opportunity to see a demonstration of the digitisation project managed by the Library of the Belgian Parliament, and the seminar will end tomorrow afternoon with a tour of the archives of the European Commission.

The future

As you noticed, this is the first part of a twin seminar that we set up with the colleagues of a country from which we are separated by a common language, the Netherlands. They intend in May 2003 to deepen the subjects about which you will discuss today and tomorrow.

I hope that we will have a fruitful exchange of views which will benefit all of our parliamentary assemblies.

2) The theme: Digitisation

The problem:

Technological developments and the development of data and distribution supports.

The media used to store, circulate and retrieve information are constantly evolving. The following watershed events can be mentioned:

- in the fifteenth century, the invention of printing using movable and reusable type;
- in 1975, the first online accessible databases;
- in the 1980s, the advent of the Internet;
- in 1985, the birth of the CD-ROM;
- around 1990, the introduction of the worldwide web.

Automation became a household word in the 1980s in the business and management sectors. This is something that now affects us all in everyday life. Just think, for example, of e-mail. However, information must also be supplied faster. Furthermore, while most people would consider that a couple of weeks is an acceptable time for an answer to a letter, 50% of people are annoyed when they have to wait more than one day for a reply to an e-mail.

There is also the worldwide accessibility of data via the worldwide web. Within this respect, several questions have to be raised about who can be considered as the owner of the digital information, about who is entitled to make use of the work of someone else, and about the responsibility which has to be carried by persons regulating the valuable information and making it consultable.

More and more documents are composed digitally and papers are transformed into an electronic form offering many advantages. They take less storage space, the search for documents occurs more adequately and quickly, and the data are available to a larger extent. But computerised information is very fleeting and vulnerable, and it can be lost quite easily.

The digitisation of documents represents a challenge for the parliaments in order to revise their procedures. Traditionally, paper was the carrier of evidence. Today there appears to be a huge variety of such carriers, including the dynamic and static visual material and sound recording. All the information on these carriers of data can be digitised, but cannot be consulted without a technical support.

In parliaments too, things have changed very rapidly, and constant adjustments have to be made.

I would like to give a few examples of what we have seen happening in the Belgian Parliament.

In addition to the two projects which will be commented on during this seminar (the 'electronic management of the legislative process' and the 'digitisation of DIGIDOC parliamentary documents'), we can cite the supply of increasingly voluminous parliamentary information over the Internet and the intranet, DIGIVOX (a system that provides a means of quickly drawing up the complete minutes of debates), the use of e-mail and even the recent introduction of SMS to send members urgent messages, in particular concerning changes to the parliamentary agenda, etc.

Of course, the archives help in the legislative work and in the supervision of the executive and serve as the 'memory' of the institution.

However, the organisation of work and the working methods are changing rapidly. In this regard, the management and meticulous archiving of parliamentary information (on paper, on microfilm or on digital supports) is of crucial importance.

It is important not only to protect physical objects, but also to specify the means of creating and preserving virtual electronic archives of which the chief characteristic must be intellectual integrity.

Striking the delicate balance between the new possibilities offered by technology and the benefits of tradition: this is truly the stuff of good debates!

This is certainly another issue that merits reflection during this seminar.

2.3. **Dick TOORNSTRA**, Co-Director of the ECPRD

Ladies and Gentlemen,

Dear Colleagues,

This is the first time that the ECPRD has organised a conference devoted to the digitisation of parliamentary documentation and archives. We must therefore express our appreciation to our Belgian and Dutch colleagues for taking this highly successful initiative.

The theme is in itself a revealing development. The crucial issue to be addressed is to what extent archivists are presently involved in the management of archives, and to what extent they will be involved in the future. The presence of more than 70 people from 30 different countries, including all the assemblies whose countries are members of the ECPRD, is clear proof that this is an important question.

This topic reflects the wider role assigned to archivists. While this profession traditionally works within the confines of libraries, they have transformed their role, and it has therefore taken on a more dynamic dimension. This transformation also reflects the fact that archivists have responsibilities that go beyond the task of safeguarding the 'memory' and history of parliamentary institutions.

This phenomenon can be seen in the requirement for greater transparency in legislative work and for enhanced quality of the legislation itself. The new technologies and the increase in cooperation among the different parliaments will affect how we deal with all the documents produced and how we approach the issue of the management of archives within a parliamentary institution.

Much ink has been spilt in recent years on the growing gap between politicians and citizens and on the difficult task of remaining in touch with the electors and their aspirations. Many debates focus on the role of the parliament in a dynamic society and how the parliamentary model which has served for so long and so well in so many countries can be improved. The question is how we can communicate to citizens the fact that parliaments are not enormous bureaucratic machines in which all the negotiations and all the decisions have been the subject of preliminary agreements. On the contrary, we must demonstrate that through lively debate constant attention is paid by institutions to all sectors of society.

Archives have a proactive role to play in this reconciliation. They must reveal their treasures to the world and show citizens and politicians alike the rich exchange of ideas in past debates and decisions that have been taken which clearly reveal the continuity of the legislative process.

To paraphrase the British politician George Waldon, a country losing touch with its own history is like an old man losing his glasses, a distressing sight, at once vulnerable, unsure, and easily disoriented.

I wish you every success in your work.

3. SPEECHES

3.1. Experts' speeches

3.1.1. *Archivistic approach*

Bert LOOPER, Director of the *Historisch Centrum Overijssel* and former Director of the *Dutch Center for Appraisal (CAS)*

PARLIAMENTS AND ARCHIVES IN THE AGE OF ACCESS THE ELIMINATION OF FRONT OFFICE AND BACK OFFICE IN THE DIGITAL ERA

Let's get down to business: what's this conference all about and who is it for? You may think it's a strange question to start with, but it's this exact question that takes us straight to the heart of the matter which is: who is concerned with digital archiving, who should feel responsible for it, who is needed to tackle the issue in a good way? In a nutshell, whose problem is it now? After all, we are here in a mixed composition: archivists, librarians, documentalists, lawyers, executors, managers. What unites us with regard to digital archiving? It is precisely the variety of the composition of the participants in the conference that already indicates that a very important development is going on in which digital archiving is shifting more and more from the jobtechnical speciality to the general management. A development that also heaps us together. I call all of us gathered here today 'information professionals' and I'd like to outline what we need to do as information professionals.

First, a short flashback. Since the mid-80s, mainly archivists have been debating and holding conferences on the theory and the practice of digital archiving. From an archival point of view, we've made tremendous progress. Theoretically speaking, the phenomenon of digital archiving has been analysed and defined well. Yet, archivists are usually not pleased with the attention paid to the issues of electronic information management and electronic information supply in their organisations. What's the cause? There are three kinds of archivists: those who make things happen; those who watch things happen and those who wonder what's happened. Which category do you belong to when you're an archivist? Let's be frank: archivists wrestle with their role in the extensive domain of electronic information supply and their role –to put it clearly- is not getting any clearer. In the 80s, they were the only ones who were occupied with the issue, now, they're a small group in a field which has been discovered by many disciplines, scientific and commercial. What will their eventual position be? In 1992, Charles Dollar already formulated the chief task of the archivist in the digital era very sharply. At the world archive conference in Montreal 1992, he said: Archivists are the informationspecialists who know that information is linked to processes. When the processes are getting more complicated, the managing of information will become more important for organisations to survive. The archivist as process-linked informationspecialist is becoming more and more essential.

I would like to compare Charles Dollar's fundamental role definition to the present situation, 10 years after. I'll do that in a brief plan but do hope to create a frame in which the contributions to this conference are focused on – all be it to further the discussion.

Let me begin by emphasising that Dollar's proposition has not lost any of its current relevance, but, of course, a completely new phenomenon has mingled in the discussion and has started to dominate that discussion. I'm referring to the internet. The internet draws information management and information supply from the back office by brute force and –that is my main proposition- puts everything that's got anything to do with electronic government information prominently in the front office. And that gives Dollar's definition an immediate relevance as well, not only to archivists, but to all who deal with government information from executive to managerial level. We don't realise this enough; consequently, the specialists, archivists, librarians and documentalists don't quite know how to make their problem recognisable as an important organisational problem. How could it have been otherwise ? In fact, the specialists had only just started as information professionals to organise the back office based on the new information- and communication technologies. They'd only just started the organisation of their own work processes. As a result of the internetboom a huge tension field between back office and front office has come into existence which makes a renewed consideration of the position of information professionals in the public sector necessary. A clear description of this tension field is necessary in order to be able to evaluate whether everything we do is effective and efficient; I'll make an endeavour.

I'll first describe the changing context in which we – the information specialists- are situated and then I'll outline a scenario for the role of the information professional in the future.

The changing context has recently been nicely analysed by 2 culture philosophers. The German-Swiss philosopher Hermann Lübbe has occupied himself specifically with archivists in his book 'Im Zug der Zeit'.¹ According to him, as he stated on the congress of German archivists in Nürnberg in 2000, there are 3 fundamental issues for our domain.

Firstly, there is a huge boom of what Lübbe calls 'Reliktmenge', a hard to grasp boom of the relics of our doings, a.o. in the form of paper and digital archives. This boom is a mathematical truth. Due to the growing complexity of our society, the number of relationships increases and hence the information exchange between those relationships. At the same time, the pace at which our information goes under again in history is becoming higher too. The circulation pace of information increases and the expiry date expires earlier and earlier. How do we cope with this incredible increase of our relics, how do we hold on to that, what do we hold on to (remember the archiving of websites) ? That question is of cultural-historic importance but of course also of fundamentally democratic relevance.

1. Hermann Lübbe, Im Zug der Zeit. Verkürzter Aufenthalt in der Gegenwart, Berlin/Heidelberg 1994.

How do we maintain the transparency of our doings, of the doings of the government when the stratification disappears, when there is nothing but an inquiet surge and no depth ?

Secondly, still according to Lübbe, the information specialist faces the phenomenon of the increasing number of organisations and the upscaling and dividing of decision making levels and responsibilities. This takes place at national level, at which the government also splits up into various semi-governmental levels and privatisations, but naturally at European level as well. Eventually, we will have to provide insight into information flows and decision making processes via our selection and storage policies. More and more frequently, the archiving issue concerning these horizontal and vertical differentiations in public decision making come to the surface. In the Netherlands, we have just completed the investigation into the tragedy in Srebrenica. The main issue of the inquiry has always been: who has taken his responsibility where and how with regard to the fixed responsibility structures? That investigation took 6 years because a.o. the organisation of archiving can no longer reconstruct decision making in a transparent way.

This is – seen from the issue described just now – a splendid example of the phenomenon that the organisation of archives within the organisations involved is not designed to provide insight into horizontal and vertical differentiations of decision making, which will also be an increasing problem for parliamentary archives in the future.

As a third fundamental context-change, Lübbe mentions the phenomenon of network condensing. In the 19th century, information went as fast as its means of transport, the horse, barge or train. In the 21st century, there is the world-wide web. It isn't only the speed at which information spreads, but mainly also the fact that there are no real centres anymore. In the 19th century, cities were the junctions in the information network. Now, there is the world-wide web, where there is no such thing as junctions. How do you get a grip on information ? How can you determine what information is important to your organisation ?

Lübbe described 3 context changes which will influence the positions of all those who work with information at executive or managerial level in an essential way in the next few years. Maybe, this sounds a bit far-fetched or too academic, but I'm sure you will recognise the 3 factors, maybe even in your daily job practice. I'd like to convert the environmental factors into the reality of this conference later. But I'll first introduce a 4th environmental factor which, I'm convinced, will influence the position of the information specialist most of all. I'm referring to the advent of the Age of Access, which Jeremy Rifkin has described so convincingly². In the new era, as Rifkin states, markets are making way for networks, and ownership is steadily being replaced by access. Intellectual capital is the

2. Jeremy Rifkin, The age of access. How the shift from ownership to access is transforming capitalism, London 2000.

driving force of the new era. Concepts, ideas and images – not things- are the real items of value in the new economy.

It is no longer the classic contrast of haves and have-nots, but the new contrast between access to information and knowledge on the one hand and being cut off from information and knowledge on the other. You experience that yourself when the e-mail doesn't work anymore: being disconnected is death.

In the Age of access, the role of the information specialist suddenly gets a special importance. Access and accessibility are becoming the key concepts in the society of the 21th century. Both concepts have been mainly approached by us, archivists and documentalists, from our primary work process, from our back office function, the back-up of the organisation. Of course we've already achieved a lot in that respect.

Accessibility is approached from the specific expertise of the archivist: knowledge of process-linked information. In the world of digital information management, the functional study of archives is of vital importance to guarantee authenticity, accessibility and durability.

Accessibility in the 21th century is contextual accessibility³ These insights can't be underpinned and lectured well enough. But they only represent 1 side of the medal. Apart from being the professional keeper of the integrity of information, the information specialist –whichever way one puts it- is also the keeper of a cultural domain in a broad sense. The information specialist is becoming the 'gatekeeper' of a world which he himself moulds and presents, more and more.

Due to the rise of the information- and communication technology, the potential impact of the information specialist on society has increased considerably. The information specialist is also an information manager who *can* give the public access to enormous quantities of ever more recent data which are consequently politically and socially more sensitive.

It is important to realise that the archivist is in some ways a monopolist regarding an important part of the historical information files in his country or even in Europe⁴. In the pre- ICT- era, the information specialist was a monopolist in the physical management of archives. The classic ways of access which he created – inventories, catalogues and more specific ways of access- were a guide for the researchers who wanted to consult the original files themselves. Now, in the ICT-era, the information specialist is not only the monopolist in the physical management of the archives, but also the monopolist in the management of the digital ways of access. Due to the internet, the main point in the use of information will shift exponentially from the physical documents to the big linked digital databases. Or, to put it more sharply, the future internet generations won't

3. Bert Looper en Bert de Vries, 'Contextuele toegankelijkheid: panoptische utopie of realiteit?', in: P.J. Horsman, F.C.J. Ketelaar en T.H.P.M. Thomassen (ed.), *Context. Interpretatiekaders in de archivistiek*, 's-Gravenhage 2000, 245-256.

4. Bert Looper, 'Toegankelijkheid en toegang', in: Theo Thomassen, Bert Looper en Jaap Kloosterman (ed.), *Toegang. Ontwikkelingen in de ontsluiting van archieven*, 's-Gravenhage 2001, 205-208.

work with archives and collections anymore, but with ways of access. Through this development, the information specialist suddenly becomes the 'gatekeeper' who has the power to 'surround' the major part of the European population with controlled images and words by means of his ways of access and his instruments of accessibility via the internet.

From this point of view, accessibility is no longer a friendly, willing service, but a means of control over an important part of the local, regional, national and European historical domain. This changing role of the information specialist requires a more extensive and more in-depth discussion on the 'new' accessibility. The heart of the matter is that, again, the information specialist goes deeply into the epistemological and source-critical issues of his accessibility instruments regarding the possibilities of the internet. A good discussion on these issues is necessary in order to enable the information specialist to fulfill his role as 'gatekeeper'. The accessibility as it has been provided by him so far must be converted into accessibility instruments which can be handled by a broad public. In the future, the practice of information unlocking will naturally be based on the theoretical insights, which have been well underpinned in the meantime; however, the unlocking will also be put under an ever increasing pressure from the public's 'free' search wishes.

In other words, the information unlocking is still first and foremost a strongly supply-oriented enterprise. In a few years', however, the demand-side will take the initiative. The discussion on these developments is yet to begin.

Functional and territorial decentralisation and centralisation, network condensing, the Age of Access ... Essentially, these are trends which will influence the role of the government in the next decades. Due to that changing role of the government, the role of the government in the public sector will change and consequently eventually the role of information professionals within the government too.

I'm firmly convinced that our conference here in Brussels can only be fruitful if we project our discussions against the above-mentioned backgrounds and ask ourselves continuously and critically whether we obtain the most effective position in the organisation from a strategic and operational point of view. I feel that we still fail in this last respect, due to which we often have the feeling of having been taken over by the facts and being outshone by other disciplines.

May I attempt to make a proposal to strengthen our position within the government in general and within parliament in particular ?

Starting point are the trends that have just been described. What mission statement should the information specialist formulate from those, what strategic vision ensues from them and what consequences does it have for our job practice ?

The mission statement could go as follows: the information specialist is the gatekeeper and information broker for the individual organisation and for society with the resulting areas:

- good electronic access
- better public services
- better internal company management

How now can we realise that mission, in which back office and front office are united ? I'm strongly convinced that we need a strategy which concentrates on the concept of knowledge management. A lot has been written on knowledge management in the public sector in the past few years. From that literature and from various practical experiences with government institutions, it shows that the focusing on knowledge management – the approach of information from the objectives of knowledge management- does not only steer the installation of back office and front office in an efficient and effective way, but is also the key to the creation of a wide basis at managerial and political level.

Let me illustrate this briefly by summarising a recent study⁵.

Government organisations generate a lot of data, information and knowledge from the various internal and external functions for which they are responsible. Internal functions are all about information for the purpose of the individual company management and process justification. External functions are more directed at publicising information and knowledge for the benefit of cultural heritage. This means that government organisations are real knowledge-intensive companies. The advent of ICT offers innumerable possibilities for a knowledge-effective storage, dissemination and accessibility of government information and services. The government is being challenged, not only by technological developments, but also by social and cultural changes - the Age of Access – to organise its tasks in a different way. Do call it E-government with a few interesting phenomena:

- it is no longer the civil servant or the administrator only who is the end user of government information; with electronic government info, the citizen also becomes an end user;
- the organisation of electronic government services will have a far-reaching impact on the concepts front office and back office;
- specialists, librarians and archivists will be more and more occupied with content management and develop into virtual knowledge- and information centres which will have to be further integrated with specific government functions;
- information will be offered in different forms, e.g. interactive applications;
- documents and data will increasingly have to be provided with meta-information for the purpose of successful electronic management, dissemination and unlocking.

In the future, technological, social and cultural developments will make the current organisation of archive and information management as a secondary process next to the primary company processes utterly

5. Rogier Jacobs, Kenneth Vos en Henri Aalders, 'Kennismenageer en hergebruik van bronnen door de elektronische overheid', in: Hein van Duivenbooden, Mirjam Lips en Paul Frissen (ed.), Kennismenageerment in de publieke sector, Den Haag 1999, 279-293.

inadequate. That's a problem for the specialist, the archivist, but mainly a problem for the managers and the administrators who will be judged by the citizen for an inadequate information provision and for a not very transparent documentation of their comings and goings.

The past few years, it has shown more and more frequently and fiercely how the fate of managers and administrators depends on both factors. A well-organised electronic information management based on demands of operational management and demands from the Age of Access makes a flexible link between back office and front office necessary.

Involvement of the management and an intensive exchange of ideas between managers and information specialists is highly necessary in order to prevent in the end that politicians make mistakes and society loses out.

The electronic government, E-government, is a new approach of information management and transfer, of communication between citizen and management; it requires a different architecture, planning and interpretation of information systems based on the concept of knowledge management. When speaking of knowledge management, we primarily think of the management of knowledge within the individual organisation; however, knowledge management and knowledge technologies will have to be applied more and more for the allocation of government functions straight to the citizen.

My plea is to discuss these strategic developments in circles where specialists and managers meet – like during this conference- in order to clarify mutual ideas and expectations. It happens all too seldom, but, I repeat, in the future, it will be of fundamental relevance to a well-functioning government.

After and next to strategy, there's the implementation. What do all these developments imply for the work of the many specialists present here today ? My message is clear: the information specialists- archivists, librarians and documentalists- must shed their rather isolated role of executor of a secondary work process both in vision and approach asap; they will have to set themselves up as the information professionals of the organisation. In an organisation and a society in which more and more influences of a technological, judicial, archival, business-economic and democratic nature affect the management and availability of information and in which the information risks are becoming bigger and bigger for managers and administrators, in such a context, a strategically and operationally well-skilled information specialist is of vital importance.

In daily life, the information specialist must realise that information management by governments will focus on the intended use, much more than in the past. The traditional way of unlocking and finding documents by means of statistical indexation is not refined enough to suffice in a dynamic internal and external users environment. Documents, paper and digital, will have to be enriched in various access structures and will have to be provided with meta-information.

Already developed systems for knowledge management will take over the organisation of information management from the traditional systems of the archivist and the librarian.

This development has consequences for the internal organisation of the government services and will lead to changing methods. Much more than is already the case, the managing of data, information and knowledge will need organisational support. The key concept here is content management. Content management is the entire approach for the process of creating, importing, arranging, enriching, editing, disseminating and unlocking information. Information will be used and re-used in various forms. The meta-information must be added to the source documents and to the source data. This is the classic information with regard to time, place, content, decision-making stage and such, but this is also information with regard to version management, links to other data sources, security etc. Content management requires the effort of specialists who store the knowledge and make it accessible from principles of digital durability and archive-legal regulations, but also from principles of knowledge management. The archivist and librarian will become true knowledge managers. They can't afford to carry out their work in their individual secondary work process anymore. No, they will have to be at the centre of the organisation more and more in order to assist colleagues and managers in the dealing with information.

In the Age of Access, the individual civil servant and manager will become strongly aware of the fact that the citizen is looking over his shoulder. An extremely important factor is that due to the internet the citizen is becoming increasingly more independent in the searching and finding of information. The logical result is that government organisations will ask their assistants to take that into account in the way in which they construct, manage and unlock their knowledge and information. The development of the electronic government is inevitable and managers, civil servants and information specialists will have to meet in order to be able to steer this fundamental development well.

Résumé:

Parlement et archives dans l'ère de l'accès L'élimination du front-office et du back-office dans l'ère numérique

Le thème des séminaires organisés à Bruxelles (2002) et à La Haye (2003) seront l'archivage numérique des flux de données parlementaires. L'essence des problèmes relatifs à l'archivage numérique nous est connue depuis le début des années 1990. Lors du Congrès mondial des Archives organisé à Montréal en 1992, Charles Dollar a exposé, d'une manière impressionnante et exploratoire, la modification du rôle et de la position de l'archiviste dans l'ère numérique : l'archiviste devient en effet LE professionnel dans le domaine des informations liées au processus. Depuis lors, nous avons redoublé d'efforts dans le cadre de l'examen plus minutieux des questions d'archivage numérique. La théorie a été sensiblement étoffée dans le cadre du concept de 'la continuité du

document' et la pratique a fait des bons en avant au niveau technique (notamment les logiciels pour les systèmes d'archivage, le passage aux systèmes numériques). Force nous est cependant de constater que la mise en place des fonctions fondamentales de l'archivage numérique au sein des pouvoirs publics – et, par voie de conséquence, au sein des parlements – en est toujours à ses balbutiements. Dans la présente contribution, Looper fera le point de la situation en matière de numérisation des informations publiques dans une large perspective, en ne se concentrant pas uniquement sur les conditions préalables critiques de type technique, mais en se basant pour l'essentiel sur les conditions organisationnelles. En dépit des propos enthousiastes de Dollar et, dans sa foulée, de nombreux autres experts, la véritable émancipation de l'archiviste dans l'ère numérique n'a pas encore été observée. Les connaissances qui étaient, jusque récemment, l'apanage exclusif de l'archiviste, ont pour ainsi dire été sensiblement "accaparées" par les consultants des sociétés spécialisées en TIC, qui, avec les documentalistes scientifiques et les automaticiens de l'organisation publique, se chargent de la numérisation des processus d'information. Comment l'archiviste devrait-il, en l'an 2002, concevoir et concrétiser son rôle ? Looper estime nécessaire d'aborder de nouveau la position de l'archiviste. Au cours de la première moitié des années 1990, la question essentielle portait sur le renouvellement du rôle de l'archiviste dans le processus traditionnel d'archivage, alors qu'au cours de la deuxième moitié des années 1990, il s'agissait de l'intégration du processus d'archivage dans le processus primaire de la société (système d'archivage). Looper soutient que l'archiviste – en sa qualité de documentaliste spécialisé avec une qualification générale – doit également disposer d'une vision claire du rôle de l'information dans le système démocratique en général, et au sein du parlement en particulier. Les exigences démocratiques des citoyens, le besoin de fournir des informations publiques complètes et transparentes, couplés aux possibilités offertes par Internet, détermineront en définitive, dans les prochaines années, les flux de données (tant en termes qualitatifs que quantitatifs). Ces facteurs externes auront des incidences sur les structures organisationnelles d'archivage, à l'instar du reste du facteur relatif à l'efficacité du processus interne de la société. A cet égard, les événements de Bruxelles et de La Haye ne peuvent être dissociés, étant donné que le back-office et le front-office ne peuvent l'être. L'archiviste devra être en mesure de présenter ce point de vue et ses conséquences au niveau politique.

3.1.2. *Legal approach*

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LEGAL REFLECTIONS REGARDING DIGITAL ARCHIVING

1) Introduction

In today's world, electronic document management and electronic information transmission constitute already an extensive part of commercial and administrative activities. It is expected that the use of digital data will be generalized in the coming years and that it will gradually replace traditional paper-based methods of information processing. Paper documents will of course not completely disappear but the paper form will no longer be the core of the document management system. Its role will be reduced to one of the output formats of a system that is essentially based on the processing of digital information. This tendency is already apparent in advanced administrative environments, for instance in the banking or in the insurance sector, and it will sooner or later without any doubt also invade government administrations, parliaments and courts of justice.

Despite this undeniable trend, the use of electronic information still faces some skepticism and reluctance. When dealing with crucial information such as important contracts or decisive administrative documents people still often fall back on the use of paper. One of the reasons – though certainly not the only one – is the lack of security about the possibilities to store electronic documents on a longer term. Computer hardware and software are undergoing constant and rapid changes and nobody can foresee how electronic information will be processed twenty or thirty years from now. How can we guarantee that the electronic documents that are being stored today will still be readable by the computers and programs that will be used in the future? How can we protect electronic information with its volatile and easily alterable nature, from being modified or deleted?

Professional archivists are still discussing about possible solutions for this problem and in these discussions two basic strategies have been proposed. Following a first strategy, the archivist should try to guarantee the usability of electronic data over long periods of time by storing the data in their original format and by making sure that the necessary hardware and software environment enabling the use of these data can always be made available afterwards. This approach is generally called the “emulation” strategy.⁶ If, for instance, a particular document is produced and archived in a current version of a specific word processor on a currently used operating system, the archivist will make sure that this document will remain readable over time by

6. Jeff Rothenburg, *An Experiment in Using Emulation to Preserve Digital Publications*, Amsterdam, National Library of the Netherlands, 2000, 74 pages, <http://www.kb.nl/coop/nedlib/results/NEDLIBemulation.pdf>.

“emulating” the word processing environment in which the document was originally stored. In order to make this possible, the archivist must of course be able to keep a complete set of all the hardware and software needed to use all electronic data formats stored in the archive.⁷ Experiments in archiving institutions have demonstrated that this strategy not only requires important efforts and investments but also bears considerable risks.

Therefore other archivists propose an alternative solution putting a stronger emphasis on “migration”. Following this second strategy the archivist should not primarily try to keep the electronic document in its original format. The role of the archivist should, on the contrary, be to restore the information contained in the documents that have been archived. To enable this, the archivist may need to convert the document into another format, for instance in order to keep the document readable on a new hardware and software platform. At the end of the archival chain, the user will not necessarily find the original document as such. Possibly the document will have been adapted to keep it usable but the archivist will guarantee that the information contained in the document is correctly restored.

There has been much debate about both of these strategies and exponents of one or the other have argued their relative merits.⁸ Recent research, for example in the context of the “Cedars”⁹ and the “CAMiLEON”¹⁰ projects suggest a combination of these strategies and one which has the potential to overcome the major disadvantages associated with either. One approach is to preserve both the original bitstream as well as detailed metadata enabling it to be interpreted in the future. The combination will hopefully sidestep the major technical difficulties commonly associated with adopting either migration (loss of information through successive migrations) or emulation (risking that the attempt to recreate a particular environment will be successful). Little by little the discussion about long-term preservation of digital information is leaving the “emulation versus migration debate” and

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7. Stewart Granger, Emulation as a Digital Preservation Strategy, D-Lib Magazine 2000, <http://www.dlib.org/dlib/october00/granger/10granger.html>.
 8. For example: Harrison Eiteljorg, Preservation for the Future? – with emulation or migration?, CSA Newsletter, 1999, Vol. XII, n° 1, <http://www.csanet.org/newsletter/spring99/nls9906.html>.
 9. “Cedars” (CURL Exemplars in Digital Archives) is a digital preservation project in the context of eLib phase 3. The Cedars project began in April 1998 and was initially funded for three years. It began as a collaboration between three CURL institutions, the universities of Leeds, Cambridge and Oxford. For more information about “Cedars”: <http://www.leeds.ac.uk/cedars/index.html>.
 10. CAMiLEON stands for Creative Archiving at Michigan & Leeds: Emulating the Old on the New. The aim of the project is developing and evaluating a range of technical strategies for the long term preservation of digital materials. The project is a joint undertaking between the Universities of Michigan (USA) and Leeds (UK) and is funded by JISC and NSF. For more information we refer to the project’s website: <http://www.si.umich.edu/CAMILEON/>.

proposes more sophisticated and open-ended ways to solve the problem.¹¹

2) Digital signatures

One technology that is often referred to in this context is the “digital signature”. This cryptography - based technique allows authenticating electronic information in such a way that the originator of the information, as well as the integrity of the information, can be verified.¹²

The basic characteristic of digital signatures is that electronic information can be “signed” by using a secret cryptography key. This key must be kept private at all times by the signatory. The signature can only be verified with the associated public key of the author.

The idea behind this authentication is the confirmation of identity by proving the possession of a secret key. The author encrypts the information or a part of it with his secret key. The recipient of the information can check the identity of the author by decrypting the information with the public key of the presumed author. If the decryption is not successful the recipient will not validate the message. This process of authentication relies on the public keys of the users that are accessible to all the communication partners and on a trusted relationship between the identity of the users and their public key.

The authentication procedure is based on the presumption that the public key really belongs to the signer. This presumption is, however, not self-evident. The risk exists that somebody creates a key-pair, places the public key in a public directory under somebody else’s name and thus signs electronic messages in the name of somebody else. Furthermore, a public and private key pair has no inherent association with any identity because it is simply a pair of numbers. Therefore, the assurance should exist that the public key really belongs to the claimed identity.

The answer is to rely on third parties to certify public keys. A third party will guarantee the relationship between the identity and the public key. This association is achieved in a digital certificate that binds the public key to an identity. The third parties are known as Certification Authorities and must be accepted by all users as impartial and trustworthy. In addition, the process of key certification must be foolproof and should be afforded the highest level of security. A Certification Authority will, by issuing a digital certificate, certify the

11. See for example the findings of the InterPARES project, The Long-Term Preservation of Authentic Electronic Records, <http://www.interpares.org/book/index.cfm>; also: Kenneth Thibodeau, Overview of Technological Approaches to Digital Preservation and Challenges in Coming Years, in: The State of Digital Preservation: An International Perspective, Conference Proceedings, <http://www.clir.org/pubs/reports/pub107/thibodeau.html>.

12. For a more detailed but accessible explanation on digital signature technology and public key cryptography, we refer to <http://developer.netscape.com/docs/manuals/security/pkin/contents.htm>.

identity of the user and guarantee that the public key really belongs to the claimed user.

Digital signature technology can be used wherever there is a need to keep track of the origin and the integrity of computer data. Therefore it has been adopted as a privileged electronic substitute for the handwritten signature, for instance in the European Directive 1999/93/EC¹³ dealing with electronic signatures. According to this Directive, where the use of electronic documents is legally permitted, so-called “qualified electronic signatures” must receive a status that is equivalent to the legal status that handwritten signatures normally have in relation to paper documents.

The technique of the digital signature plays an important role in this new legal framework. From the current state of the law in Europe results that only digital signature technology can bring forth so-called “qualified” electronic signatures. As a result of this new legal framework, archivists are increasingly challenged to deal with digital signatures as an organic part of electronic documents.

3) Using digital signatures for archiving

Although digital signatures are known best as a substitute for handwritten signatures with legal value (= electronic signatures), the technique of the digital signature has many other applications. It can be used in all cases where the origin and the integrity of electronic data have to be guaranteed.¹⁴ These qualities are very important for documents that are stored in archives. A digital signature added to the (signed) record by the archivist, allows the verifier of the signature to check the identity and the authority of the archivist. That is how the authenticity of a record “as a record” can be checked in a network environment, the future work area of archivists. The presence of the digital signature of the archivist in the metadata of a record indicates that this record has the status of an archived record. The use of the digital signature technique also creates the opportunity for checking the integrity of electronic records. When used in this manner, the digital signature functions as a “seal”.¹⁵ By creating and archiving an

13. Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures, OJ, 19 January 2000, L13/12; For more details: Jos Dumortier, Directive 1999/93/EC on a Community framework for electronic signatures, published in: Lodder, A.R., Kaspersen, H.W.K.,: eDirectives: Guide to European Union Law on E-Commerce. Commentary on the Directives on Distance Selling, Electronic Signatures, Electronic Commerce, Copyright in the Information Society, and Data protection., Kluwer Law International, p. 33-65, <http://www.icri.be/publications>.

14. The possible use of digital signatures for the preservation and authentication of records through time has been analyzed in the framework of the DAVID-project (which stands for Digital Archiving in Flemish Administrations and Institutions, <http://www.antwerpen.be/david>). See also: Sofie Van Den Eynde, *The OAIS Reference Model as starting point in search of the role of Public Key Infrastructure for electronic archives*, Leuven, Interdisciplinary Centre for Law and Information Technology, August 2001, 63 p. (in Dutch only).

15. As opposed to the digital signature used as an electronic signature with legal value in the sense of the European e-Signature Directive.

encrypted, and thus inaccessible hash code, it can be noticed at all times when the plain text has been tampered with.¹⁶

Nevertheless there exists a lot of resistance in the archival community against the preservation of digital signatures. This is well-illustrated by the report of the InterPARES Authenticity Task Force, entrusted with the task of identifying “conceptual requirements for assessing and maintaining the authenticity of electronic records”.¹⁷ The Task Force adopted an unequivocal position with regard of the role of digital signature technologies and PKI as a means of ensuring the authenticity of records:

“Digital signature and public key infrastructure (PKI) are examples of technologies that have been developed and implemented as a means of authentication for electronic records that are transmitted across space. Although record-keepers and information technology personnel place their trust in authentication technologies to ensure the authenticity of records, these technologies were never intended to be, and are not currently viable as a means of ensuring the authenticity of electronic records over time.”¹⁸

Skepticism appeared as soon as it became clear that, when using digital signatures, control of the integrity is only possible if the electronic data remain completely unchanged at the bit-level. This raises a problem when archivists want to migrate electronic data to new formats or software platforms in order to keep them accessible and legible. Some people have immediately concluded that digital signatures are therefore not useful and hence not relevant for archival purposes.

But is it not possible to avoid the need for migration by storing the digital data in a standardized open format that remains stable over a very long period of time? This is the reason why people refer in this discussion to the development of hardware- and software-independent document formats, such as XML. XML (eXtensible Markup Language) is nowadays the most popular standard for structured information exchange. However, the XML 1.0 Recommendation defines multiple syntactic methods for expressing the same information. That is why XML applications tend to represent the same content in different ways. Therefore, XML “canonicalization” was designed.¹⁹ The

16. The possibilities of digital signature technology must not be overestimated though. To guarantee integrity, we probably must combine this technology with carriers of the ‘Write Once Read Many’ type.

17. J.P. Blanchette, ‘Dematerializing’ Written Proof: French Evidence Law, Cryptography and the Global Politics of Authenticity, Doctoral Dissertation submitted to the Department of Science and Technology of the Rensselaer Polytechnic Institute, 2001, p.308, writes: “The fundamental premise of the InterPARES project is that authenticity is not primarily a function of technology, but rather, of institutions. Archivists have historically been entrusted with the task of providing this function, within either private or public institutions, and they remain the most appropriate, professionally organized, socially recognized, historically legitimate profession to accomplish similar functions in the electronic environment.”

18. See the draft final report of the InterPARES Authenticity Task Force, http://www.interpares.org/documents/atf_draft_final_report.pdf, p. 8.

19. Canonical XML, Version 1.0, W3C Recommendation, 15 March 2001 <http://www.w3c.org/TR/2001/REC-xml-c14n-20010315>.

canonicalization method uses an algorithm to generate the canonical form of a given XML document. The canonical form is the common denominator so to speak for all possible syntactic representations of a given content. A digital signature over the canonical form of an XML document allows the hash calculations to be oblivious to changes in the original document's physical representation.

It would be naïve however to believe that XML will solve the problem of electronic documents and digital signatures becoming obsolete. To begin with, the canonicalization method developed for XML 1.0 may not be applicable to future versions of XML without some modifications. The transfer of an XML document to this newer version will invalidate the signature, since the canonical form cannot be carried indefinitely into the future. At the moment, software companies are implementing XML in their products. The multiple use of XML and its vendor independent character give XML the status of de facto standard. But it is not very likely that XML will be maintained as a common format forever. IT will keep evolving and it is unthinkable that there will never be a better alternative for XML. A canonical form that takes all current and future formats into account is unfortunately still IT science fiction. Many archivists therefore believe that there will always remain a need for migration.

4) Archiving electronic signatures

At this point of the discussion we come logically to a following question and that is whether or not it is possible to avoid long-term preservation of digitally signed data? Is migration, in other words, acceptable for all kinds of documents or will there always be a need to keep the original document intact?

In a traditional paper-based environment, some documents contain handwritten signatures and as we have seen earlier, digital signature technology is being used more and more as an electronic substitute for such handwritten signatures. Although it can be expected that electronic signatures will be needed less frequently than handwritten signatures, some important contracts or administrative documents will require an electronic signature in the future.

The question arises how to deal with these electronic signatures if the related documents have to be migrated for preservation purposes.

American government administrations have suggested the following solution:²⁰

"To ensure continuity of record integrity, you should perform the following sequence of procedures:

20. US FDA et al: Guidance for Industry 21 CFR Part 11; Electronic Records; Electronic Signatures: Maintenance of Electronic Records (July 2002), <http://www.fda.gov/OHRMS/DOCKETS/98fr/00d-1539-gdl0001.pdf>.

- Just prior to performing the electronic record migration a trusted third party from outside of the organization that has some responsibility for the electronic record verifies the digital signature using the old system methods;
- Under supervision of the above trusted third party, the signed electronic record is migrated to the new system; and,
- The above trusted third party then applies a new digital signature (using technologies appropriate to the new system) to the migrated electronic record. The same third party also prepares and applies a digital signature to a new separate electronic record (or to an addition to the migrated electronic record) that explains the migration. In this situation, although you would no longer be able to verify the old digital signature directly, you should nonetheless be able to demonstrate continuity of record integrity by verifying the newly digitally signed migrated electronic record and explanatory statement.”

Is the procedure proposed by the American government administrations acceptable for all documents with an electronic signature? Or is it in some circumstances necessary to keep the original document with the electronic signature intact?

From a legal point of view, in order for signed documents to keep their value over time, it could often be important that the original electronic signature remains present. Signatures could be needed for non-repudiation purposes in an evidential context, for example. Many European countries require for proof that non-commercial transactions are embodied in a signed document.²¹ Recent developments in the context of e-government have also made clear that signed electronic communication with the government must be archived. The government that picks the lowest bidding firm in the context of a public contract conducted by electronic means, will want to be able to prove before court that this firm is bound by its price offer. In a traditional paper-based context the original document with the handwritten signature is often needed to avoid all possible disputes in these circumstances. Will it be accepted to replace the original signature in an electronic environment by presenting a declaration of a trusted third party?

In the paper world the content of the document and the signature are one indivisible artifact. A traditional signature has all the characteristics of a classical one-way function: it is easy to process in one direction but very difficult to reverse the process, i.e. the signature is easy to affix but difficult to remove. This is not the case with electronic signatures: an electronically signed document is not different from an electronic document that has not been signed except that it has appended to it another series of bits that can be used to identify the signatory and verify the integrity of the document. Thus, an electronic signature can

21. KÖTZ, H., *European Contract Law: Formation, Validity and Content of Contracts, Contract and Third Parties*, Oxford, Clarendon, 1998, 78.

very easily be stripped from a document for fraudulent purposes without leaving a trace.

Although they have the same functions from a legal viewpoint, traditional signatures and electronic signatures are two very different concepts that need to be treated differently. Never before in the history of written communication a signatory has had to worry about how the signature will be linked to the content of the document that he is signing. When using electronic signatures, this becomes now a very relevant issue.

5) Long term validation of electronic signatures

In the context of the development of the European regulatory framework for electronic signatures the current opinion is that there is a need to keep electronic documents in their original form. This is particularly clear in the standardization initiatives concerning the long-term validation of electronic signatures.

The European Commission took the view that the requirements identified by the e-Signature Directive needed to be supported by detailed standards and open specifications so that products and services supporting electronic signatures can be known to provide legally valid signatures. A mandate was issued to European standardization bodies, CEN/ISSS and ETSI, to analyse the future needs for standardization activities. Under the auspices of the European ICT Standardization Board the European Electronic Signature Standardization Initiative (EESSI) was launched. The first result of this initiative was an expert report about future standardization requirements. This report affirms that trusted archival services could play an important role in supporting electronic signatures that may need to be used in evidence long after they were created and identifies it as a topic requiring further study since no standards exist yet for the use of such services in support of electronic signatures.²²

In the mean time, ETSI has published a standard “Electronic Signature Formats” defining all the elements necessary to prove the validity of a signature long after the normal lifetime of the critical elements of an electronic signature.²³ This so-called validation chain has to be archived.

Thus, it is not enough that just the electronic signature and the content of the document are present in the archives when a signed document is needed years later. In order to perform validation, the certificate used by the signatory must be obtained, and its validity at the time of signature creation must be proofed. It is possible that the certificate was

22. NILSSON, H., VAN EECKE, P., MEDINA, M., PINKAS, D. and POPE, N., *European Electronic Signature Standardization Initiative*, Final Report of the EESSI Expert Team, 20 July 2000, 69, available at: <http://www.ict.etsi.fr/eessi/Documents/Final-Report.pdf>.

23. *Electronic Signature Formats*, ETSI TS 101 733 v.1.3.1 (2002-02).
http://webapp.etsi.org/exchangefolder/es_201733v010103p.pdf.

valid at the time of signature creation, but had expired or had been revoked or suspended some time later. By consequence, the certificate status information must be archived as well.²⁴ Signature validation must be performed immediately after, or at least as soon as possible after signature creation time, and not only at archival time, in order to obtain certificate status information that was issued by the CA as closely as possible to the moment of signature creation.

Only the moment of signature creation has an archival value. A signature that has been found to be valid at signature creation time shall continue to be so for the same document months or years later. Evidence must be provided that the document was signed before the certificate became invalid. Thus, the time of signature creation must also be determined and archived.

A time stamp can provide for such evidence. A time stamp is a set of computer data, consisting of the hash code of the digital signature and the time of stamping, signed by a trusted third party. It proves that the digital signature was formed before the certificate became invalid. Anyone who wants to make sure that he can rely on a signed electronic document for proof years later, must obtain a time stamp before the certificate becomes invalid. The sooner after the creation of the signature the time stamp is obtained the better it is for legal certainty.

The solution put forward in the EESSI standardization project is that the content of the document and the digital signature should be concatenated and the hash-code of the concatenation should be lodged with an independent entity that would time stamp the hash-code.²⁵ The hash-code establishes the bond between signature and content. The time stamp must be included in the metadata of the document.

The only possibility in this view is the archival of the original binary representation of the document or in other words a preservation strategy based on “emulation”²⁶. A trusted third party must guarantee that it will still be possible to validate an archived document years after the initial archival date, even if the applications that have been used at signature creation time are no longer in use. In other words, the third party should maintain a set of applications (viewers as well as signature validation applications) together with the corresponding platforms (hardware, operating systems) or at least an emulator of such applications and/or environment in order to guarantee that the signature of the document can still be validated years later.

24. It is the responsibility of each Certification Authority (CA) to make available in repositories on the Internet all the information needed to validate any signature that was created by means of a certificate issued by that CA. This includes making public at a regular basis information about the time a certificate expired, or was revoked or suspended.

25. McCULLAGH, A. et al., ‘Signature Stripping: a digital dilemma’, *Journal of Information, Law and Technology*, 2001/1, <http://elj.warwick.ac.uk/jilt/01-1/mccullagh.html>.

26. European Commission, August 2000, 37.

6) Trusted archival services

It is striking that the intervention of trusted third parties and digital signature technology is being proposed in both of the proposed solutions. In the context of preservation based on migration the trusted third party is needed to keep track of the migration process and to make sure that the resulting document at the end of the migration chain keeps being trusted. If one opts for a solution based on emulation, the trusted third party is even more essential. The costs and expertise required for this solution, requires that the task of archiving digital data will be appointed to an independent third party. Although contractual freedom also applies for the manner in which contracts are archived, private persons will not always be able to securely keep signed documents in their own possession.

If our conclusion is that, whatever the ultimate solution for digital preservation will be, specialized trusted third parties – commonly called “trusted archival service providers” or “TAS” – will play a central role, a further question is in which framework these service providers will operate.

A TAS should be able to present and validate digital data years after their initial date of archival. As it was already indicated in the final report of the EESSI expert team, standards must be developed for the use of trusted archival services also in support of electronic signatures. A clear Community framework regarding the conditions applying to TASs will strengthen confidence in and general acceptance of. This kind of services.

A legal framework could, for instance, determine:

- that Member States must ensure that by accepting data for archival, a TAS is liable for damage caused to an entity or a legal or natural person who relies on its services. Breach of this “obligation de résultat” should mean that liability is indisputable. A TAS should not be admitted to proof that it has not acted negligently since the loss of evidence is irreversible. Therefore, a TAS must obtain appropriate insurance to bear the risk of liability for damages.
- that the archives of a TAS can never be destroyed. For the case where a TAS ceases its activities, procedures must be drafted to steer the transfer of the archives to another TAS. In order to prohibit that a TAS goes into failure, a very strict investigation regarding the financial situation and prospects should be carried out prior to the start of his activities.
- that a TAS must employ personnel who possess the expert knowledge, experience and qualifications necessary for the archival services provided.
- that a TAS must use trustworthy systems to store the documents, the signatures and the validation chains so that only authorized persons can make entries and changes.
- that a TAS, before entering in a contractual relation with a person who wants to archive a document, must inform that person of the precise terms and conditions of the storage, such as the term of

storage and the accepted file formats. Such information, which may be transmitted electronically, must be in writing and in understandable language. Relevant parts of this information must also be made available on request to third parties relying on the archived document for proof.

Résumé:

Réflexions juridiques relatives à l'archivage numérique

Un récent texte législatif édicté au niveau européen a aboli certaines barrières juridiques en matière de création et de conservation des documents électroniques. La Directive européenne 1999/93/CE contraint en effet les États membres à accorder aux documents électroniques la même valeur juridique que celle dévolue à la traditionnelle signature manuscrite. En outre, les États membres devront veiller à ce que leur système juridique autorise la conclusion de contrats par des moyens électroniques. Les administrations fiscales devront accepter les factures électroniques pour la fin de l'année 2003. Par voie de conséquence, quantité de documents, qui reposent toujours à l'heure actuelle sur l'utilisation du papier – et notamment les contrats – existeront à l'avenir uniquement dans leur forme électronique originale. Inutile de dire que cette évolution induira une explosion des services d'archivage électroniques. La technique de la signature numérique axée sur l'ICP joue un rôle majeur dans ce nouveau cadre juridique. Le présent article sera composé dans un premier temps d'une introduction à l'Infrastructure à clé publique et à la technique de la signature numérique. La technique ICP est un cadre composé de la superposition de matériel, de logiciel et de procédures, dans lequel sont proposés tous les types de services basés sur la cryptographie à clé publique. Nous nous concentrerons ensuite sur les initiatives législatives européennes précitées. Cette analyse attirera l'attention sur le fait que les archivistes devront gérer ce passage aux signatures numériques, car elles feront partie intégrante des documents électroniques.

3.2. Parliamentary officials' contributions

3.2.1. *Parliamentary practice regarding legislative procedures*

Two practical examples of the electronic management of the legislative process were presented by the Belgian Federal Parliament and the French Senate.

Marc VAN DER HULST, Head of the Legal Department of the House of Representatives.

PARLIAMENT PRACTICE AND LEGISLATIVE PROCESS IN THE BELGIAN PARLIAMENT

1. Introduction

In the last five years, various factors have raised awareness of the need to use IT resources more efficiently in the management of the legislative process. These factors include:

- Firstly, the realisation that the use in parallel of a paper version and an electronic version of the same texts regularly leads to mistakes being made (corrections made by hand in the paper version do not appear in the electronic version, a more recent or older electronic version is stored with the paper version, etc.). This *modus operandi* spreads doubt and means that the same work has to be done twice.
- Secondly, since 1 December 1997, the possibility of consulting the published texts of laws and decrees on the site of the Belgian *Moniteur*. It goes without saying that, as far as possible, the electronic version of these texts must be provided.
- Thirdly, the increasingly pressing need to have up-to-date and reliable documents at all times. The public authorities are also working to meet this need, for example, by developing the Justel site of the Ministry of Justice and implementing the Agora project. However, it would be much easier to have updated documents if we could simply copy-paste the existing electronic versions.

This new awareness led to the setting-up during the preceding legislature of a working group made up of representatives of the Legislative Chambers, of the Chancery, of the Council of State and of the Belgian *Moniteur*. This group developed the 'electronic legislative record' project, which has now reached an experimental stage.

Although the initial objective - the transmission of electronic texts to the Belgian *Moniteur* - was rather modest, the working group very quickly extended the scope of this initiative by adopting the principle that a reliable electronic version of the text is needed at each stage of the legislative procedure, namely:

- when the bill is submitted;
- during the parliamentary procedure;

- at the end of the parliamentary procedure; and
- at the time of the publication in the Belgian *Moniteur*.

Before we look at how the system works, it would no doubt be useful to remind ourselves of the different stages involved in passing a federal law.

2. The genesis of a federal law

Before we take a look at the technical aspect of the question, in order to better understand what will follow we will briefly go through the different stages involved in processing a draft law.

A minister submits a preliminary draft to the Council of Ministers. This preliminary draft is transmitted to the Council of State. Depending on the opinion of the latter, this draft may be adapted.

The preliminary draft is then submitted to the King. As soon as the King has signed the draft, the text is submitted as a draft bill in one of the two Assemblies.

The text which is submitted includes the following documents:

- the justification (also including a brief summary);
- the draft law, which includes the place and date of signing;
- the opinion of the Council of State;
- the preliminary draft on which the Council of State has given its opinion and possibly a coordinated draft text.

The draft law is then examined and possibly adopted:

- either only by the House (single-chamber procedure);
- by the House and, possibly, by the Senate (optional two-chamber procedure);
- or by the House and by the Senate (mandatory two-chamber procedure).

The adopted text is printed on a 'parchment'.

This parchment is transmitted to the minister who submitted the draft, who then submits it for royal approval with a view to its enactment.

The coordinated version and the references to the parliamentary documents are generally transmitted at the same time as the parchment to the minister who submitted the draft.

The parchment is published in the Belgian *Moniteur* at the initiative of the minister who submitted the draft once the necessary references to the parliamentary documents have been added thereto.

3. The system of electronic notice boards

Based on the above-described procedure, the working group devised a structure consisting of four electronic phases or 'notice boards'.

The basic principle is that at the end of each phase an authorised person enters in the notice board a text which can be withdrawn only by

another authorised person, and this withdrawal is the starting-point for the next phase.

There are four notice boards:

- the 'Submission' notice board
- the 'Transmission' notice board
- the 'Parchment' notice board;
- and the 'Belgian *Moniteur*' notice board.

Phase 1: The 'Submission' notice board

The minister who submitted the draft:

- completes the electronic draft by indicating the place and date of the royal signature;
- creates a record in the 'Submission' notice board [abbreviated name of the draft + place and date of signing];
- enters in the record²⁷ the files in their original format. These must be the 'ready for press' versions. Any typing errors and other errors cannot therefore be corrected any more on the draft, but must be corrected during the reading of the text by Parliament. The name of the record, the 'visiting card' of the person who entered the draft in the notice board and the date and time when it was actually entered remain visible on the notice board; and
- indicates, at the time of transmission of the paper version of the draft, in which record the electronic version of the documents concerned is stored and the date and time when it was uploaded.

As soon as a new record is entered in the notice board, the House and the Senate are automatically informed by e-mail, and they download the documents.

To prevent different versions of the same document circulating, each document can be downloaded only once²⁸.

The 'visiting card' of the person who downloaded the draft in the notice board and the date and time when it was downloaded remain visible on the notice board, as do the name of the record and the name of the documents (which, however, can no longer be downloaded).

The minister who submitted the draft is automatically informed by e-mail that the text has been downloaded.

This reliable electronic version is used by the printery of the House or of the Senate to print the parliamentary document. The minister who submitted the draft no longer receives a paper copy.

27. The files are entered by means of a form for the following types of documents: the justification, the draft law (+ any annexes), the opinion of the Council of State, the preliminary draft and the coordinated version. The different documents are transmitted as attachments to each of these five headings. Not all the headings have to be completed to send the form.

28. In the event of technical problems, however, it is possible to reactivate the procedure.

However, if it was found that the printed version contained errors, they could no longer be corrected other than by amendments.

Phase 2: The 'Transmission' notice board

Following the adoption of the draft, the House or the Senate proceeds as follows:

- the House/Senate creates a record [number of the parliamentary document and date of signing];
- the House/Senate enters the files in the record in their original format²⁹. These must be the 'ready for press' versions. Any typing errors and other errors cannot therefore be corrected any more on the draft, but must be corrected during the reading of the text by Parliament. The name of the record, the 'visiting card' of the person who entered the draft in the notice board and the date and time when the operation was carried out remain visible on the screen;
- in the letter accompanying the transmission of the paper version of the adopted draft, the House/Senate indicates in which record the electronic version of the documents concerned is stored and the date and time when it was uploaded.

The other assembly is automatically informed by e-mail that a new record has been entered in the notice board and downloads the files.

To prevent different versions of the same document circulating, each document can be downloaded only once³⁰.

The 'visiting card' of the person who downloaded the draft and the date and time when it was downloaded remain visible on the notice board, as do the name of the record and the name of the documents (which, however, can no longer be downloaded).

The assembly which transmitted the documents is automatically informed by e-mail that the text has been downloaded.

According to the legislative procedure, a text can switch back and forth several times between the House and the Senate. In this case, the notice board might be used several times.

Phase 3: The 'Parchment' notice board

Following the adoption of the text by Parliament, the House or the Senate (according to the case) proceeds as follows:

- the House/Senate creates a record [number of the parliamentary document and date of adoption];
- the House/Senate enters the files in this record³¹. The 'visiting card' of the person who entered the draft in the notice board and the date

29. The files are entered by means of a form for the following types of documents: the draft law (+ any annexes) and the coordinated version.

30. In the event of technical problems, however, it is possible to reactivate the procedure.

and time when the operation was carried out remain visible on this notice board.

- in the letter accompanying the transmission of the ‘parchment’ to the minister who submitted the draft, the House/Senate indicates in which record the electronic version of the documents concerned is stored and the date and time when it was uploaded.

The minister who submitted the draft is automatically informed by e-mail and downloads the files.

To prevent different versions of the same document circulating, each document can be downloaded only once³².

The ‘visiting card’ of the person who downloaded the draft and the date and time when it was downloaded remain visible on the notice board, as do the name of the record and the name of the documents (which, however, can no longer be downloaded).

The assembly which transmitted the document is automatically informed by e-mail that it has been downloaded.

The Department of Justice informs the minister who submitted the draft that the ‘parchment’ has received the Seal of the State.

Phase 4: The ‘Belgian Moniteur’ notice board

Reminder: not yet developed. This will be handled bilaterally between the departments concerned and the Belgian *Moniteur*.

4. Access to the notice boards

The notice boards are accessible via Fedenet, the network of the Federal Government, which is separate from the Internet.

They are protected by a user name and a password. The user can see only the notice boards of which he is a member (i.e. the minister who submitted the draft can see only the records and documents of his own services).

Users are given one or more of the following rights: the right to read or upload documents; the right to download documents or remove the possibility of clicking on documents so that they cannot be read or copied by others.

31. The files are entered by means of a form for the following types of documents: the draft law (+ any annexes), the coordinated version (if any) and references to the parliamentary documents.

32. In the event of technical problems, however, it is possible to reactivate the procedure.

	Read/upload	Download/remove the possibility of clicking
The 'Submission' notice board	A number of persons from the department which submitted the draft	A number of officials from the House/Senate
The 'Transmission' notice board	A number of officials from the House/Senate	A number of officials from the House/Senate
The 'Parchment' notice board;	A number of officials from the House/Senate	A number of persons from the department which submitted the draft

5. A few critical remarks concerning the 'Electronic Legislative Record'

Honesty dictates that we make it clear that the above-described system is not yet fully in use and that we are only at a trial stage.

These trials have demonstrated that it is very difficult to get all the departments to use a uniform procedure for the submission of their texts. This is not surprising. After all, in the House and in the Senate only a few officials are involved in the project. When only a few persons handle almost all the projects, they very quickly acquire a certain know-how and it is easier to devise a uniform procedure.

As regards the different departments, however, there are many people who have to apply the procedure, but these persons are called upon to apply it only from time to time (after all, ministers do not submit drafts every week). The 'routine' therefore catches on less quickly, and even the best of procedures cannot remedy this situation.

One of the positive aspects of the above system is that it will encourage ministers to submit drafts that have been worked out with more rigour. At the present time, it frequently occurs that a draft is submitted whereas the minister knows perfectly well that it is not yet 'ready' to be submitted. The minister then relies on the fact that he can always add to or rectify the draft text at the last minute. However, an attentive reader will no doubt have understood that the notice board system definitively does away with such practices. The text submitted is printed, and any errors in the printed text can henceforth be corrected only by amendments.

A project which was initially designed to guarantee the quality of the electronic management of the legislative process has thus taken on a

more general dimension and will, we hope, help improve the quality of the texts from the point of view of formal legistics.

Another advantage of the project is that, although it was initially designed for draft laws (which in any case constitute the bulk of legislation), it can be easily used for bills.

However, a number of critical remarks must be made concerning the above-described project:

- First and foremost, the last notice board in the series (publication in the Belgian *Moniteur*) is not yet operational. This is regrettable, because numerous errors slip into the texts at this stage in the procedure.
- Secondly, we have as yet no idea how this project will be connected to the databases which contain the legislation in force (or an unofficial compilation) (cf. the Agora project and the Justel database of the Ministry of Justice). And this is precisely the connection that could be a tremendous asset.
- Finally, the project pertains almost exclusively to the management of electronic versions of the adopted texts. This means, for example, that during parliamentary work those involved will always be having to deal with amendments which do not exist in electronic version (manuscripts or otherwise), which could be a major source of errors. However, the experience of the French Senate with the AMELI project (online amendments)³³ shows that the submission of amendments also lends itself to electronic management.

In spite of these criticisms, we feel that the 'Electronic Legislative Record' project is a modest but laudable initiative which, in addition, shows that the Government and the Parliament can cooperate effectively to improve the legislative procedure.

6. And what about the future?

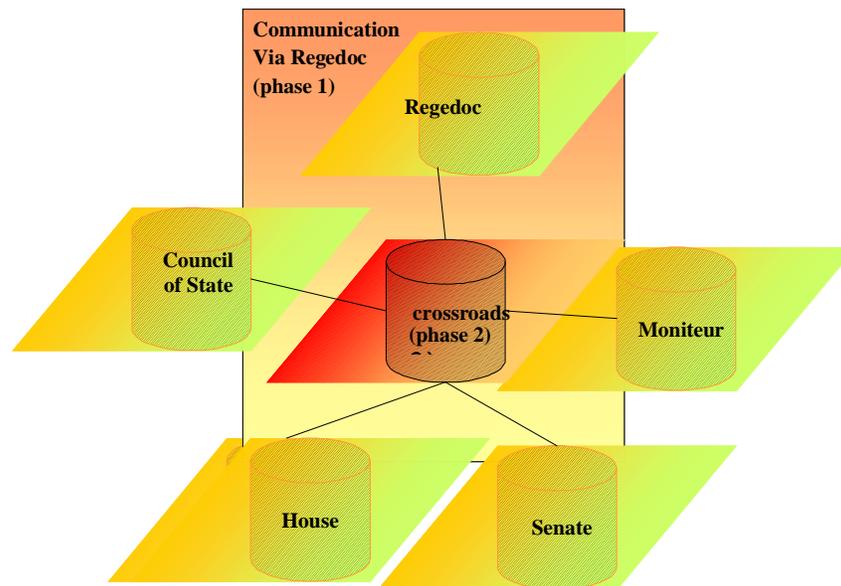
As is often the case in our high-tech society, no sooner does an application reach the experimental stage than another comes along. This may also be the fate of the 'Electronic Legislative Record'.

The notice boards are bound to disappear eventually. The Regedoc database of the Federal Public Chancery Service (the database which contains all the documents which have been examined within the Council of Ministers) should during a forthcoming phase (2003-2004) be able to automate requests for and the transmission of records from one database to another.

To this end, for example, we could use a crossroads database containing a list of links to various other databases (see the diagram below). This

33. J.-Cl. BECANE, L'utilisation par le Sénat français des nouvelles technologies au cours de la procédure législative, Geneva, ASGP, 2002.

crossroads database would, so to speak, allow the House to 'fetch' a draft law from the Regedoc database, while the Senate could 'retrieve' a draft adopted by the House from the House's Parolis database.



As it is difficult to impose specific solutions/products on other authorities, open standards would be used.

Résumé :

**La gestion électronique du processus législatif :
le projet "Dossier législatif électronique"**

Ces dernières années, divers facteurs ont contribué à faire prendre conscience de la nécessité d'utiliser les moyens informatiques plus efficacement dans la gestion du processus législatif.

Cette prise de conscience a conduit à créer, au cours de la législature précédente un groupe de travail composé de représentants des Chambres législatives, de la Chancellerie, du Conseil d'État et du Moniteur belge. Ce groupe a élaboré un projet dénommé "Dossier législatif électronique", qui en est actuellement au stade expérimental. Bien que l'objectif initial – la transmission de textes électroniques au Moniteur belge – fût modeste, le groupe de travail a très rapidement posé comme principe qu'il fallait pouvoir disposer d'une version électronique fiable du texte à chaque stade de la procédure législative. Le groupe de travail a dès lors imaginé une structure comportant quatre phases électroniques ou « tableaux d'affichage », à savoir le tableau d'affichage « Dépôt », le tableau d'affichage « Transmission », le tableau d'affichage « Parchemin » et le tableau d'affichage « Moniteur belge ».

Le principe de base est qu'au terme de chaque phase, une personne autorisée introduit dans le tableau d'affichage un texte qui ne peut être

retiré que par une autre personne autorisée. Le texte retiré constitue alors le point de départ (fiable) de la phase suivante.

*Sur le tableau d'affichage « **Dépôt** », le ministre qui a déposé le projet complète le projet de loi électronique en indiquant le lieu et la date de la signature royale. Il crée ensuite un dossier [nom abrégé du projet + lieu et date de la signature] et introduit dans le dossier les fichiers dans leur format original (il doit s'agir des versions « bon à tirer » ; les éventuelles fautes de frappe et autres erreurs ne peuvent donc plus être corrigées sur l'épreuve, mais doivent l'être au cours de l'examen du texte par le parlement). Lors de la transmission de la version « papier » du projet, le ministre indique dans quel dossier se trouve la version électronique des documents concernés, ainsi que la date et l'heure du chargement de celle-ci.*

Dès qu'un nouveau dossier est introduit dans le tableau d'affichage, la Chambre et le Sénat sont automatiquement avertis par courriel et ils téléchargent les documents (afin d'éviter que différentes versions d'un même document circulent, chaque document ne peut être téléchargé qu'une seule fois et celui qui a déposé le projet est automatiquement averti par courriel du téléchargement du texte).

Cette version électronique fiable est utilisée par l'imprimerie de la Chambre ou du Sénat pour imprimer le document parlementaire. Celui qui a déposé le projet ne reçoit donc, à terme, plus d'épreuve « papier ».

*Après l'examen et l'adoption du projet, la Chambre ou le Sénat crée, sur le tableau d'affichage « **Transmission** », un dossier [numéro du document parlementaire et la date d'adoption]. Dans la lettre accompagnant la version "papier" du projet adopté, la Chambre/le Sénat indique dans quel dossier se trouve la version électronique des documents concernés, ainsi que la date et l'heure du chargement de celle-ci. L'autre assemblée est automatiquement avertie par courriel et télécharge les fichiers; l'assemblée qui a transmis les documents est automatiquement avertie par courriel du téléchargement du texte.*

*Après l'adoption du texte par le Parlement, la Chambre ou le Sénat (selon le cas) crée, sur le tableau d'affichage « **Parchemin** », un dossier [numéro du document parlementaire et date d'adoption]. La Chambre/le Sénat introduit les fichiers dans ce dossier et indique, dans la lettre d'accompagnement au ministre qui a déposé le projet, dans quel dossier se trouve la version électronique des documents concernés, ainsi que la date et l'heure du chargement de celle-ci. Le ministre qui a déposé le projet est automatiquement averti par courriel et télécharge les fichiers ; l'assemblée qui a transmis le document est automatiquement avertie par courriel que ce dernier a été téléchargé. Au cours de la dernière phase, le texte sanctionné et promulgué par le Roi sera introduit dans le tableau d'affichage « **Moniteur belge** » (pas encore développé). Tous les tableaux d'affichage sont accessibles via Fedenet, le réseau du gouvernement fédéral, qui est distinct de l'Internet. Ils sont protégés par un nom d'utilisateur et un mot de passe. L'utilisateur peut uniquement voir les tableaux d'affichage dont il est membre et a, selon le cas, des droits plus*

ou moins étendus. À l'heure actuelle, le système décrit ci-avant en est encore au stade expérimental. Les essais ont montré qu'il était très difficile d'amener tous les départements à utiliser une procédure uniforme pour le dépôt de leurs textes.

Un des aspects positifs du système décrit ci-avant est qu'il incitera les ministres à déposer des projets élaborés avec plus de rigueur. À l'heure actuelle, il arrive fréquemment qu'un projet de loi soit déposé, alors qu'il n'est pas encore « prêt » à être déposé. Le système des tableaux d'affichage empêchera de telles pratiques à l'avenir : le texte déposé est imprimé et les erreurs dans le texte imprimé ne pourront plus être rectifiées que par voie d'amendement.

Un autre avantage du projet est que, s'il a été initialement conçu pour les projets de loi, il peut s'appliquer sans trop de difficultés aux propositions de loi.

Force est néanmoins de formuler un certain nombre d'observations critiques au sujet du projet décrit ci-dessus :

- tout d'abord, le dernier tableau d'affichage (publication au Moniteur belge) n'est pas encore opérationnel, alors que c'est précisément à ce stade que de nombreuses erreurs se glissent dans les textes ;*
- ensuite, on ignore encore tout de la manière dont ce projet sera connecté aux bases de données qui contiennent – une coordination officieuse de – la législation en vigueur ;*
- enfin, le projet concerne quasi exclusivement la gestion des versions électroniques des textes adoptés ; cela signifie, par exemple, qu'au cours des travaux parlementaires, on sera toujours confronté à des amendements n'existant pas en version électronique.*

Le projet « Dossier législatif électronique » est donc une initiative modeste, mais néanmoins louable, qui illustre que le gouvernement et le parlement peuvent collaborer efficacement à l'amélioration de la procédure législative.

Depuis lors se sont toutefois déjà présentées de nouvelles applications, qui supplanteront sans doute le « Dossier législatif électronique ». C'est ainsi que la banque de données Regedoc du Service public fédéral Chancellerie – la banque de données qui contient tous les documents qui ont été examinés au sein du Conseil des ministres – devrait, au cours d'une prochaine phase (2003/2004), être à même d'automatiser la demande et la transmission de dossiers (dont les projets et propositions de loi) d'une banque de données à une autre. On pourrait, par exemple, utiliser à cet effet une banque de données carrefour contenant une liste de liens vers diverses autres banques de données.

**AMELI (AMENDEMENTS EN LIGNE):
A NEW LEGISLATIVE INFORMATION TOOL FOR CITIZENS
AT THE FRENCH SENATE**

Since December 2001, the French Senate has been posting on the Internet all the amendments submitted by Senators, political groups, commissions and the Government, even before the public session during which they will be examined.

AMELI completes the process of virtualisation of the legislative chain that began a few years ago and which extends from the tabling of a draft or a bill in one of the two Assemblies to the enacting of the law. Prior to AMELI, all the links in this chain were accessible on the Senate's Internet site (initial text, commission report(s), adopted text, etc.), with the exception of the amendments, which were distributed on paper only within the Palais.

This was a paradoxical situation. In France, under the Fifth Republic the amendment has considerable importance, since it is the principal means of exercising the right to take parliamentary initiatives which is recognised by the Constitution. In recent years, around 5,000 amendments have been submitted each year before the Senate. During the last parliamentary session (2000-2001), over 60% of these amendments were adopted by the Senate, more than half of which were adopted by the National Assembly, in spite of the difference in political majority.

In this context, the posting of the amendments helps modernise the working methods of the Senate and encourages senatorial contributions towards developing the law. This result took three years of study, design and implementation by three services of the Senate working in close consultation: the Session service and the Commission service (the main user services) and the IT and new technologies service (the client). The implementation of the programs was entrusted, following an invitation to tender based on performance at a European level, to a French computer service, the company Teamlog, which submitted its bid with the help of a young start-up company (e-XML media) specialising in the use of XML language.

AMELI pursues two basic aims.

- Internally, AMELI has radically revolutionised working methods by creating an uninterrupted chain for the processing of amendments. It provides a means of completing, through a user-friendly Web interface, all the successive processes involved in the 'life cycle' of amendments: drafting of amendments by authors (senators, political groups, commissions, the Government), followed by the 'submission' of the 'validated' amendments to the Session service; processing, recording and circulation of the amendments by the Session service; creation of what we call the session timetable, which determines the order in which the amendments are called in public session; during the

public session, entry during the debates of the outcome of the amendments (adoption, rejection, withdrawal) and entry of the opinion of the Government and of the commission dealing with the merits of the case; editing in real time of the text resulting from senatorial deliberations (or the 'small law'), which is posted after the public session; finally, 'recovery' of the amendments by the minutes services. This part of AMELI is accessible only to authenticated users and is protected by a secure socket layer (SSL).

- However, we would never have embarked on this adventure had it not been for the fact that AMELI had another key aim: transparency of the process of legislative development. By allowing each citizen to consult or search for amendments on the Senate's website (www.senat.fr), AMELI widened and accelerated the circulation of amendments: whereas before it was a working paper circulated confidentially to a small circle of initiates, the amendment has now become accessible to everyone in real time, at any time of the day or night and in any place, provided you have access to Internet.

AMELI is therefore for the Senate a means of meeting more effectively the expectations of citizens, local elected representatives, associations, the press and the actors of economic and social life and of making parliamentary work more visible and more understandable.

Résumé :

AMELI (AMEndements en LIgne) : nouvel instrument de travail législatif et d'information du citoyen

Depuis le mois de décembre 2001, le Sénat français diffuse sur son site internet (www.senat.fr) les amendements aux textes de loi qu'il examine.

Alimentant une base de données Oracle, l'application AMELI (AMEndements en LIgne) permet aux utilisateurs authentifiés d'accéder par l'intranet (ou l'extranet) aux différents traitements de la chaîne des amendements. AMELI offre aux auteurs d'amendements (Sénateurs, groupes politiques, commissions et Gouvernement) un masque de saisie respectant la présentation traditionnelle des amendements distribués sur support papier, dont les données sont complétées au fur et à mesure qu'elles sont renseignées ; la saisie est facilitée par la présence de listes déroulantes et d'une aide en ligne. Une fois les amendements « déposés » au service de la séance, celui-ci procède sur AMELI au traitement, à l'enregistrement et à la diffusion des amendements ; il élabore et publie le « dérouleur » déterminant l'ordre d'appel des amendements en séance publique ; durant la séance publique, il saisit le sort des amendements dans la base et procède au « montage » du texte adopté par le Sénat (ou « petite loi »), qui est diffusé à l'issue des délibérations.

Le public accède à AMELI sans authentification et peut consulter, avant même la séance publique au cours de laquelle ils seront examinés, les amendements déposés sur un texte de loi. Il peut également effectuer une recherche multicritères - ou même une recherche en texte intégral - parmi ces amendements, et choisir d'afficher les résultats dans l'ordre de dépôt ou dans l'ordre de discussion en séance publique. Ils peut enfin consulter le dérouleur de séance ou la «petite loi ». Grâce à AMELI, l'ensemble du dossier législatif est désormais accessible sur internet en temps réel, contribuant ainsi à une plus grande transparence de la procédure d'élaboration de la loi.

Pour le moment, aucun archivage spécifique des données n'a été prévu, la capacité des serveurs étant jugée suffisante pour accueillir et stocker dix ans d'amendements.

3.2.2. Applications to Parliamentary Archives

Thanks to the active contribution of a considerable number of parliamentary officials from the Archives Services, the participants can consult certain projects in progress, new initiatives and concrete achievements as regards electronic filing.

The European Parliament

Mario TONELOTTO, head of the European Parliament Archives Service

TECHNOLOGICAL INNOVATIONS AND TRANSPARENCY WITHIN THE ARCHIVES SERVICE OF THE EUROPEAN PARLIAMENT

It is only in the last ten years that IT has begun to make its mark in the world of archives. One might wonder what the reason could be for this delay in the introduction of IT compared with the strides made by libraries and documentation and information centres.

Several factors can be mentioned that might explain this delay:

- a lack of sensitivity of administrations when it comes to allocating resources to the archives sectors;
- a lack of dynamism among professionals in the field of archives when it comes to training;
- the fact that the archives constitute a field in which there is little to be gained in terms of image-building for administrations and for politicians.

Up to that point, the archives sector had hinged on three fundamental concerns: preservation, perennality of documents and communication. While the first two concerns have remained unchanged (the basic objective is and will remain to preserve the testimony of the past), the concept of communication has taken on new dimensions through a combination of a certain political will and the introduction of new technologies.

In the traditional world of archive management, the key communication vector lay in the development of an inventory that was arranged for a group of privileged and well-trained experts, namely historians and researchers, that is, people who have set themselves the task of interpreting history and who have been granted authorisation to consult the documentation described in these inventories.

Nowadays, the concept of communication is gradually giving way to the need for information, a concept which is to be understood in terms of reciprocity. On the one hand, there is the need of the political and administrative authorities to give access to information and, on the other hand, the growing need of citizens to be informed. In political language, transparency is simply the expression of this need for access to information.

The new technologies - through computerisation, scanning, etc. - have introduced new concepts to the management of archives. The most important of these new concepts is document management. These technologies heralded a new paradigm where the task is no longer to write a summary of a series of elements, but to make the document the processing unit, and that from its creation. The introduction of the EDM system is a case in point.

As regards the type of archives which are termed historical or definitive, the scanning of paper documents appears to meet the need for transparency, as this process allows the images to be made accessible via a website.

However, access to images is not enough. The basic objective cannot be achieved without proper indexing. Indexing is essential for the retrieval of the information contained in the document. Of course, access to information is effective only insofar as it is well thought out and controlled.

How did this technological breakthrough become accessible to the archives sector?

The process in fact involved various actors:

- citizens, by demanding to be informed of the political activities of those to whom they had given a mandate;
- politicians, by tapping into the need to demonstrate to citizens their political work and to justify their mandate;
- the IT companies, by exerting pressure on the political and administrative authorities to create a new market when the existing market, which consisted of libraries and documentation centres, was beginning to be saturated;
- the archives sector, by recognising the potential of combining the pressure exerted by the IT companies and the will of the political authorities, thereby creating greater transparency, in other words achieving the democratisation of information.

The European Parliament, which is now 50 years old, understood that it could exploit these new technologies and methods to process all its

archives and at the same time address the concerns as regards transparency enshrined in article 255 of the Treaty establishing the Union and recently confirmed in Regulation 1049/2001 of the EP and of the Council.

Consequently, in order to achieve this objective the EP took all the necessary steps:

- It reviewed its policy as regards the personnel of the Archives by recruiting qualified civil servants and by ensuring high-quality in-service training;
- It proposed to implement a modern archive processing project through various means:
 - ⇒ the acquisition of a new management system;
 - ⇒ the adoption of the international processing rules;
 - ⇒ the scanning of its archives.
- It set a new archive management policy and entrusted a new mission to the central Archives Service within the Institution.

The European Parliament can now rightly claim to be at the cutting edge of this new approach to archive management.

My colleague, Mr Alcidio Pereira, coordinator of the archive computerisation and scanning projects, will now present in more detail the various projects presently being developed.

Alcidio PEREIRA, expert with the European Parliament Archives Service.

INFORMATION PROJECTS OF THE ARCHIVES SERVICE OF THE EUROPEAN PARLIAMENT

The various projects in progress within the Archives Service of the European Parliament were launched with the aim of creating an integrated archives management system allowing as direct access as possible to the information contained therein. This system is already known as ARCDoc.

The first project, which is in the finalisation phase, consisted in the acquisition and installation of a specialised software package featuring not only the traditional archives service management functions but also extended information retrieval and dissemination functions.

Compliance with the international archival standards, in particular ISAD(G) and ISAAR-CPF, was one of the essential conditions laid down in the specifications. At the time of the launch of the tender procedure, we realised that the market offering was rather limited, a situation which to our knowledge has not changed very much. The information technologies are evolving extremely rapidly and are now focused on the publication, dissemination and archiving of documents which have already been created on electronic media.

The installation of this software package involved a lot of parameterisation and personalisation to ensure that it was tailored to the particular characteristics of our service. One of these characteristics is

multilingualism, which prompted us to base the design of the archival description as much as possible on the data fields which are structured and controlled by authority tables or lists.

Indeed, a description based on textual elements written by the archivists, using the suggestions contained in the examples accompanying the ISAD(G) standard, raises the problem of the choice of the language or languages to be used and requires that our archivists, who have different mother tongues, be able to write in the selected languages. In addition, these textual elements, which are well suited for the presentation of lists, lend themselves less readily to document retrieval in databases.

Another feature required of the system was the possibility of displaying (based on the descriptive records) the documents concerned by these records, whether they be documents in image format (scanned) or documents which were originally created in electronic format.

Along with the installation of the archive management system, the problem of the supply of data to the archives was considered from two angles: creation of the descriptive records and conversion of the documents associated with these records into digital format. In both cases, the task was to cover the entire lifetime of the institution since 1952.

For some of the descriptive records, it was possible to recover data from Epoque, a document database on the work of the European Parliament covering the period from 1979 to 1999.

For the period prior to 1979, no information was available in electronic format, which prompted us to undertake the second of the three projects we will discuss in this brief talk: the archives scanning project.

This project is divided into several phases. The first two phases, covering the period up to 1979, have already been completed and have yielded around 2.9 million scanned pages. The third, which is still in progress, will yield electronic images of the documents after 1979 which do not yet exist in electronic format.

The scanned documents are arranged in dossiers. During the scanning process the brief descriptive records accompanying the dossier and each of its elements are produced. The electronic images of the documents are created in two formats: single-page TIFF and PDF. It is in fact the PDF files which are used for display.

Given the diversity of documents and the wide range of types of presentation, no automatic indexing system using OCR has to date been envisaged. The indexing which accompanies the images, i.e. the descriptive records, were created manually and are completed by the archivists.

For the time being, there is no indexing of the complete text for documents in image mode, but it cannot be ruled out that at a later stage this indexing can be performed using OCR techniques.

The document scanning project and the recovery of other data will provide a means of archiving in electronic format all the documents contained in the archives of the European Parliament and the corresponding descriptive records. Once these data have been fully incorporated in the system, it will permit multicriterion searches and navigation via logical links. Web-type access, initially for the intranet of the European Parliament, is under development.

The third project involves the future supply of data to the system. The register of documents created pursuant to Regulation 1049/2001, which is not designed for long-term storage, is one of the main sources of documents and structured data which will be expected to supply data to ARCDoc.

This project should eventually enable the systematic supply of documents to the Archives Service, mainly from the register, but also from certain data-creating services. The supply of paper documents will continue for originals or documents of particular historical value, but the definitive storage of documents originally created in electronic format - the final phase of the EDM system - will progressively take over.

Résumé :

Innovations technologiques et transparence aux Archives du Parlement européen

Le Règlement 1049/2001 relatif à l'accès du public aux documents du Parlement européen, du Conseil et de la Commission renforce le devoir de transparence des Institutions envers les citoyens. Le Service des Archives du Parlement européen est prêt à assumer son rôle dans cet effort de transparence en établissant dès le départ une coopération avec le Registre créé en application de ce Règlement, qui doit lui verser, sous forme électronique, les documents et les informations à constituer en tant que fonds d'Archives. En même temps, le Service des Archives a obtenu une décision du Bureau du Parlement qui rend obligatoire le versement de documents détenus par les différents Services de l'Institution, si possible aussi sous forme électronique. Avec le lancement du projet ARCDoc et de trois projets de numérisation rétrospective des fonds d'Archives couvrant l'histoire de l'Institution depuis son origine, le Service des Archives se propose de mettre à la disposition du public un large éventail de documents sous forme électronique, assortis de leur description archivistique contextualisée. Cette description permet, en outre, les recherches selon des critères multiples.

Austria

Günther SCHEFBECK, Head of the Parliamentary Documentation Service of the Austrian Parliament

The author had not submitted his text.

Résumé :

Modélisation des processus et Gestion des connaissances dans le Processus législatif (extrait)

Les processus législatifs – qui sont en même temps des processus juridiques extrêmement formalisés et des processus informels de prise de décisions politiques – sont les principaux fondements des systèmes politiques démocratiques. Cet article traite de l'impact de la technologie de l'information sur ces processus. Après les premiers balbutiements de la documentation juridique électronique, observés depuis les années 1970 jusque dans les années 1980, nous avons assisté à l'introduction de la documentation des processus législatifs. Dans les années 1990, les NTIC ont permis la mise à la disposition du grand public, sous format électronique, de données et de métadonnées étayant les processus législatifs. Nous assistons de nos jours à une "électronification" des processus législatifs. D'un point de vue analytique, nous distinguons cinq étapes dans l'élaboration de supports électroniques au processus législatif :

- 1. La gestion des connaissances*
- 2. La gestion du flux de travail*
- 3. L'amélioration de la qualité de la procédure*
- 4. L'amélioration de la qualité de la production*
- 5. L'amélioration de la qualité participative*

Alors qu'au niveau de la gestion des connaissances, la modélisation des processus législatifs n'est encore que descriptive, elle a déjà commencé à devenir normative au niveau de la gestion du flux de travail et, à l'avenir, elle pourrait entraîner une redéfinition des processus permettant d'améliorer, à divers niveaux, la qualité du travail législatif.

Belgium

Paul SARENS, Head of the division Acquisitions and Preservation of the Library of the Belgian Parliament

DIGITISATION OF PARLIAMENTARY DOCUMENTS IN THE BELGIAN PARLIAMENT (DIGIDOC PROJECT)

P.O.D. - DIGIDOC PROJECT

The Digidoc-project (**digitisation of documents**), which was started in 1999, is very closely connected to the P.O.D.-project (Printing on demand) of the House of Representatives. The College of Quaestors of the House intended in the second half of the nineties to rationalise the printing and distribution of parliamentary publications. At that moment all parliamentary publications were printed by a private company and part of the distribution was still in private hands. The free distribution had become excessive, uncontrolled (many addressees were totally uninterested) and it seemed better that the House of Representatives took care of the complete subscription administration itself.

These considerations have led to a broad project with two sections:

- the P.O.D.-project includes the thematic (on demand) distribution of publications to the members of the House and of the Senate together with the “in house”-printing of as many publications as possible;
- the Digidoc-project, with the purpose to digitise “historical” parliamentary publications.

Since the Documents of the House of Representatives are “born digital” from the year 1995, the “printing on demand” of those documents could easily be done by the central printing department of the House on the basis of the recorded PDF-files³⁴. The printing department received the necessary infrastructure and human resources to that end.

The rational, economical and ecological nature of the selective distribution of the Documents led to the extension of the P.O.D.-project to other publications (Records, Minutes). The project was so successful, that quickly the need arose to extend the project to the past, that is the period of the paper documents. This meant the origin of the Digidoc-project as a rational outcome and a logical complement to the P.O.D.-project.

DIGITAL CHOICES TO MAKE

Once the decision was taken to extend the Printing-on-demand-functionality to the very beginning of the parliamentary documents (1831), there were choices to make regarding which publications should be digitised retrospectively. In the collection of the parliamentary publications of the House of Representatives and the Senate, especially the

34. Portable Document Format.

Documents and the Records are of the utmost legal and historical importance. The Questions & Answers are less significant and the Minutes have no legal importance at all.

The Parliament is the foundation of our democratic constitutional state; the parliamentary Documents and Records are the reflection of it. Access to the Documents and the Records is not only important for the effective working of the Parliament itself, it is also a means for the citizen to control the democratic nature of the political decision-making.

Therefore the decision was taken to digitise the Documents and the Records of the two assemblies of the Federal Parliament, namely the House of Representatives and the Senate. Since Belgium has a bicameral system, both assemblies are of equal importance in the legislative work. Priority should be given to processing the 50 most recent years followed by the older period.

As a consequence the Digidoc-project can be divided into 3 sections:

- Digidoc 1: microfilming and digitisation of the Documents and the Records of the House of Representatives (1831-1995), 1.370.000 pages
- Digidoc 2: microfilming and digitisation of the Documents (Acts) and the Records of the Senate (1831-1995), 627.000 pages
- Digidoc 3: microfilming and digitisation of the Moniteur belge (Statute Book). The Moniteur belge is available in full text and image on the website of the Ministry of Justice from June 1st 1997 until today. Digidoc 3 covers the digitisation of the entire contents of the Moniteur belge for the period 1831- May 1997(1.400.000 pages).This operation will run in cooperation with the Justice Department. It will allow printing of excerpts from the Moniteur by means of the P.O.D.-method, preserve long term the contents of the paper Moniteur belge and bring it on the Internet.

The four objectives of the project are: archiving, digitisation, retrieval and reproduction.

DIRECT DIGITISING OR "FILM-FIRST APPROACH"

The digitisation process can be performed directly using paper or indirectly via microfilm. An extensive literature search, various contacts with experts from national and foreign archives and libraries³⁵ and working visits by my predecessor Mr Peter Delbeke to the National Library in Norway and the Dutch Historical Data Archive (NHDA) led to the conclusion that the "film-first approach" was obviously the best option to take. This means in real terms that the archivalia are first microfilmed and thereafter digitised on the basis of the microfilms.

The "film-first approach" was recommended for the first time in 1992 by the Commission on Preservation and Access and has since then become

35. General State Archives in Brussels, General State Archives and Royal Library in The Hague, Norwegian National Library and Public Record Office in Kew (UK).

the standard in the world of preservation, archives and libraries³⁶. This approach fits in what is called the "hybrid approach" of archiving, namely the production of a microfilm as a conservation tool for the long term on the one hand and the digitisation (of the microfilm) as access tool to the information on the other hand.

This approach doesn't lead to a considerable higher cost price in comparison with the option of direct digitisation from the paper support without the production of a microfilm³⁷ and it is by no means work that overlaps, it is simply a complementary approach³⁸.

During the working visit to the NHDA in Leiden, attention was drawn to the most important argument for the "film-first"-option: microfilm captures with a high resolution the contents of each document in an integral and authentic way on an analogue support which is suited for the long-term-preservation (through conversion or reformatting). If problems with the preservation of the digital files should occur, this analogue back-up can very easily and cheaply be used to restore or copy the files.

Another advantage is that the speed of microfilm scanners is much higher and safer than a scanner with automatic sheetfeeder. Taken into account the bad condition of the paper archive of the House of Representatives, it was absolutely unjustified to process this extremely vulnerable paper by means of sheetfeeders. Another plus-point of the scanning of microfilm is the almost complete absence of quality loss.

It should be noted that our colleagues of the Dutch Lower House, who are working on a similar project³⁹ and with whom we are in close contact, initially choose for the direct scanning of the paper support, but changed their mind after their pilot project in favour of the "film-first"-approach.

The Digidoc-project also implies that the "digitally born" documents from 1995 will be converted to microfilm by means of the COM-technology⁴⁰.

Although this is a digital story, there is paper at the start of the Digidoc-workflow and there is paper at the end of it. Besides the production of microfilms, the project also implies that within the scope of the long term preservation, two copies of each document will be printed on permanent paper. Those copies are stored on different locations: one in the Library and one in the Archive Department. As soon as all the documents of a legislature are digitally available, they are printed in the numeric order without staples and unpasted and packed in archival boxes with alkaline

36. The benefits of the "film-first approach" have once more been confirmed by various experts during the 4th Symposium of ARSAG in Paris 27-30 May 2002: "La conservation à l'ère numérique".

37. The cost structure of the digitisation on the basis of paper or on the basis of microfilm is different, but the cost price is nearly the same.

38. We refer to the chapter "*Mikrofilm und digitale Speicherform als kompatible Medien*" in the standard work by the Unterausschuss Bestandserhaltung from the DFG (Deutsche Forschungsgemeinschaft): "*Digitalisierung gefährdeten Bibliotheks- und Archivguts*", published in *Digitale Beiträge zu Archivischen Fachfragen*, 1997, n° 1.

39. Staten-Generaal Digitaal 1814-1995, "*Projectvoorstel & Rapport van het Proefproject*", 2000.

40. Computer output to microfilm.

buffer. No one will ever lay a finger on those two paper masters, that will be preserved for future generations.

OPERATIONAL REALISATION OF THE DIGIDOC-PROJECT

Three departments of the House of Representatives cooperate under the leadership of the administrative director of the General Affairs Department in the realisation of the project, namely:

- the General Affairs Department for the legal and administrative aspects of public orders;
- the Computer Department for the necessary computer support;
- the Library for the preparation and monitoring of the outsourcing of the microfilming, the digitisation of the microfilms, the identification of the images, the control of the proofs and so on.

Since the Library takes care of the greatest part of the realisation of the project, a Studio for micrographic & electronic archiving was established. Under the supervision of a senior counsellor, two operators and two clerks work nearly full-time on the project. Recently this team has been reinforced with a computer specialist. The Studio owns two microfilm scanners Bell & Howell 3000 (Minolta). The images are scanned at 400 dpi⁴¹ and stored in TIFF CITT group 4 format with conversion to PDF⁴². Both formats are filed in the digital archive. Powerfilm version 4.1.2 from Infocap is used as image capture software.

To monitor the complete project, a guidance committee was established in 2000. This committee consists of staff of the above-mentioned departments and was recently enlarged with agents of other departments from the two federal assemblies.

OUTSOURCING OF THE MICROFILMING

Because of the very huge number of pages to microfilm, it was decided from the outset that this part of the project should be outsourced. A limited call for offers on the European level was launched. As a result the order was assigned to the Dutch firm Microformat Systems.

The cooperation with this company goes well and the quality of the microfilms is reliable.

The master microfilms are panchromatic halogensilverfilms with negative polarity. We digitise these masters to obtain the highest quality. The user copies are negative diazofilms, which is deviating from some international standards.

With regard to the scanning of the microfilms, we decided after thorough investigation to scan the microfilms in house. During recent years our studio acquired enough expertise in this business and confirmed this by scoring well in an international test organised by the Dutch Royal Library.

41. Dots per inch.

42. Portable document format.

Due to a number of reasons the initially conceived ambitious production schedule could not be achieved. As often happens theory and practice do not match. For that reason the College of Quaestors decided in March 2000 to outsource the digitisation of the microfilms for the documents of the House of Representatives 1832-1974.

OUTSOURCING DIGITISATION MICROFILMS: AN INSTRUCTIVE STORY

We published a limited request for proposals on the European level and received 6 responses from 4 Dutch and 2 Belgian companies. After close examination of the candidatures we shortlisted 4 companies, two from each country. They were invited to submit a detailed tender and perform a test.

The order consisted of a basic order and a noncompulsory option .

The basic order included the digitisation of some 740.000 images, the identification of the produced files in a database and the quality control on the basis of the proofs from the PDF-files. The metadata that should be introduced are the following: legislative assembly, film number, blip number, date of the document, session, title and author. As option we asked to input the Dutch and French keywords as an extra metadata. The obligatory test consisted of the digitisation of 500 images 16mm, 20 images 35mm and the input of the above-mentioned meta-data. The maximum margins of error stated in the specifications should on no account be exceeded under penalty of invalidity. In the end we received only one tender with a test from a Dutch company. The other 3 competitors had quit for various reasons. The testscans of the Dutch firm were of excellent quality. The margin of error of 2% for the introduction of the meta-data "title of document" however was widely exceeded with a score of 14%. As a consequence the tender was invalid and we were obliged to recommend to the College of Quaestors not to assign the order.

A conclusion we have to draw from this experience is that private companies do have little or no practice with parliamentary documents. This was already obvious when we looked at the list of previous realisations they joined to their tender. The mere scanning doesn't pose a problem for most companies since they possess very sophisticated equipment. Problems arise however when they have to approach the material with respect to the content. The particularity of parliamentary publications, the historic evolution in these collections, the typical Belgian bilingual nature of it, all these and other elements lead up to the conclusion that the processing of projects as Digidoc is problematic for private companies. Our colleagues of the Dutch Lower House had the same experience, by accident or not with the same firm. And as you all know Dutch parliamentary publications are monolingual, "*la langue de Molière*" could not have been the stumbling block in Holland, contrary to the Digidoc-test.

QUO VADIS DIGIDOC?

One could say that the unsuccessful outsourcing project, which was actually intended to force the pace of Digidoc, has led up to a substantial loss of time. This is certainly true, but then again we learned a lot from this experience. We know now for certain at what outsourcing companies are very good and what we would better do ourselves.

Our first priority will be the processing of the post-World War II collection of the Documents and the Records of both the House of Representatives and the Senate, including all the metadata already mentioned except the keywords. Once this part of the project will be finished the information will be available on the Internet and we could go back further in time. As for the keywords we established a temporary working group to investigate this issue. There is a large historic variability in the keywords and over and above this there is a difference between the thesauri used by the two federal assemblies. Optical Character Recognition too remains a possible option, but this tool also needs further consideration.

It's our objective to make this important historic parliamentary information accessible not only to the Members of Parliament and their staff but also to the general public. Therefore we try to provide a very user-friendly access to this digital information, while considering the feasibility. We focus on the period 1945-1995 and try to find in the meantime a solution to some pending questions. As you all know, Rome wasn't built in a day either.

Résumé :

Le projet Digidoc :

La numérisation des documents parlementaires au Parlement belge

L'objectif du projet Digidoc, qui a débuté en 1999, est la création d'une bibliothèque numérique composée de l'historique des documents parlementaires (1831-1995). Ce projet est étroitement lié au projet P.O.D. (Printing on demand – Impression à la demande), destiné à rationaliser l'impression et la distribution des documents parlementaires, par le biais de la distribution sélective de documents "conçus sous format numérique" à partir de 1995.

Le projet Digidoc se compose de trois volets :

- *Digidoc 1: Documents et Annales de la Chambre des représentants (1831-1995) - 1.370.000 pages*
- *Digidoc 2: Documents et Annales du Sénat (1831-1995) –627.000 pages*
- *Digidoc 3: Moniteur Belge (Journal officiel) (1831-1997) – 1.400.000 pages, en coopération avec le Ministère de la Justice*

Les quatre objectifs du projet sont l'archivage, la recherche, la numérisation et la reproduction. "L'approche de type priorité au film" a été choisie pour mener à bien ce projet : les documents sont tout d'abord microfilmés (afin d'obtenir un support de conservation à long terme) ; dans un deuxième temps, nous procédons à la numérisation de ces

microfilms (afin d'en améliorer l'accès). Cette approche hybride a été recommandée en 1992 par la Commission européenne sur la Conservation et l'Accès et est, de nos jours encore, une norme dans le monde de la conservation.

En raison du très grand nombre de pages à microfilmer, cette partie du projet a été sous-traitée à la société néerlandaise Microformat Systems. La numérisation des microfilms est effectuée en interne par le Studio d'archivage micrographique & électronique. Afin de débiter la production, le Collège des Questeurs a décidé de sous-traiter une partie de la numérisation des microfilms. Une première tentative de désignation d'une société par le biais d'un appel d'offres restreint au niveau européen a échoué. Des 6 entreprises ayant répondu, une seule agroalimentaire a en effet remis une soumission détaillée et un test (numérisation des images et introduction de métadonnées). Etant donné que cette société n'a pas été en mesure de respecter la marge d'erreur imposée pour l'introduction des métadonnées, le pouvoir adjudicateur n'a pas été à même d'attribuer le marché.

Force nous est dès lors de conclure de cette expérience que les sociétés privées ne disposent, peu ou prou, d'aucune pratique relative aux documents parlementaires. La simple numérisation ne leur pose pas de problème, mais les difficultés se posent lorsqu'elles doivent approcher le support en termes de contenu. Il s'agit d'un enseignement important que nous devons garder en mémoire pour la suite du projet Digidoc.

Spain

María ÁNGELES VALLE DE JUAN, Archivist of the Spanish Senate

ARCHIVES OF THE SPANISH SENATE

The Archives of the Senate, that is, the historical records of the Institution, preserve all the documentation produced by the Chamber during its history and on all types of media.

The work of the Archives has mirrored the life of the Institution itself. The Archives can therefore be subsumed into two periods:

- From 1834 to 1923, when the dictatorship of Primo de Rivera dissolved the elective part of the Senate (Historical Archives);
- Since 1977.

During the intermediate period, for reasons of security and preservation, the Archives were kept within the Congress of Deputies, then once again transferred to the Senate in 1986, following the creation of the Archives as an independent unit. This date coincides with the incorporation of computerisation in the Senate. To this end, after defining the corresponding classification framework and a number of general principles of document selection, the archives were stored in two databases:

MORLESIN and GELABERT (one for each period). The functional analysis and design of the databases were carried out by the Archives Department in cooperation with the IT Department, according to predetermined typological criteria.

DATABASES

1834-1923

MORLESIN: Historical Archives

DSH : Journals of Sessions of the Senate with their Annexes (equivalent to the current Official Bulletins).

1977-2000

GELABERT: This is the Senate's document management database, which was introduced in 1989 (4th Legislature). Several Departments of the Chamber were involved in its development. The staff members of the Archives have introduced the data of the four preceding legislatures in their entirety and still produce the archival description of the documentation of the current legislatures.

Since the 3rd Legislature, each publication has been stored in a PDF file (only one per publication). This work is carried out retrospectively, the aim being to ensure access through this system by replacing the old images.

THE ARCHIVES ON THE SENATE'S WEBSITE

The two periods featured are mentioned on the front page: "The Senate from 1834 to 1923" and "The Senate from 1977 to 2000".

'THE SENATE FROM 1834 TO 1923'

- Electoral rules (relating to the appointment of Senators and the composition of the Chamber)
- The Legislatures (the different periods of *Cortes* established with each of the Constitutions, the dates and royal decrees marking the opening, closing, dissolution, etc. and the offices of the Senate for each of these)
- The Senators (personal files of the Senators)
- The Documents (the rest of the Historical Archives)
- The Journal of Sessions (DSH).

We will explain the last three in more detail below, as it is these that contain the archives.

THE SENATORS

This page contains the different series of personal files of Senators of the Historical Archives of the Senate, all of which are included in the Morlesín database.

The constitutional requirements which the Senators have had to respect are such that their personal files are very exhaustive and are no doubt the files most consulted by researchers. For this reason, they are presented separately to facilitate consultation. The selection criteria adopted are those which experience shows are the most recommendable.

According to these criteria, a classification has been arranged according to the terminology established in the constitutional and electoral rules relating to the election and the designation of members of the Upper Chamber: general alphabetical list, alphabetical list by legislature, types of Senators (life, legal, elected by provinces and designated by Royal Academies, Bishoprics, Economic Societies of Friends of the Country and Universities) and candidate Senators, which includes the files of all those who, for one reason or another, were unable to meet the requirements of the Constitution but are preserved in the Archives.

Each of the classifications gives access to an alphabetical list. When the desired Senator is selected, his personal file opens, with a detailed list of the contents. On the left appear the words "See image", and this opens a table in which the number appearing in front of each desired document must be entered. The program accesses the Senate image server, and once the image is on screen it can be reproduced.

For consultation based on other variables, it is possible to use the search engine, which features the different options presented in the form.

It should be pointed out that, given the importance of this series, preference was given to the completed scanning process.

DOCUMENTS

Morlesín is the database of the Historical Archives of the Senate. For this reason it is essential to an understanding of its work during this first period (1834-1923).

This database contains a total of 16,581 files. The documents which they contain have been described in detail for the further application of a scanning process. This process is very advanced, and it is possible to consult a total of 68,093 documents, with 319,093 images, which can be accessed directly once the selection is made. If you wish to make reproductions of documents which have not yet been scanned, it is possible to request them directly from the Archives (dep.archivo@senado.es).

We must mention the series *Estamento de Próceres* (1834-1837), the Senate as a Court of Justice, those which include parliamentary initiative (legislative and control), the bodies of the Chamber, the Commissions, the institutional relations, in particular with the Crown, those relating to the internal administration of the Chamber (personnel, works of art, maintenance work, etc.). Thanks to the search engine and the different options given in the form, you can access these files then, using the document contents list, each of the desired documents.

THE JOURNAL OF SESSIONS

This is the database that includes all the official publications of the Senate for this period: Journals of Sessions, with their Annexes (equivalent to the current Official Bulletins). There are a total of 36,083 documents. They have all been scanned with a view to consultation and reproduction, and they contain 172,871 images.

To consult them, you must use the search engine and choose one or more of the options given in the form. Once the information is selected, you can access the images directly.

There are plans to create direct links between chapters.

"THE SENATE FROM 1977 TO 2000"

- The Senators
- The Legislatures

THE SENATORS

A unique file has been created for each Senator in which there are several sections: Biography, Parliamentary Initiatives, Photographs, Functions within the Chamber (Commissions to which he has belonged, etc.) and Interventions (for the moment these are accessible only from the 4th Legislature because, as we have pointed out, we are currently converting the old images to PDF).

The Archives have processed all this complete information until the 3rd Legislature and the biography and scanning of the photographs for the 4th and 5th Legislatures.

THE LEGISLATURES

Each of the legislatures in turn includes several sections (see table at top): Senators, Supervisory Bodies, Commissions and Initiatives. This provides a means of obtaining exhaustive information in all cases.

All this work was done by the Archives, with the exception of the "initiatives" under the 4th, 5th and 6th Legislatures.

The pages also have search engines which facilitate more specialised access or using criteria different from the preset criteria. In any case, there are information buttons on all these criteria and links with the different units of the Senate which are responsible for the maintenance and operation of the website.

INDEXING

The indexing of all the archives was carried out using edition 3.1. of the Eurovoc Thesaurus, along with the Senate's in-house development, in spite of the difficulties connected with the assigning of descriptive historical documents to current terminology and concepts. Nonetheless, all this was done so that the users can consult all the databases of the Chamber in a standardised manner.

As of the time of the release of this publication, the data have been updated. At the time of my talk at the Seminar, the scanned documents were still consulted via the databases, although I pointed out that at the end of September it would be possible to consult all the Archives directly on the website of the Spanish Senate (www.senado.es). The targets were met, which explains why I included explanations on design and access.

Résumé :

Les Archives du Sénat espagnol

Une fois terminée l'informatisation complète des fonds des Archives du Sénat en 1994, il a été procédé à la mise en œuvre des travaux de numérisation des documents, par les propres fonctionnaires des Archives.

Une préférence a été accordée aux fonds des Archives Historiques (1834-1923), et tout particulièrement aux dossiers personnels des sénateurs de cette période, dans la mesure où il s'agit de la documentation la plus consultée par les chercheurs. Les besoins ultérieurs recommandèrent cependant l'application de cette technique à toutes les publications officielles (Journaux des Sessions, Journal Officiel).

A l'heure actuelle, plus de 60 % des fonds des Archives Historiques (60 056 documents = 284 499 images), toutes les publications officielles du Sénat correspondant à la même période historique (36 083 publications = 172 871 images) et toutes les publications de l'époque actuelle 1977-2002 (37 323 publications = 560 120 images), ont été numérisés. L'ensemble sera à la disposition de tous les utilisateurs à travers la page WEB du Sénat (www.senado.es) à partir du mois de septembre prochain. L'accès aux images s'effectue à partir des bases documentaires des Archives.

Greece

Evridiki SKASSI, Head Librarian - Archivist of the Hellenic Parliament

DIGITAL ARCHIVES AND THE INTEGRATED INFORMATION SYSTEM OF THE HELLENIC PARLIAMENT

Introduction

The revolution brought about by the breathtaking pace of technological change and the propagation of the use of new technologies, with the development of automation and digitisation applications, was bound to have an effect on the field of archive and library management.

There can be no doubt that digitisation offers many advantages: wider, more extensive and easier access than any other form of archives such as archives in the form of manuscripts or printed documents, photocopies,

photographs or microphotographs. In addition, digitisation has raised a number of questions concerning accuracy, authenticity and sustainability, since this archiving technique has not yet been tested over time. Moreover, there is the question of cost, form and filing space.

In terms of the general problem, the parliamentary archivists have just added their own concerns by raising on the Internet the issues which are on their minds concerning the electronic recording of documents. This kind of debate has been ongoing since the start of the year on IFLAPARL2 and has attracted the attention of many colleagues. Although there is no solution which can be said to be the best and the most appropriate as regards the question of digitisation and the preservation of archives, there has been some variation in the responses in terms of existing practices.

Existing electronic archives in the Hellenic Parliament

The Hellenic Parliament uses and relies increasingly on the electronic production of documents.

1. Since 1996, the Hellenic Parliament has made available the following parliamentary documents in electronic form via its website:
 - The minutes of the Assembly and the reports of the ordinary commissions. The texts of the minutes from 1996 to 1999 have been processed in such a way that it is possible to conduct searches using keywords. This filing system is progressing, and the aim is to cover all the texts which have been created to date. The minutes can be searched on the site at the earliest 24 hours and at the latest one week after the day of the debates (corrected and definitive minutes), and
 - The reports of the Commissions.
2. From 14 February 2000:
 - Pending drafts
 - Pending bills
 - Laws which have been voted by the plenary session
 - Ministerial amendments.

In line with the statistical data for 2001, the pages of the site which refer to parliamentary work, i.e. the legislation, parliamentary control, Commissions, etc. have received the most hits (around 95,000), proving that the new technologies permit immediate access to information. In order of pages viewed, the interest shown can be subsumed as follows:

- direct broadcasting of the sessions of the plenary session (sound and images);
- the page in English for visitors from abroad;
- the link with other sites and ministries, parties, foreign parliaments, international organisations, etc.;
- the presentation of the composition of the Parliament;
- current affairs issues;
- the composition of the Parliament in English;
- educational programmes, and

- information on the organisation and functioning of the Parliament.

Integrated IT system

Following reflections and long-term studies, the integrated IT system of the Hellenic Parliament got under way in December 2001 with the aim of effecting the overall modernisation of parliamentary information. The company Bull/Integris Hellas - Solutions intégrales d'informatique SA was entrusted with implementing this system. This project, which, according to forecasts, will be completed in 18 months⁴³ and implemented in 15 services of the Parliament⁴⁴, pursues the following aims:

- support for the most efficient implementation of the parliamentary functions such as the management of minutes, the archives of the legislative work and parliamentary control;
- the creation of a new integrated environment and a management information system (MIS) to ensure management and rapid access to information, automation and rationalisation of functions; and
- improved public information on the work of the Hellenic Parliament.

The application study has already been completed, i.e. the updating of procedures, needs and fundamental priorities of the departments. The needs will be defined after interviews with Directors, executives from the Parliament's computerisation service and other users.

With respect to the collections of parliamentary archives, the integrated programme will follow a twofold approach:

- firstly, the "active" or current documents, i.e. those which are indispensable for the day-to-day operation of the parliamentary services. Already and in future, parliamentary work will be systematically recorded by computerised systems and electronic networks so that the MPs, their assistants, the services of the Parliament and other public services and the citizens can obtain information from them,
- secondly, the "semi-active" documents, i.e. those which are not indispensable for the day-to-day operation of the Parliament and are used more rarely. Of course, the integrated system will also be geared towards methods of saving, filing and archiving and, finally, presenting the material from past years.

More precisely, the following will be inserted in the system:

- the complete texts, the directories and the summaries of the minutes of the plenary session from 1974 to 1988;

43. The project is scheduled for completion in summer 2003.

44. Service responsible for accounts, information management, management of submissions, follow-up of meetings of international organisations, archiving of printed documents of the European Parliament, personnel, the Register of MPs and Euro-MPs, protocol and dispatch, assistance fund for Parliamentary officials, the health unit, support for the vehicle traffic office, follow-up of invitations to tender (contracts, maintenance work, execution of technical work), support for the Secretariat.

- the complete texts, the directories and the summaries of the minutes of the plenary session from 1988 to now, which are already in electronic form;
- the data of the archives of the last ten years of the department responsible for legislative work;
- the directories and the summaries and the data of the archives of the last ten years of the department responsible for parliamentary control; and
- the directories and the summaries.

The material of this group, apart from the collections from past decades, also includes documents which follow the inception and organisation of the new Greek State at the start of the nineteenth century. Most of the “historical archives” (1821-1832) have already been edited in 20 volumes. In addition, they have been very successfully circulated in the form of a CD-ROM.

Advantages of the integrated IT system

Some of the facilities which the integrated IT system will offer hinge on the fact that all the documents which will be created in electronic form using one of the applications of the office automation system or other applications will be archived in a form that offers specific advantages. Some of these are mentioned below:

- the possibility of archiving and searching by field, by file name, by document subject, by keywords, by sender, by recipient and by date;
- the system can accommodate complex queries and will be supported by a thesaurus of synonyms, near-synonyms and partial assimilation;
- the possibility of support for multiple prints of the same document;
- the possibility of correlating archived documents;
- the possibility, also, of storing and archiving certain documents in a compact form;
- support for archiving on the basis of a protocol number;
- the possibility of archiving numbered documents and checking the access rights of users for isolated documents or for categories of users;
- the system offers many alternative archiving methods;
- at the same time, each document is accompanied by a unique description and can be traced using this description anywhere in the system;
- each document is described by many sets of archiving data which constitute the profiles of documents, so that each document can belong to many different files;
- in addition, the system has a lexicon for the archiving of its documents which allows users to carry out searches either using the term itself or synonyms.

Finally, it permits the creation of links between documents so that all those which are related in meaning or refer to a related subject are accessible one to the other. Using this application, calling up a document can lead to a series of other related documents being called up.

At the same time, the directorising application offers individuals and organisations with which the Parliament is in partnership or communication the possibility of organised storage and management of items. The applications include curriculum vitae, addresses and telephone numbers, the creation of lists of partners with common characteristics, the correlation of elements relating to partners and the incoming and outgoing documents concerning them.

Furthermore, the application allows users to draw up a schedule for every day of the year, with the possibility of long-range scheduling, whereby it is also possible to cancel or modify the scheduled commitments. We should also mention that the services offered by the scheduling application include accompanying comments in text form which are put together on the basis of archives from previous applications, the possibility of storing old schedules, the possibility of searching for alternative schedules, automatic notification and printing.

Future perspectives

In view of the possibilities offered by the new technologies, the process of managing and reorganising the archives of the Hellenic Parliament is now at a transitional stage. We are not yet ready to address the problem of safe filing and storage of digitised archives, as the integrated IT system has not been fully implemented. In any case, some of the staff do not of course feel comfortable with the imminent change that will affect everyone, directly or indirectly. We must adapt to the new reality, and we will not only have to come to terms with the technology, but we will also have to work efficiently with this new tool. Change, after all, is only another word for growth, another synonym for learning⁴⁵.

Information on the international acquis and the exchange of ideas and practices successfully pursued by the parliaments will help in the development of tried and tested and generally accepted solutions to the problem of the digitisation of parliamentary archives.

Résumé :

Archives digitales et le système d'information intégré du Parlement hellénique

La gestion et la réorganisation des archives du Parlement hellénique se trouvent à l'heure actuelle dans un stade de transition par rapport au potentiel offert par les Nouvelles Technologies. Son article traite des archives électroniques actuelles du Parlement grec et analyse brièvement le Système d'information intégré, ses objectifs et son contenu.

45. Charles Handy, *The age of Unreason*, Arrow Business Books, 1991, p.4: "Change, after all, is only another word for growth, another synonym for learning."

Hungary

Béla PÁLMÁNY, Head of the Archives of the Hungarian National Assembly

POLITICAL DEMOCRATISATION AND DIGITISATION OF PARLIAMENTARY ACTIVITIES IN HUNGARY 1990-2002

As a result of the first multiparty elections after 40 years of state socialism and one-party political system the first democratic National Assembly convened on the 2nd of May 1990. On the 15th of May 2002, after the fourth democratic election the socialists and liberals formed the fifth government in Hungary since 1990. The last twelve years mark a significant development in the activity of the unicameral National Assembly, both in political life and in the access to information by the citizen. The result of participation in the April parliamentary elections is remarkable: 70.5% -73.5% of the franchise citizens participated in the two rounds.

How could the archiving and digitisation of parliamentary records promote this process? A short historical retrospection on the steps and stops of this process and a brief description of the plans for the immediate future - this is what I try to present you in the next minutes.

The 1100 years old feudal legislation of the Kingdom of Hungary was formed to a modern, bourgeois National Assembly - based on the people's representation - after the revolution in 1848. The first standing office called "Archives" and "Stenographic Bureau" for the two houses of the National Assembly was established during the Hungarian revolution and war of independence in 1848-1849, and re-established in 1868. The minutes of proceedings were published after 1790 in Latin and in Hungarian, after 1840 only in Hungarian. The documents of the two Chambers - correspondence between the king and the Hungarian "estates and orders" and the bills were also published. Nevertheless the publishing of all records of motions (like bills, resolutions, official reports, appointments etc.), the registering and reference number system of the documents began in 1865. This was the practice of access to parliamentary documents until 1990. During the 40 years of state socialism the National Assembly had an insignificant role in the country called People's Republic. The number of records to motions discussed during 4-5 years was very small: in the 1950s about 40, between 1967-1985 around 60. All motions were carried unanimously.

The political changes began in 1988, when the MPs' independence was respected again. The first free debates on the tax reform were the first steps, and this was the legislative body, which passed the fundamental amendments of the constitution in 23rd of October 1989, and the proclamation of the III. Hungarian Republic. The number of records increased to 693 in the last 5 years (1985-March, 1990). This real "explosion of records" caused a challenge for the staff and the technical equipment, supplies of the Office. The Office was unprepared for this

quantity of record management, because there were not more than 12 professionals (mostly engineers) in the staff and in 1988 there were only 12-15 electronic typewriters in the rooms, but no computer at all. The Office of the National Assembly (consists of three organs : Speaker's Office, General Secretariat, Questure) was established in May 1989 and the staff increased both in number and in professional quality.

The first attempt to introduce a computer voting system took place at the end of 1988, during the crucial political debates on the planned dam on the Danube at Bős-Nagymaros. The modern western computers and soft-wares were on the COCOM lists, so the Hungarian co-operative FOK-GYEM was really talented to develop the special programme. The introduction of computer voting happened at the end of September, 1989. (The access to the data files of these votes is now almost impossible.)

Thanks to these efforts the first democratic parliament from 2nd of May 1990 to 14th of March 1994 was able to record all votes of every motion and every MP. The second National Assembly (28th of June 1994. - 16th of March 1998) developed the computer voting system for the secret and the nominal votes. These databases are accessible for every citizen, especially for journalists and experts.

These were only the first achievements of the digitisation of the parliamentary activities. The Parliamentary Library (founded in 1872) functioned as a department of the Bureau of the two Houses of the National Assembly until 1951. The MPs controlled the activity of the library by the committee on library (1875-1949). It was basically a "non public" library, assisting the information of politicians only.

In 1952 the library was disunited from the National Assembly and became a public library specialised in Hungarian and international law and politics.

The library was maintained by the Ministry of Culture and Education, so its activity had no direct link to the National Assembly. In 1990 one of the first measures was an agreement between the first Speaker, Prof. György Szabad, and the first minister of cultural affairs Prof. Bertalan Andrásfalvy on the future maintenance of the Parliamentary Library. Since January 1991 the Library is functioning as a department of the Office of the National Assembly. The rich collections of documents, the functioning services of documentation and information having developed from the 1970s provided good and useful conditions. These experiences and basic services were the bases for developing the information service for MPs. It was established within the Library in the building of the Parliament in May 1991. Another building near to the Parliament on the bank of the river had been formerly the headquarters of the communist party. This building - called popularly "the White House" - was rebuilt for the Office building of the MPs so it became necessary to establish another unit for the information and library in the White House, too.

I don't want to give you an account on all services of information of the library only to mention two databases updates: indexes to the parliamentary documents and the contents of the agenda of the minutes of committee sessions.

The abbreviation of the information system of the parliament is in Hungarian PAIR. The main purpose of this system is to aid the activity in The House (the Speaker, MPs, civil servants, experts, etc). This data processing is not an entirely computerised, being only a computer aided information system, there are data processed partly manually and by computer. The first steps were taken in 1990, the giant leap was the assistance of the Congress of the USA, a gift of many hundred computers and up to date software in 1991-1992. The Office answered this challenge by establishing the Department of Informatics. The professional staff of this department knows well not only the information science, but also the standing orders of the National Assembly and successive steps of the process of legislation.

The first web-server of the Parliament was put in action in 1995. The updating of the new data on the recent events of the legislation was made at the week-ends. Since the beginning of 1999 the changing data can be accessed on dynamic pages, this means that the data appear on the Internet immediately. Since 1999 the web server works with two Pentium II processors, 256 megabyte of memory. The operation system from the start Linux, the distribution has changed from Slackware to Debian. The number of pages on weekdays counts 3000-5000, on weekends 1000-2000.

What are the most sub-system data bases of the PAIR integrated information system?

- Members of Parliament (photo, education, languages, constituency, party, parliamentary career since 1990, participation in committees)
- Committees (name, members, sessions, agenda, documents)
- Parliamentary groups (members, e-mail since 1990)
- Election districts since 1990 with the data of MPs
- Data base of minutes of proceedings of plenary sessions since 1990
- Open and secret ballots since 1990.
- Standing Order
- Constitution of the Hungarian Republic
- Current legislation (laws, orders etc.)

The next step in digitisation: the computerised registration of documents (motions) was introduced in 1994 on a new Oracle based data processing system. We have changed the former traditional “numerus currens” filing system of parliamentary documents and went over to reference numbers, which contains three elements (e.g. T/10/2):

- code character denoting the type of the motion (e.g. T = bills, J = reports, H = decisions)
- the reference number (figure) of the file
- a “subnumber” (following the slash) for the single documents of the file.

The aim of the digitisation was of a quick classification of data and easy access to the texts of the documents. The system is able not only to identify every document, but also to follow the events, so the phases of the parliamentary negotiations and debates. Unfortunately we did not manage to ensure the completeness of the texts of the documents for the database,

because the persons (ministries, MPs), who present the documents not always attach a floppy-disc or send the texts by e-mail to the Department of document registry.

The computerised registration and data-base of documents is very successful, it helps the work of all members of the parliament, the speaker, his or her deputies, all chairpersons of committees. The process of debates and decision making is aided significantly by this system. This "organigramme" (see, appendices BP) demonstrates the record management system and ways of paper based and digital records.

In the workflow of the Office of the National Assembly computers are applied by every department, but the measure of use is different at the workplaces. Eg. The entire bookkeeping and personnel department is computerised, also the management of preparing plenary sessions is digitised, while other departments use only word processors. So it does not form an integrated system in our days. As a next step we are preparing the digitised record management in every department of the Questure.

Before the seminar I have got a questionnaire and - with the help of my colleague Mr József Jung I filled it in. Our answers for the questions are the following:

The proportion of paper and electronic documents is actually only 75%-25% in the Office of the National Assembly, and the overlap between the two data carriers is also 25%.

Unfortunately the percentage of control over the entire life cycle of the electronic records is less than 25% (my personal contribution to this supervision is only theoretical).

There is no policy concerning electronic documents in my parliament, and no arrangement for the long-term storage of electronic documents. Unfortunately the readability of electronic documents is not guaranteed in the long run. Unfortunately an average clerk with an average computer cannot read a document made by word processor after 4-5 years by his own machine. The situation is the same in almost every public institution in Hungary, which is mostly a consequence of the 7-8 special letters of the Hungarian alphabet, but also a lack of up to date software and hardware. For the last question: an act on electronic signature was passed last year, but it is not yet in practice in the parliament.

What is the role of the Central Archives in the record management projects and digitisation?

This will be the objective of the next seminar in The Hague, next year. The next six-seven months will be of crucial importance in the development of the Hungarian public administration, because a new policy on record management system both at the Office of National Assembly and in the government (in American. administration) is to be accepted. The abbreviation of the system is KIR2 (governmental record management system). Its aim is to provide a uniform, standardised, modern aid to every governmental organ on every level in our country. Its technology is based on WEB, and can be accessed from the browser, the language is "Java"

and data processing driven by “Oracle8i” motors. There are problems with the software and the project seems to be very expensive.

Our archives preserve traditionally physical records, photos, but we are responsible for the record management and the appraisal of all sort of documents (including physical and virtual - digital - records, too). I hope, next year I shall be able to give a report on interesting new results.

Résumé :

Démocratisation politique et digitalisation des activités parlementaires en Hongrie

PAIR est, en langue hongroise, l'abréviation du système d'information du parlement. Le principal objectif de ce système est d'aider / d'assister l'activité réalisée dans la Maison : le Président, les Députés, les fonctionnaires, les experts. Il s'agit d'un système de traitement de données, bien évidemment, qui prête et reçoit simultanément assistance relativement aux activités du parlement. Ce processus n'est pas entièrement informatisé; il s'agit en réalité d'un système d'information assisté par ordinateur, dans lequel les données sont traitées en partie manuellement et en partie de manière informatisée.

Le Bureau a répondu en créant le Département de l'Informatique. Le personnel professionnel de ce département maîtrise non seulement l'informatique, mais également les détails de la législation.

L'objectif de la digitalisation était de réaliser une classification rapide des données et de fournir un accès aisé aux textes des documents. Le système est en mesure non seulement d'identifier chaque document, mais également d'assurer le suivi des événements, c'est-à-dire les phases des négociations et des débats parlementaires.

Norway

Bjørn RØNNING, Archivist of the Norwegian Storting

PRODUCTION AND USE OF ELECTRONIC DOCUMENTS IN THE NORWEGIAN PARLIAMENT

I will communicate a brief overview of the production and use of electronic documents in the Norwegian Parliament. My comments are divided into four parts:

- The parliamentary documents from the Government to the Parliament.
- The documents produced and published by the Parliament.
- Unprinted parliamentary documents of various kinds.
- Retrospective digitisation of historical documents, printed and unprinted, undertaken by the Parliamentary Archives.

1. **The parliamentary documents from the Government to the Parliament**, mainly propositions and reports, are all presented on paper. At the very moment they are delivered to the Parliament, the documents are put on sale to the public through the Government printing office, and published on the Government Internet page in HTML-format.

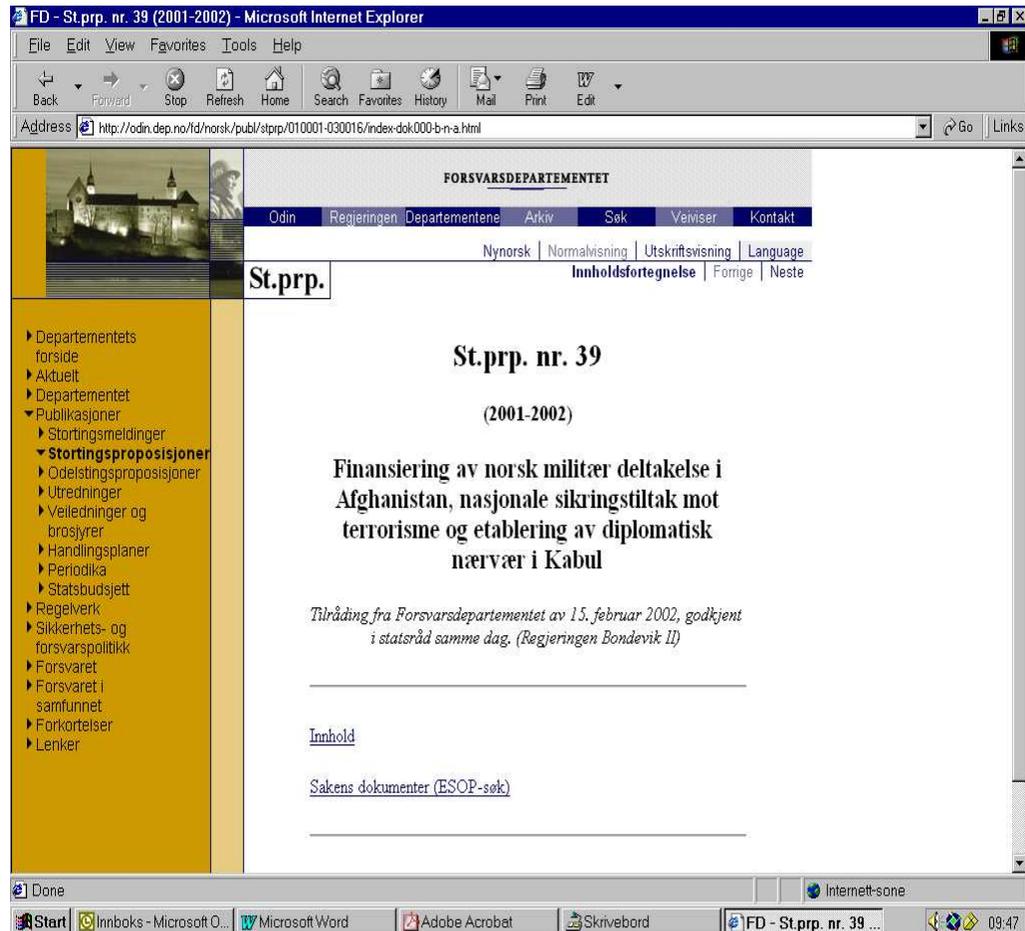


Figure 1. Government proposition in HTML format.

The structure of the HTML-document is quite different from the paper version. In addition to the paper documents, the administration of the Parliament receives the text of the documents in ASCII or RTF-format. Part of this electronic text is used in the production of the recommendations from the standing committees.

2. **The documents produced and published by the Parliament** itself mainly consist of the recommendations from the standing committees and the minutes of the debates. The contract with the printer stipulates that the documents shall be delivered on paper as well as in electronic form, in SGML and PDF formats. The SGML file is converted to HTML and put on the Internet together with the PDF.

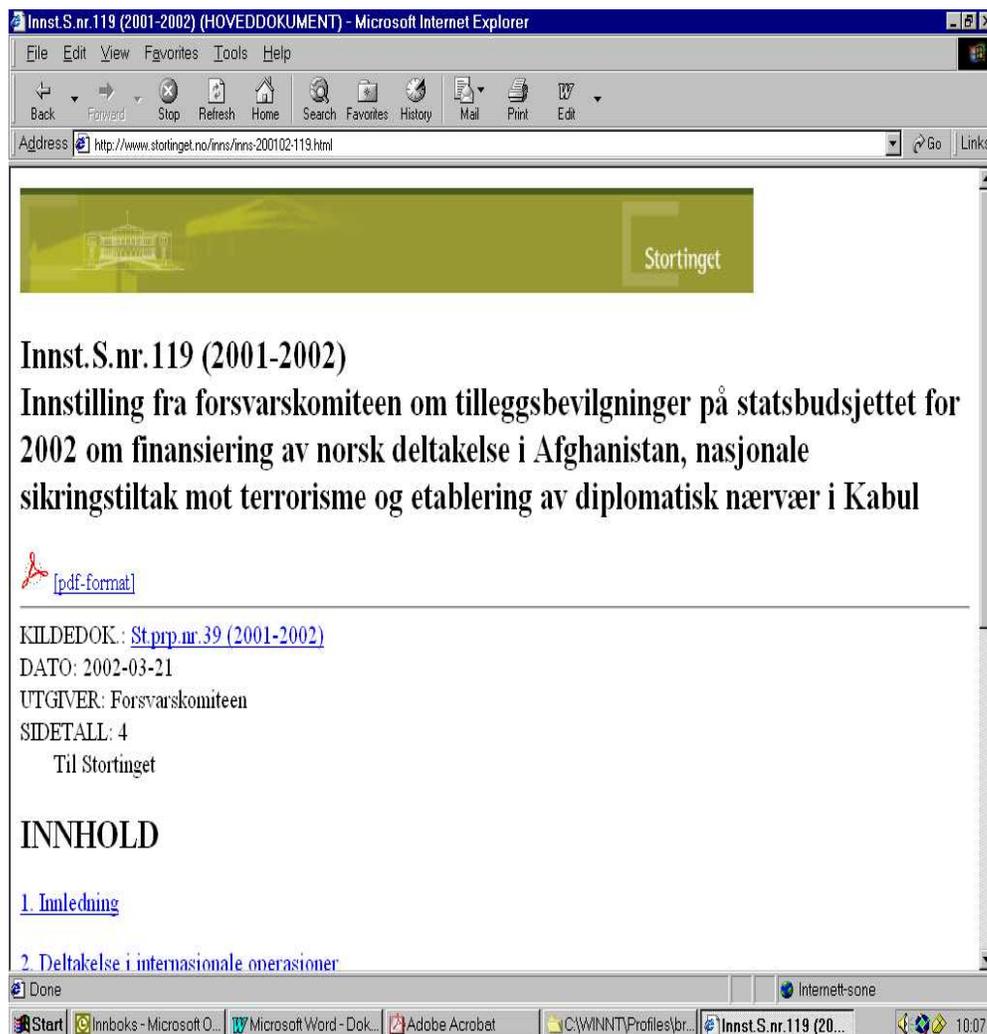


Figure 2. Recommendation from a standing committee in HTML format.

From an archival point of view the PDF is of great interest, as that is supposed to be visually identical to the printed document, and preserve the fidelity of the electronic document.

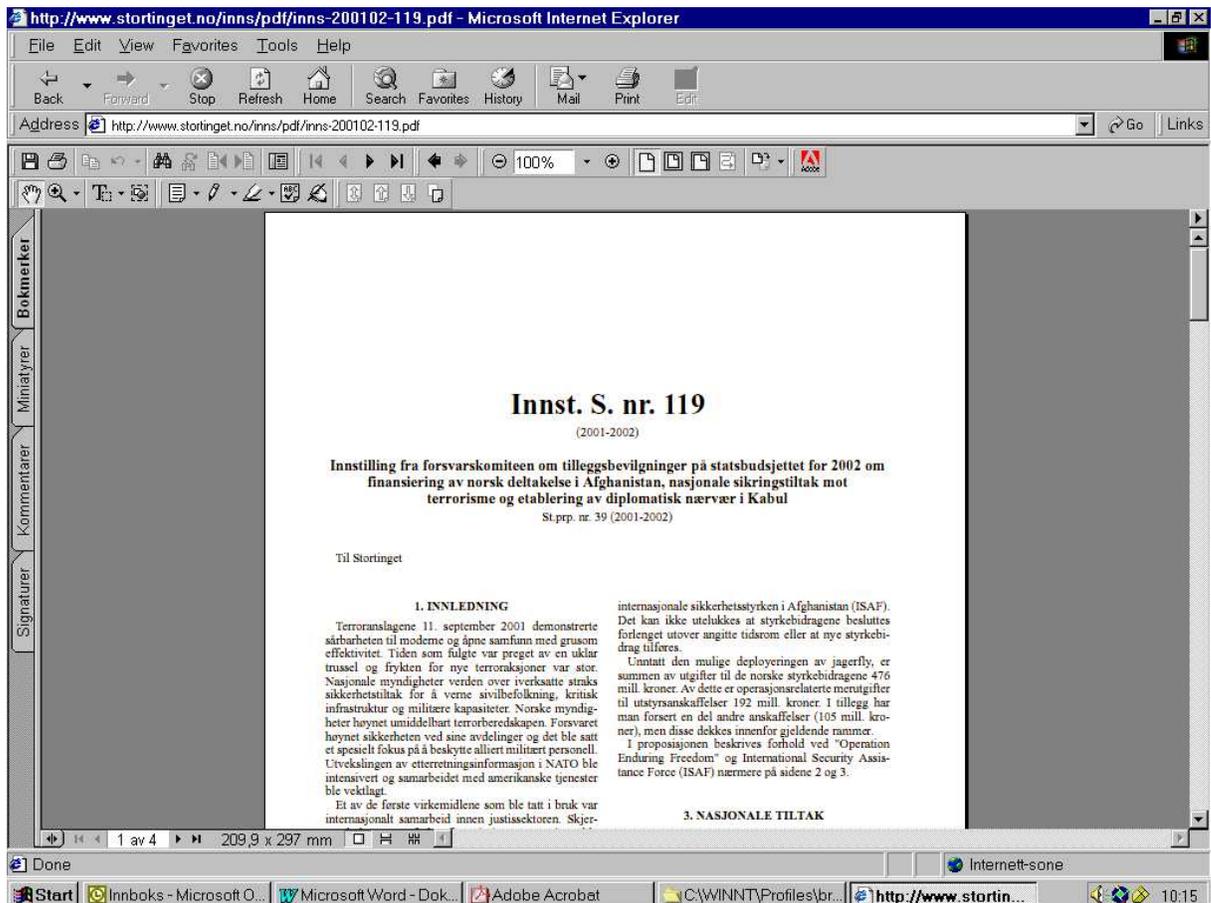


Figure 3. Recommendation from a standing committee in PDF format.

PDF is one of four electronic document formats being accepted by the National Archives of Norway as archival formats, the others being ISO 8859-1, Latin-1, SGML-ISO 8879 (including the subsets HTML and XML) and TIFF, ISO 12639 (or TIFF version 6).

The parliamentary documents can be found on the Internet at these locations:

<http://odin.dep.no/odin/norsk/publ/index-b-n-a-html>

<http://www.stortinget.no/saker/innstillinger/innstillinger.html>

<http://www.stortinget.no/saker/referater/referater.html>

It is regrettable that today there is not one system connecting all these documents according to political issue or subject. The Parliamentary Archives is producing a register to the proceedings of Parliament, and we are presently trying to link a pdf-version of the register directly to the document repositories via the Internet.

3. **Unprinted correspondence**, reports and other additional documentation to the proceedings of the Parliament will in the future be digitised through scanning or through capture of the original electronic files, and included among the databases of the Parliament.

The Norwegian Parliament subscribes to the Freedom of information act. As a result of this, most unprinted archival documents in the Parliament, both political as well as administrative records, are open to the public. When access is granted, the documents are distributed as paper copies. In the future, with a database of digitised documents, they may be distributed as electronic files through the use of e-mail, or via a “self-service” system on the parliamentary Internet.

4. **Retrospective digitisation** of historical documents, printed and unprinted, undertaken by the Parliamentary Archives:

Digitisation of historical documents pertaining to selected historical issues:

The 100th anniversary of the law on the Norwegian state flag.

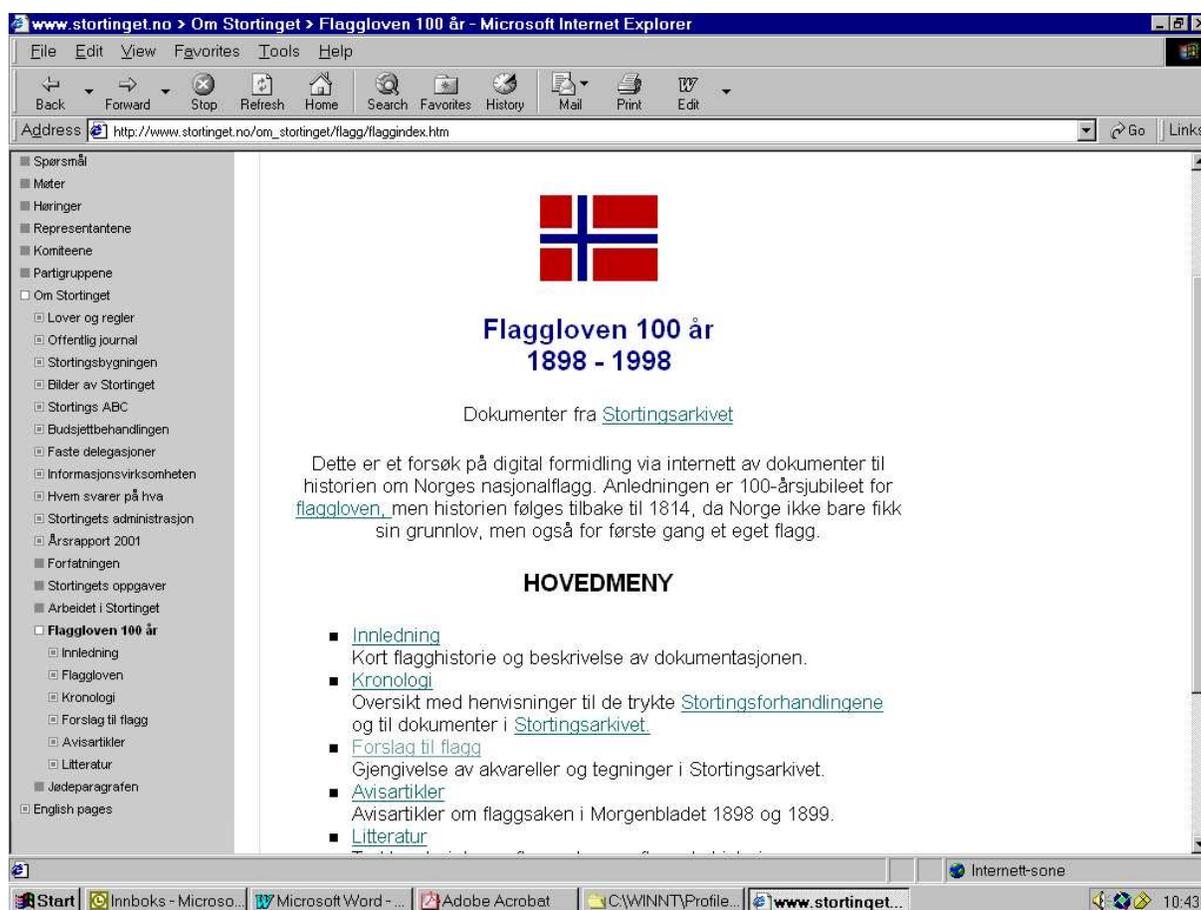


Figure 4. Digitisation of documents on the history of the Norwegian state flag.

See: http://www.stortinget.no/om_stortinget/flagg/flaggindex.htm

The 150th anniversary of an amendment to the Norwegian constitution to allow Jews entry into the country.

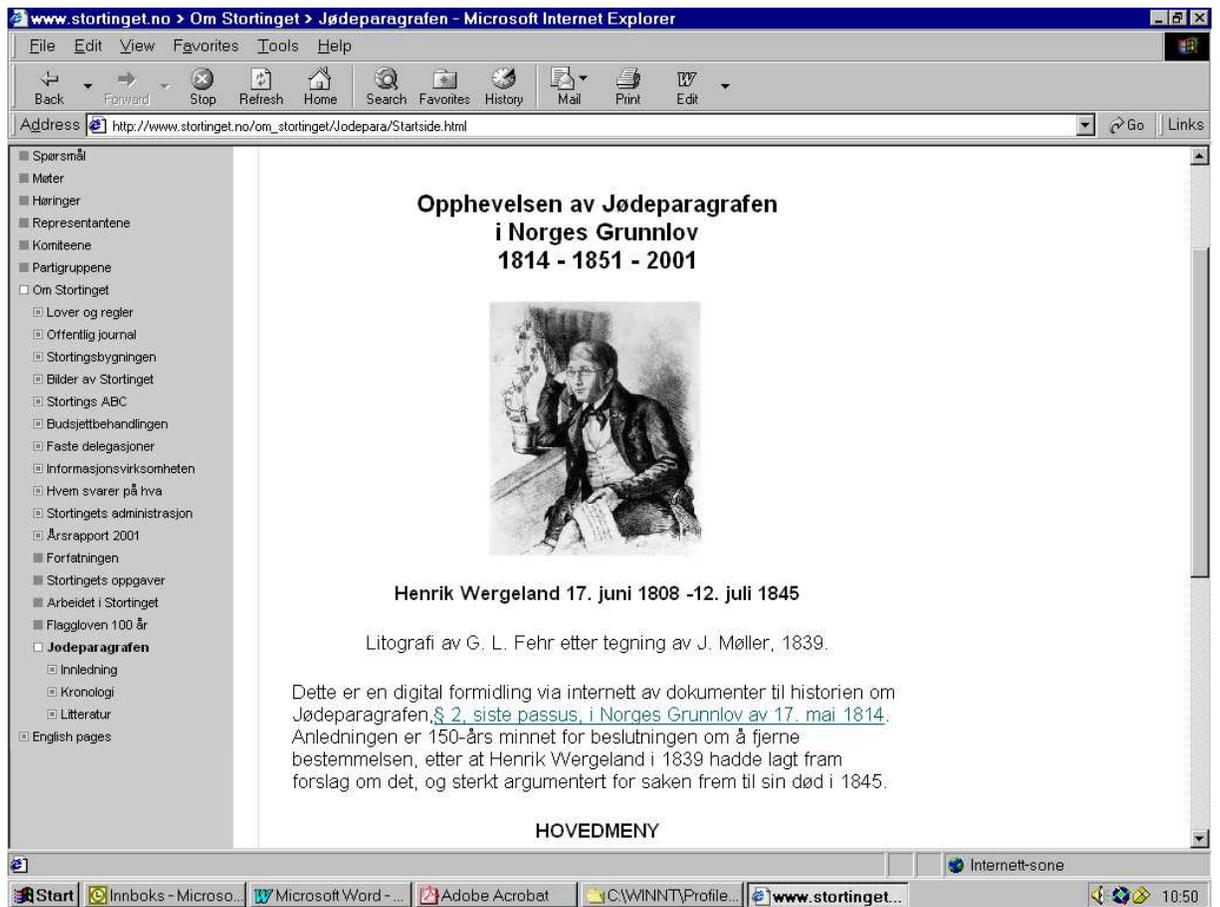


Figure 5. Digitisation of historical documents on the amendment of the Norwegian constitution to allow Jews entry into the country.

See: http://www.stortinget.no/om_stortinget/Jodepara/Startside.html

Digitisation of parliamentary documentation to meetings in camera of the Norwegian Parliament.

The first sequence covering the years 1900-1939 was published on CD-ROM.

(This project was presented at a seminar on digitisation in Prague in 1998.

See: <http://www.psp.cz/kps/knih/ECPRD/norway.htm>)

For the period after WW-II the material has been digitised, and is presently distributed to users by e-mail and on demand. In the future we will use the Internet.

Digitisation of registers to the printed proceedings of Parliament 1814-1891. The Gothic lettering is converted to Latin fonts, and the registers are made searchable.

Résumé :

Production et utilisation des documents électroniques au Parlement norvégien

1. *Les versions électroniques des documents parlementaires imprimés.*
2. *La capture de divers documents sous formats électroniques, tels que les documents électroniques créés dans ou à l'extérieur du parlement, le courrier électronique, les fichiers sonores, les photographies numériques, les documents sur support papier (à scanner) etc.*
3. *La numérisation a posteriori des documents historiques conservés dans les archives du Parlement*

Poland

Włodzimierz KUCNER, Archivist of the Polish Senate

DIGITISATION OF PARLIAMENTARY INFORMATION IN THE POLISH SENATE

These are some general remarks on the Senate and the Senate Archives' electronic data processing and its history.

First some legislative data.

The Senate Archives operate on the basis of the act on the national and state archives as of 1983 with subsequent amended acts of 1989 and 1996. The law defines them as institutionally separate: the archives are not part of the State Archive Network and are not supervised by the Director General of the State Archives.

The Senate Archives operate within the structure of an organisational unit of the Senate Chancellery, namely the Information and Documentation Office and is directly supervised by the Director of the Bureau. The Activities of the Archives are regulated by the Chancellery Guidelines and the Archives Guidelines.

Secondly, the main subject which is a digitisation as it was improving through the years gone. That is a historical description of the state of the year 1997 with the changes so one can follow the development on that area.

All the computers of the staff of the Senate Chancellery are connected to the Senate network, which creates the access to extensive databases. At the moment the following data basis are available in the network:

- Senate - information on the Senators of all terms of office.
- Sejm - information on the deputies.
- SSS - index of legal provisions comprising acts from the Law Register and the Polish Monitor. The data are processed in accordance with the guidelines of the Prime Minister Chancellery.

- MAK - universal data basis developed by the National Library and used by the Archives.
- Political Information - the data basis comprising brief files on the civil servants in the service of the cabinet, the state offices and their regional branches. It is updated on current basis.
- Legal library - a set of data bases comprising bibliographical information on legal literature prepared by the Institute for Legal Studies of the Polish Academy of Sciences.
- Lex - the collection of all the acts of parliament published in the Polish Monitor and the Law Register, comprising not only a list of titles, but the texts of the laws, which can be printed out.

All the computers are connected with Internet.

At first the Archives did not have much luck with computer bases. In the beginning a popular program DBase IV in the Polish and English version was in use. This imposed on the archives workers the obligation to individually create databases according to the existing needs and, unfortunately, the changing moods. These bases were then in compliance with the standards observed by the National Archive Network, were DBase III and IV were commonly used. Only the fields and the form of description of the contents of archives were incompatible, which was in a way a common sense solution in view of the specifics of the Senate Archives.

In 1994 the Heads of the Chancelleries of the Sejm and the Senate decided to make uniform the databases for both institutions.

Thus a decision was made to move to the MAK system. Willy-nilly the Archives also had to conform. The program, which had been developed in the National Library, was adopted to the needs of the Archives. The program turned out to be not bad. In fact it forced the Archives to seek co-operation with the computer engineers in order to determine the outlook of the structure of the computer inventory card, sections card, the fields needed for the inventories of recordings, photographs, books, key words and indices. The work took almost a year to complete.

At the present moment all the sections have their correspondents (sections cards) in the database. The data are input into the computers on current basis as they are processed. Inventories are also made for recordings and photographs. Thus far the inventories of posters (partly) and brochures and publications are not input into the database [now it changed]. The program is, in a sense, experimental, in spite of the fact that it has been used for more than three years [plus four it makes seven]. Plans are made for its vertical expansion - from a general description for a group of sections, through sections, inventory units, perhaps to the level of a document (for all the carriers of information).

There are plans to introduce the Archives' databases into the Senate Network in the future. At the present time only the staff of the Archives have access to them. A user - a worker of the Chancellery - could not only order a specific topic, but would be able to indicate the signature of the file when making the order. However, this would require a very detailed, down

to a single document, description of the archives, which seems unlikely in view of the present staff shortages.

In case of abandoning the archaic method of making safety copies on microfilms, the solution would be to apply the scanning of documents, CD ROM recorders or optic discs [now we finally have it]. Such solutions would enhance the information flow between the Archives and the organisational units. At the moment, contrary to appearances, the problem lies not in technological or financial barriers, but in the form of the description of resources.

In Poland one can observe a tendency towards the uniformisation of the standards of the description of archive materials regardless of the localisation of a given archive within the hierarchy. For some time now in the Institute of History and Archive Studies of the Torun University works are conducted on the development of a Polish computer standard of the archives' description.

Now looking back I would say that we could be satisfied to some extent with the changes. First we finally purchased a modern multitask data base program (Archivarius) having much more convenient, easy and direct access to detailed documents of different formats.

The scanning devices were improved two years ago and the transferring the stills from a film and the pictures took by digital camera to computers is going on.

The audio tapes recordings of the Senate sittings and photographs are transferring onto the CD ROM.

Works are conducted on modifying the Senate Website, which exists for four years.

Because of structural changes in the Chancellery a new unit was created uniting specialists of different fields into one which is called the Internet Unit. It would not only broaden the range of the tasks to come but also make easier the communication between bureaux (offices) and fulfil their and the committees' requests much more efficiently and quicker. Despite that it is obvious that the communication to the world is one of the main tasks of the unit.

Now much more people than ever comprehend that the e-mail seems to be a very useful tool with daily basis work in the Chancellery.

The electronic signature act functions from August 2001.

Résumé :

Numérisation de l'information parlementaire au Sénat de Pologne

Je ferai tout d'abord certaines remarques générales à propos de l'histoire de la numérisation à la Chancellerie du Sénat. La première partie de l'intervention traitera des lois sur lesquelles repose le fonctionnement des

Archives du Sénat. La majeure partie de mon exposé sera consacrée à la perspective historique de la numérisation au Sénat et fournira des informations circonstanciées sur les bases de données disponibles dans le réseau du Sénat. Le chapitre suivant sera axé sur les besoins et les réalisations des Archives du Sénat dans le domaine du traitement électronique des données. Le dernier chapitre décrira brièvement les changements fructueux introduits dans les Archives:

En jetant un regard rétrospectif, je serais tenté d'affirmer que nous pouvons être satisfaits, dans une certaine mesure, des changements apportés. Nous avons tout d'abord procédé à l'acquisition d'un programme moderne de base de données multitâches (Archivarius), fournissant un accès nettement plus commode, facile et direct aux documents détaillés disponibles en différents formats.

Les appareils de numérisation ont été améliorés il y a deux ans, alors que le transfert des images fixes extraites d'un film et des clichés pris par appareil photo numérique se poursuit. Les enregistrements sur cassettes audio des séances du Sénat et les photographies sont gravés sur CD ROM. Nous nous attelons en outre à la modification du Site Internet du Sénat, qui a vu le jour il y a quatre années.

En raison des changements structurels apportés à la Chancellerie, une nouvelle unité a été créée, laquelle regroupe dans une seule cellule, baptisée Unité Internet, les spécialistes de différentes disciplines. Cela permettrait non seulement d'élargir l'éventail des missions à remplir, mais également de faciliter la communication entre les bureaux et de répondre de manière nettement plus efficace et plus rapide à leurs requêtes et à celles des comités. En dépit de ces éléments, il est manifeste que la communication à destination du monde extérieur est l'une des principales missions de cette unité. Le rang des personnes se rendant compte que le courrier électronique semble être un outil très utile dans le fonctionnement quotidien de la Chancellerie ne cesse de gonfler. La loi sur la signature électronique est entrée en vigueur depuis le mois d'août 2001.

Russia

Natalya KHOKHLOVA, Counsellor of the Council of Federation of the Federal Assembly of the Russian Federation

DOCUMENTS: FROM PAPER TO ELECTRONIC FORMAT!

The Federal Law No. 1-FZ "On electronic digital signature" of January 10, 2002 has become an important stage of creation in the Russian Federation of legal base of regulation of relations, dealing with electronic exchange of the documented information.

A half-year before this it was marked in the Concept of reforming state service system of the Russian Federation, that "development of new standards of clerical work is expected, based mainly on electronic

document circulation using an electronic digital signature, to ensure a broader access of state civil servants to state owned and other kind of information resources".

And indeed, within the framework of the Federal Target Program "Electronic Russia (2002-2010 years)" substantive resources are allocated for 2002 for creation of legal base of the regulation of relations, dealing with operation with electronic documents in the Russian Federation.

The "Electronic Russia" Program envisages a number of directions, touching the sphere of documenting, clerical work and keeping of the documents most seriously.

Already this year certification centres will appear in Russia, to issue certificates of keys of electronic signatures to be used in information systems.

Implementation of the Federal Law "On electronic digital signature" will introduce substantive changes in functioning of the Council of Federation. Electronic documents signed by electronic digital signature, having no paper analogue, will be entering the Council of Federation by telecommunication channels.

This implies:

- organising reception, processing, registration, implementation control, current and archive keeping of electronic documents;
- preparing reply to this incoming document in electronic format;
- and sending them to the bodies of state authority, authorities of the subjects of the Russian Federation, of local self-government, to citizens and a legal persons.

It would not be right to say, that the given situation took us by surprise. For eight years we have been steadily introducing automation technologies of documentary turnover.

Already now a clerical work and documents circulation technological automation information system (so-called TAIS) operates the Council of Federation.

TAIS functions on the basis of corporate network of the Council of Federation and consists of several technological subsystems of information and documentation support:

The clerical work and documents circulation subsystem "DELO-TCF" plays one of key roles. Apart from a full set of paperwork functions traditional for Russia, this integrated subsystem contains lots of electronic document circulation functions, namely:

- operation with document files;
- built-in electronic digital signature;
- paper documents scan and recognition;
- integration with the e-mail;
- web-access.

This subsystem database contains the information on the entering, outgoing and internal documents, on moving the originals and copies of documents within the Council of Federation, on the state of execution of documents and instructions related to them, on putting into archive, on sending the documents to external organisations.

The database "DELO-TCF" information on passing documents, on links between documents, referring to the same problem, texts or images of these documents allows a user of the subsystem to receive on his workstation the full information on the makers of concern and get acquainted with all the relevant documents in electronic format.

It should be noted that a similar subsystem is applied at the State Duma - the lower chamber of our Parliament, at the Accounting Chamber and at the Constitution Court of the Russian Federation, and also in a number of regions.

The subsystem of automated preparation of documents exists in the Council of Federation since 1994 and it realises uniform technology of automated preparation the documents on the basis of the electronic blanks. The software of the given subsystem is installed practically on all the staff workstations.

The subsystem of automated preparation of the stenographic reports realises the uniform technology of automated preparation of the texts of the stenographic reports and supports their editing, adjustment, outline keeping, unique identification of fragments of stenographic reports, merging of this fragments in a united text, support of a full-text information and search database.

The subsystem of issuing normative acts realises the automatic technology of issuing normative and administrative documents of the Council of Federation.

The "Letters and applications of the citizens" subsystem realises the automated technology of working with the letters and applications of the citizens to the Council of Federation Reception, it keeps electronic images of the letters and documents in its database.

The subsystem "The Council of Federation Electronic Archive" is a constituent part of the "DELO-TCF" subsystem, since the information on documents of the Council of Federation and electronic images of these documents is kept in its database according to the archive nomenclature.

The "Sound Records" subsystem. The implementation of a digital audio-record is planned for this year; it will allow to record a sound to a network server and to receive sounding texts of the stenographic reports of the Council of Federation activities, to be contained in "DELO-TCF" subsystem also in the electronic format.

Implementation of the Federal Law "On electronic digital signature" in clerical work of the Council of Federation is directly connected with the extension of "DELO-TCF" subsystem and in our view it should be carried out in several stages.

At the first stage of transition to electronic document circulation of the Council of Federation it is necessary to implement gradual transition of paper documents to electronic format by means of scanning, and connecting the images of these documents to a registration electronic card of the "DELO-TCF" subsystem, and also turning into electronic format of the Archive fund of the Council of Federation. Thereby, the electronic archive of the Council of Federation – an important source information for taking the management decisions - will be created.

The experts of Clerical Office created the Intranet-site, containing the information on documentation ensuring the activities of the Council of Federation. The site contains the normative and methodical documents, materials to sittings of the Council of Federation, the access to documents of the Council of Federation databases, and also to statistical and management information on operation with documents in subdivisions of the Council of Federation is given.

At the second stage it is necessary to introduce an electronic digital signature in the Council of Federation and to realise full transition to internal electronic document circulation.

The implementation of the above mentioned measures envisages connecting the Council of Federation to telecommunication channels, creating the unit of reception and certification centre for receiving and sending electronic documents with an electronic digital signature; and accomplishment of exchange of electronic documents signed and protected by an electronic digital signature, with external organisations.

Résumé :

Documents: du support papier au format électronique !

La mise en œuvre de la loi fédérale n° 1-FZ «régissant la signature numérique électronique» du 10 janvier 2002 apportera de profonds changements dans le mode de fonctionnement du Conseil de la Fédération, le Parlement russe.

Le Conseil de la Fédération utilise d'ores et déjà un système technologique automatique de distribution des travaux et des documents administratifs (baptisé TAIS). Ce système fonctionne par le biais du réseau du Conseil de la Fédération et se compose de plusieurs sous-systèmes technologiques de support à l'information et à la documentation.

Le sous-système "DELO-TCF", gérant le travail administratif et la distribution des documents, joue dans ce cadre un rôle majeur. En marge d'un ensemble complet de fonctions de type papier traditionnellement utilisé en Russie, ce sous-système intégré dispose également de nombreuses fonctions de distribution électronique des documents, à savoir : utilisation avec des fichiers de document, signature numérique électronique intégrée, numérisation et reconnaissance des documents papier, intégration avec le courrier électronique, accès à Internet.

Il conviendrait d'observer qu'un sous-système similaire est appliqué à la Douma nationale – la chambre basse de notre Parlement – à la Chambre comptable instituée auprès de la Cour Constitutionnelle de la Fédération de Russie et dans un certain nombre de régions.

Le sous-système "Archive électronique du Conseil de la Fédération" fait partie intégrante du sous-système "DELO-TCF", étant donné que les informations sur les documents du Conseil de la Fédération et les images électroniques de ces documents sont conservées dans sa base de données, dans le respect de la nomenclature des archives.

La mise en œuvre de la Loi fédérale "régissant la signature électronique numérique" dans le travail administratif du Conseil de la Fédération est directement liée à l'extension du sous-système "DELO-TCF". Nous sommes d'avis qu'elle devrait être réalisée en plusieurs étapes.

Sweden

Anders NORBERG, Archivist of the Swedish Riksdag

THE DIGITISATION OF THE PARLIAMENTARY INFORMATION AND ARCHIVES IN THE SWEDISH RIKSDAG

In 1988 the first steps were taken to use computers in the Swedish Riksdag and since then a lot of things have happened. When I saw the theme for this conference four different projects came into my mind.

1. THE URIS-PROJECT

Purpose

The main aim of the URIS-project is to develop a product family that can provide comprehensive IT-based support for the decision-making process and other processes dealt with in the Chamber.

The new system should be a well-integrated administrative processing system for use at all stages from the handling of individual items of business to the production of working documents and ready-for-print documents. All operative use of information linked to the decision-making process should, in as far as it is possible, take place directly within the framework of this administrative processing system.

The purpose of the administrative processing system is:

- to achieve a more efficient system for the internal processing of business;
- to make it easier to get an overview of what stage of the administrative process each item of business has reached;
- to simplify routines for procurement of information about business and decisions;

- to facilitate dissemination of information about business and decisions.

An efficient administrative processing system requires clear information about turnaround times, a more efficient utilisation of resources and better quality. Information about turnaround times means a greater clarity about what stage of the total administrative process a specific item of business has reached. A more efficient utilisation of resources means both personnel resources and machinery, and that information is regarded as a resource that requires its own administration. Better quality is achieved if the system provides the users with tools with which to supervise the administrative process, in order to see which petitions have been dealt with and what stage they have reached, as well as tools for planning and evaluation. The integration of efforts to check the quality of information at the production and distribution stages will enable pure system errors to be remedied during the ongoing Riksdag session, rather than afterwards, as is currently the case.

Operations to be included in the new administrative processing system:

- Entry of new items of business;
- Handling of motions (members and Party Secretariats);
- Preparation (Dept. for Parliamentary Documents) and distribution (Secretariat of the Chamber) of petitions in private members' motions;
- Distribution of Government bills and proposals in Government bills (Secretariat of the Chamber);
- Drawing up of business agendas for the Chamber and committees;
- Planning of interpellations and questions;
- Drawing up of order papers for the Chamber and committees;
- Preparation of records of committee meetings;
- Drawing up of lists of speakers;
- Drawing up of templates for the projected order of business in the Chamber and equivalent documents;
- Drawing up of material for committee reports (memoranda for presentations, recitals etc.);
- Production of committee reports (Committee Secretariats), divisions and dissenting opinions;
- Preparation of voting order lists and voting proposals;
- Votes;
- Preparation of official records of Riksdag proceedings;
- Additions to the printed index to the parliamentary documents;
- Copies for printing (private members' motions, committee reports, records, printed index) and electronic presentation (the Riksdag database "RIXLEX" and the Riksdag website);
- Copies for the Chamber's and committees' day-books;
- Miscellaneous.

There are a lot of various types of documents that are handled in production-process. Most of the problems have now been solved and

the new production-process will start when the new-elected Riksdag will start in October 2002.

There are plans of establishing a connection between the production and the archive so the archive will have all documents in digitised form, of course we still will have the original documents on paper. All the documents will be marked up by XML. The National Archive of Sweden wants to have all documents in that format for the future.

There are still a lot of works to do before the project of distribution is completed. All the elements in the documents have been defined, which is the basis for building up a good distribution-system.

We have chosen following components for this project:

- Delphi, as programming language;
- Source-safe, as version-handling of source-code;
- Html based documentation extracted from code;
- Bold, object-oriented framework;
- Rational Rose, model-tool;
- SQL-server, relational database;
- Support (infrastructure for development/software lifecycle);
- Methods, similar way of working/communication;
- Style-guide, directive of coding;
- Test-tool, culture and quality;
- Data-administration, Information Resource Management.

Before using the new distribution-system we had to convert all the old databases, which are stored in a data-program called TRIP.

2. THE EPOCH-REGISTER

At the end of the 19th century a member of the Swedish Riksdag started to make an epoch-register for the period 1809-1866. This work was printed in 1893 and then he started with the period 1867-1899, which was printed in 1900. Since that time a new epoch-register has been printed every decade. The last register deals with the period 1981-1998, i.e. 17 parliamentary-sessions. The waiting of publishing this register made it possible to use new technique. All the yearly registers were scanned and after a lot of controls the new epoch-register was published. The aim now is to digitise this material and show it in the Web-site of the Swedish Riksdag.

The epoch-register of 1867-1899 has been microfilmed and also scanned. We have not digitised it yet but soon it is possible to use this register together with the microfilmed and scanned parliamentary publications from the period 1872-1879. We have begun to microfilm the wooden paper for the period 1872-1920 to preserve it for the future. Our purpose is that these microfilms will be digitised in the future.

3. ARCHIVE -X

Today there are more than 4 000 different data-basis in the Swedish Riksdag. Some of them are very large, such as the database of the

minutes of the proceedings, while other are small. All of them have something common, nobody has been thinking of the possibilities to preserve the data-basis for the future. The archive has since more than a year been dealing with this very big problem. Together with the Swedish National Archive we have started to develop a method to preserve the information in these data-basis for the future. We are using XML as a standard and the efforts have so far been successful.

4. DIGITISATION OF THE SWEDISH STATUTES 1521-1833

The king and his council, the Swedish Riksdag and some of the other authorities have since 1521 made statutes. These were posted at every church in the country and also announced from the pulpets at the churches. Several persons have tried to make registers of these statutes but all have failed so far. Today we have a project consisted of members from The National Archive, The Royal Library, The Library of Swedish Riksdag and The provincial record office of Gothenburg who are investigating these statutes. We have found about 14 000 statutes from the period 1521-1833. Every statute has been treated as a book and registered in the Swedish library system, called LIBRIS. As step number two we are going to microfilm all the statutes to preserve them for the future and we are also trying to get money for digitisation.

These statutes are also a part of the Legislation system of Finland up to 1809 and we found it very important to make this information available at the Internet.

There are also a lot of other digitisation-projects in the Swedish Riksdag, such as the biographies of the members of the Swedish Riksdag since 1971 and the efforts of having the minutes of the four estates from the 18th century on the web-site of the Library of the Swedish Riksdag. The largest work is the URIS-project mentioned above and this project is also the most important technical work at the moment in the Swedish Riksdag.

Résumé :

La numérisation des informations et des archives parlementaires au Parlement de Suède

- 1. La production de publications parlementaires. Un nouveau système sera introduit après les élections de septembre 2002.*
- 2. Une conséquence de la numérisation de l'une des bases de données au Parlement suédois.*
- 3. La numérisation des registres des publications parlementaires pour la période 1981/82-1997/98.*
- 4. La numérisation des anciens textes législatifs de Suède, couvrant la période 1521-1833.*

United Kingdom

Stephen ELLISON, Clerk of the Records - Archivist of the UK Parliament

RECORDS MANAGEMENT IN THE UK PARLIAMENT

1. Functions of the Parliamentary Archives

The UK Parliamentary Archives provides an archives service and a records management service for the House of Lords and the House Commons. The Parliamentary records are distinct from the records of Government, which are held by the Public Record Office (the National Archives). Until 1999 our main responsibility was provision of an archives service. That is - preserving the archives, which date from 1497, and making them accessible to Members, staff and the public. There are some 3 million records on about 8 Km of shelving. The principal media are paper and parchment. As yet, no electronic records are held. In 2000 we launched two important initiatives. Firstly, we are creating a comprehensive online catalogue of the archives to international standards of archival description, which will be available on the internet from 2005. Our second priority, which I am focussing on today, is the records management strategy for Parliament. This involves creating a corporate culture for records management from a very low base and concentrating our limited resources on establishing an effective infrastructure for management of paper and electronic records.

Other colleagues will speak in the context of the records continuum, about the role of archivists in reinforcing the transparency of our institutions in democratic societies, and about the need to create, manage and preserve digital information. My focus will be on the practical measures, though very much in their infancy, which are taking us in that direction.

2. The need for a records management strategy has been driven by internal and external pressures

2.1. From 1996 to 2000 we undertook a survey of Parliamentary records out of concern that the corporate memory of Parliament would be deficient unless a strategy were formulated to help departments manage current records. We found that:

- Each department, office or committee managed its records according to its own local practices. As a result, there were up to 200 different systems in operation making consistent appraisal of records impossible.
- Record keeping did not compare with good practice in the public or private sectors and needed to be improved to assist the efficiency and accountability of Parliament.

- Filing practice was inadequate leading to poor retrieval, risking loss or destruction of records of value, and inappropriate retention of other records.
- Staff had little awareness of statutory record keeping requirements and in general required specialist support.
- Insufficient attention was given to managing electronic records, which would have serious consequences for Parliament's documentary heritage in the 21st century.

In short, a corporate and best practice approach to the management of Parliament's records was needed, and this was launched in 2000. It started from the premise that records created or received in the course of Parliament's activities are an important corporate asset, which provide evidence of the business activities of each House. Records should be kept only as long as necessary according to their financial, legal or administrative value, or selected for archiving for their historical value. The way in which records are managed throughout their lifecycle (from creation to destruction or archiving) must meet the business, legal, evidential, and archival needs of Parliament.

Electronic records will be managed in accordance with the lifecycle principles applied to the management of paper records, but paper will continue to be used as the definitive record until proven steps have been taken for the management and archiving of electronic records.

- 2.2. Another internal driver for records management was interest in departments of both Houses for implementing **electronic document management systems** to derive operational and efficiency benefits. If benefits are to be derived it is vital to ensure that access to records is sustained whilst they are in operational use, and to make provision for their future disposition - their destruction or archiving. The archival challenge is to ensure that electronic records selected for archiving remain accessible and authentic over time, retaining the content and context in which they were created, independent of their original hardware and software platform. Our concern is that electronic document management systems should have records management functionality and assist, rather than impede, future digital preservation of archives. So far, two offices have implemented electronic document management systems, but both will require records management functionality.
- 2.3. In Government, the 2004 target for departments to store and retrieve their records electronically is a driver for electronic records management. But Parliament can set its own modernisation and electronic agenda. Parliament's new information management strategy will take us in the same direction. It is: **"To support the business processes of both Houses, by developing and maintaining, an information structure that is unified, consistent, seamless and easily accessed by, and appropriate to the needs, of various user communities."**

To help realise this vision of seamless consistent information, Parliament has established an Information Architecture Support Unit to assist understanding of the business processes and use of information across both Houses. The emphasis is on standards and interoperability between open and expandable systems.

- 2.4. External factors driving the need for effective records management in Parliament are the **Freedom of Information Act 2000 and the Data Protection Act 1998**. The Freedom of Information Act will be fully in force by January 2005 and the Data Protection Act will soon be extended to Parliament. The two acts support the Government's modernising agenda for better decision-making through greater openness and accountability; one act providing a right of access to information, and the other, protecting the use of personal information.

The Freedom of Information Act will provide a public right of access to recorded information created or held by public authorities, subject to certain exemptions such as national security. The Act is fully retrospective - it covers any recorded information held, whether in paper or electronic systems including e-mail. The Data Protection Act requires organisations to have a policy for the handling of personal information that covers: how and why it is collected, how it will be processed and who will use it. Organisations must ensure that data are accurate, up-to-date, secure and kept for no longer than is necessary.

An Information Commissioner has legal powers of enforcement and is to promote good practice by public authorities. A Code of Practice under the Freedom of Information Act sets out the practices that public authorities should follow in managing their records. (<http://www.pro.gov.uk/recordsmanagement/foicode.rtf>). The importance attached to good records management is set out in the Code, which states - "**Any freedom of information legislation is only as good as the quality of the records to which it provides access. Such rights are of little use if reliable records are not created in the first place, if they cannot be found when needed or if the arrangements for their eventual archiving or destruction are inadequate.**" Corporate management of Parliamentary records - the implementation of effective selection, retention and destruction policies - is therefore essential for compliance with these acts. As are effective manual and IT systems, because information requests will test knowledge of the information held and the ability to locate and retrieve records within the time limit of 20 working days.

3. What progress has been made?

- 3.1. In the House of Lords we have brought together management of the complementary information management functions of Records Management, Freedom of Information and Data Protection. Good progress has been made with the Parliamentary records

management strategy, which will assist compliance with the Acts. What are the key components of the strategy?

Record Officers have been nominated in each office, department and committee across Parliament. There are 53 for 200 record creating units covering over 1,700 staff. They liaise with the Parliamentary Archives on all matters concerning their current records. Groups in each House meet quarterly with my office to discuss record-keeping issues and to provide feedback on developing policy. New corporate file covers have been agreed for each House for use with the corporate filing structure and to incorporate disposal directions. But offices need direct professional support because record officers are very much part-time, unqualified, and frequently changing.

We have issued **guidance to staff** including a records management handbook; a leaflet promoting sound records management practices; and mounted records management pages on the Parliamentary intranet. **Training** sessions are run for staff and records management is covered in staff induction programmes.

The key component of the records management strategy is use of a **corporate file classification scheme**, which is essential:

- for consistent management of records in all media;
- for use of disposal or retention schedules for records;
- for the adoption of electronic records management.

Used in conjunction with a **Parliamentary Records Disposal Authority** it will help staff to determine when records should be reviewed, destroyed or archived, and to formally record their actions.

We are implementing a scheme for both Houses based on Keyword AAA, a product developed for records management in the public sector, by the Archives Authority of New South Wales. It is a thesaurus of general terms for use in classifying, titling and indexing records in manual and electronic systems. It covers terminology common to core business functions and activities in most organisations. We favoured use of a scheme based on functional analysis rather than a subject based approach because records draw their "value" from the context in which they are created, and should be classified according to the function, activity and transaction, of which they provide evidence. There are three levels of description in the classification hierarchy:

1. **FUNCTION** (which is mandatory), for example, Business of the House;
2. **ACTIVITY** (which is mandatory), for example, (1) Minuting (2) Motions
3. **SUBJECT** (which is optional).

The benefits for us were that:

- much time was saved in not having to develop a scheme from scratch;
- the product was off the shelf and adaptable to our requirements with our own devised terms;
- it is flexible so that offices may chose to retain subject titling and numeration of files providing they apply keyword descriptors from the scheme for Parliamentary functions and activities.

We are researching recommended retention periods for records for each function and activity of Parliament in order to draw up a **Disposal Authority** for use with the classification system. Retention schedules, which will provide the basis for future selection and disposal decisions, will than be agreed for each department. A revised acquisitions policy will be formulated by the Parliamentary Archives to inform appraisal and selection.

3.2. We have participated in two working groups examining a suitable framework in Parliament for **electronic document and records management**. Key conclusions were:

- offices and departments should provide the momentum for moving to electronic document management systems, subject to establishing a business requirement, but within a Parliament-wide framework that ensures a commonality of approach and adherence to standards;
- electronic Document Management Systems require integration with additional Electronic Records Management software for management of electronic records in operational use and to facilitate their selection for archiving;
- electronic Records Management requires use of the agreed *Classification Scheme* and its associated disposal schedules.

We are currently participating in a project board assessing the electronic records management requirements of a document management system in a single House of Lords office. Such projects are influential for potential procurement of system in both Houses and there are long-term implications for electronic record-keeping and digital preservation. We are guided by the work of the UK Public Record Office, which has the lead role in Government in ensuring that software products meet its criteria for a fully functional electronic records management system. The PRO evaluates suppliers' systems against its minimum functional requirements and makes available a list of compliant systems suitable for use in the public sector. (www.pro.gov.uk/recordsmanagement/eros/)

3.3. My office aims to be consulted in connection with any influential information management projects, so that account is taken of their implications for electronic records management and digital preservation of archives. At this stage of development, our primary concern is not that new information systems should be capable of managing records, but that such proposals should not prejudice the

future development of interfaces for electronic records management or long-term solutions for digital preservation.

The House of Commons Library is leading one such project - a proposal for a Parliament-wide Information Management Service that will replace its Parliamentary Online Indexing Service known as POLIS. POLIS was originally conceived as an index to Parliamentary information, largely held in printed form, whereas that information is now, almost all, available electronically. The aim is to bring together information relevant to the work of Parliament held in existing systems and from new sources, to store it uniformly in accordance with common standards. The information stored is intended to be readily accessible to different categories of users, both expert and non-expert, including Members and their staff, as well as the public. The system would make use of the latest technology for search engines and knowledge management. This is good news for the Parliamentary Archives' long-term vision of electronic records management being an interface with operational and public access systems that supply up-to-date, accurate and authentic information.

4. What factors are critical for the success of the records management strategy?

The extent of support for a corporate strategy and our success in promoting policies and influencing management and staff.

The extent to which corporate records management procedures are embedded in the everyday working practices of staff.

The extent to which the Records Management and Archives function is able to develop and maintain its own competencies in relation to electronic records management and digital preservation.

In general and most important, is the extent to which the interests of the various stakeholder functions are brought together to deliver corporate and strategic solutions. Stakeholders are:- Senior management; IT infrastructure functions; Information Systems functions including business analysis and systems analysis; records management and archives functions. Collectively the aim is:

- to understand the business requirements of Parliament;
- to understand the needs of the different user communities including the public;
- to create an information architecture;
- to apply the latest technology;
- to manage the resulting change in working processes and practice.

Résumé :

Gestion des dossiers au Parlement britannique

Le département des Archives parlementaires britannique a lancé en 2000 une stratégie de gestion des documents s'appuyant sur les résultats d'une étude des documents actifs et semi-actifs menée entre 1996 et 2000. La stratégie vise la mise en place d'une approche de type entreprise et de meilleure pratique pour la gestion des documents dans tous les supports. Un élément essentiel sera l'adoption d'un système de classification d'entreprise des dossiers pour tous les bureaux, départements et comités, soit pour plus de 1.700 collaborateurs occupés dans les deux Chambres. Cette procédure se déroule alors que nous observons un regain d'intérêt pour l'utilisation de systèmes d'information électronique et que les deux Chambres du Parlement élaborent une politique de mise en œuvre de la Freedom of Information Act de 2000 et de la Data Protection Act de 1998. Le défi technologique pour les archivistes ne peut jamais être sous-estimé, mais il est crucial que les politiques et les procédures d'archivage efficace soient adoptées par le personnel et intégrées dans leurs pratiques de travail quotidiennes.

3.3. Comments on the questionnaire and conclusions

DIGITISATION OF PARLIAMENTARY INFORMATION AND ARCHIVES

Digital sustainability for democracy

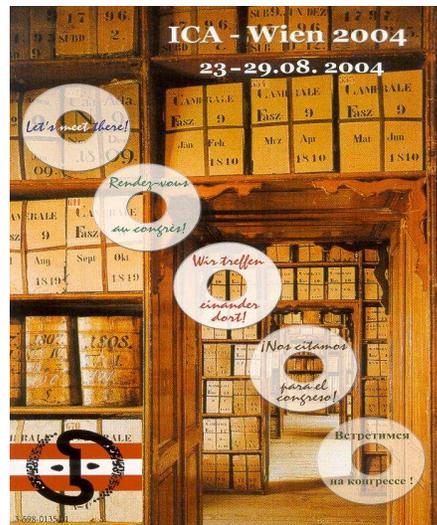
Lutgarde AERTS, Archivist of the Belgian House of Representatives
Véronique LAUREYS Archivist of the Belgian Senate
Reinder van der HEIDE, Archivist of the Dutch Lower House

The results of the survey concerning the evaluation of the digital management of documents within parliaments, members of the ECPRD, and the strands of the talks of the previous speakers will be developed.

As digital information cannot be consulted without the use of technical devices which are constantly and rapidly evolving, this problem has attracted great interest. It is quite striking to see the number of days devoted to studies and congresses on this theme. If we consider only May 2002, there was the MRD Forum (Machine-Readable Data) in Barcelona entitled “Access and preservation of electronic information - Best practices and solutions”

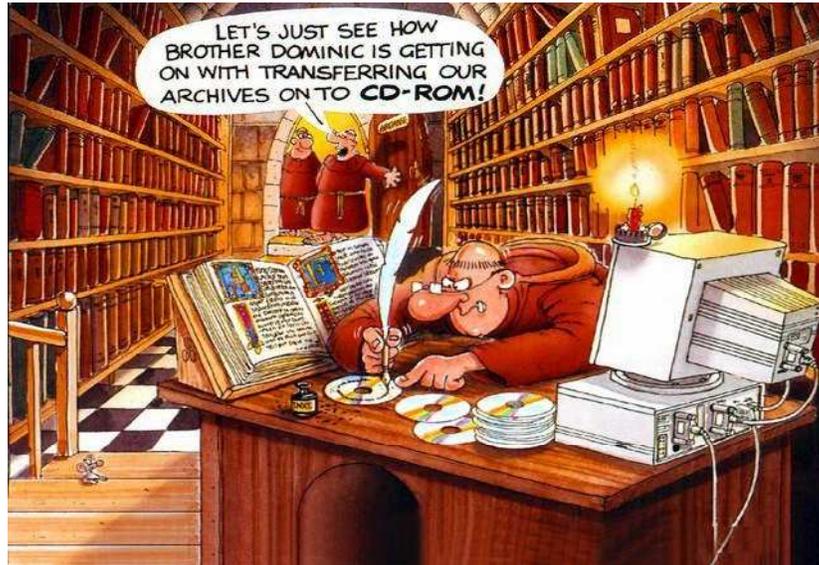
The original announcement of the forthcoming congress of the International Archive Council in Vienna has already indicated the key theme. And in fact today a study day is being hosted in the university of Louvain on the theme of ‘digital legislation’.

We're not alone!



During this seminar, we will discuss this issue from another angle. We will be asking: What is the role of archives in the electronic age? Clearly, archivists are, as it were, having to roll their sleeves up. The archive room is no longer a dusty cellar. However, the problem of the sustainable and secure archiving of electronic files has been very much on the minds of professional archivists for many years. Of course, also and more especially, the issue is one that is of vital importance in the context of routine administration and the day-to-day activities of the authorities whose work requires the creation of archives. In the digital work environment, can the archivist enhance the process of work organisation which archiving entails? Everyone appreciates that digital archiving, including the archiving of conventional documents, offers many advantages. For one thing, digital archives are more readily accessible. Also, they can be queried and consulted more quickly, the data are available much more easily and on a much larger scale and they take up much less space.

Digitising, but how ?



However, digital archiving is a relatively new field which is still fraught with many uncertainties. These modern information supports pose a problem for archivists in terms of the selection, total preservation and consultation of data. The problem is that computerised information can be lost quite easily. For many documents, only the definitive version is kept, and in this case it is impossible to trace the origin of important reports or 'manuscripts'. Electronic mail, for example, containing information on the internal functioning of an organisation often leaves no trace. Generally speaking, digital data files present the latest updated status and give no clues as to the history of the changes.

Many questions come to mind. How can we guarantee the authenticity and integrity of electronic archives? Given the increasingly rapid development of hardware and software, how can we guarantee that an electronic file will be readable for many years to come? Information is lost at each conversion.

However, if the data are not converted, there can be no doubt that in the long term they will be lost anyway. How can we guarantee the permanent accessibility and availability of digital documents? As yet, there are no genuinely stable techniques, and the question of the digital sustainability of electronic archives is still fraught with uncertainties.

Therefore, all the archives services of the parliaments are faced with this problem or will have to face it in the near future. Countless documents (from electronic mail or databases) are produced or received by their administration or must be preserved for historical or legal reasons. The problem faced by archivists and information specialists might be summed up in these terms: How can we preserve electronic records? This is a growing problem, particularly in view of the fact that many countries have enacted laws on electronic signatures which could mean that electronic memos, reports and correspondence could be authenticated and be acceptable as evidence. Does the law authorise electronic archiving? The answer is yes. It would appear that there are no legal objections to keeping archives in electronic form. However, of course this type of management must meet the same requirements as the management of paper archives. This means that the documents must be kept in good condition and well organised, and they must be accessible (also in the long term), and no changes can be made to them at a later date.

More and more official bodies called upon to create archives are converting paper documents into electronic format. What is particularly novel in this regard is that the documents to be archived are created in electronic format at source. In many cases still, within public bodies, and particularly in parliaments, archiving is organised on the basis of the notion that *paper is the first step*, whereas in the world of business the digital document is the first step. By careful management at each stage in the production and storage of digital information, it is possible to achieve appropriate storage and long-term management of electronic documents.

Questionnaire

- Why ask these questions?
- Set-up
- Method
- Response

Any trends to discover?

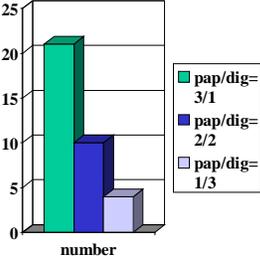
In the light of these concerns, we have put together a few questions which we have made purposely fairly general. We have therefore opted for the term *documents* rather than *records*. We set out to achieve a high level of response. The first finding is that 35 of the 53 parliaments contacted sent back their questionnaire. This is a good result, which is attributable not only to the fact that the questionnaire could be completed electronically but also, of course, to the fact that this is an issue that is of great interest. The purpose of the questionnaire was to identify trends. By way of illustration, we have selected a number of questions and responses.

1. What is the relative proportion of paper to e-documents within your Parliament?



Answer: 35 of 53 Parliaments

- 75%-25% 21
- 50%-50% 10
- 25%-75% 4



Ratio (pap/dig)	Number of Parliaments
3/1	21
2/2	10
1/3	4

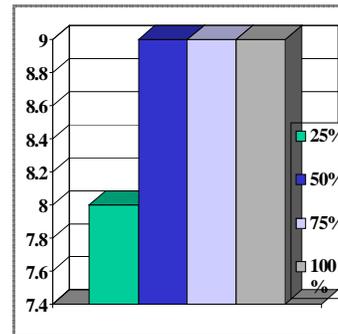
Most of the parliaments still manage large quantities of documents on paper. As long as these are simple/two-dimensional archive documents (without hyperlinks, databases, etc.), this is provisionally a good start, particularly as paper documents are still important in the process of parliamentary work. Until recently, in most institutions and undertakings the paper document was the official document, while the electronic document was regarded as a working

document. However, this ratio is now moving in the opposite direction, as the paper document is becoming the working document for meetings or with a view to a provisional evaluation, and the electronic document is increasingly becoming the official document and hence the document to be archived. It would appear that most parliaments have not yet got to this stage. I say “it would appear”, because, so to speak, all paper documents have of course been generated from an electronic model. However, these models are in a chaotic electronic environment which is not managed and (therefore) quite unpopular. The problem (and the solution to the problem) is therefore management!

The next question is in the same line of thought:

2. By what percentage do paper and e-documents overlap ?

- 25% 8
- 50% 9
- 75% 9
- 100% 9

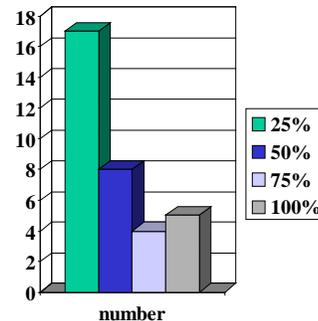


These figures are no doubt rather surprising because in almost 50% of cases there is an impending threat. Computerised information is particularly vulnerable. Without proper and well thought-out management, it can be easily lost. All it takes is a mouse click to delete large files. However, doing nothing about the problem will eventually mean a considerable loss of information. In addition, computerised data files generally offer merely a snapshot of the situation and do not give any insight into the history of the document. To eliminate the risk of definitive loss of important information (a legal requirement), we often have to fall back on a paper version, and this will be the case until such time as a reliable electronic document management system is developed then implemented.

3. By what percentage do you supervise the entire life cycle of the e-documents ?

Replies : out of a total of 34 (one blank)

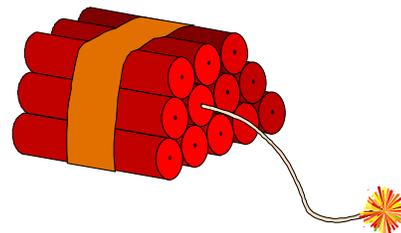
- 25% 17
- 50% 8
- 75% 4
- 100% 5



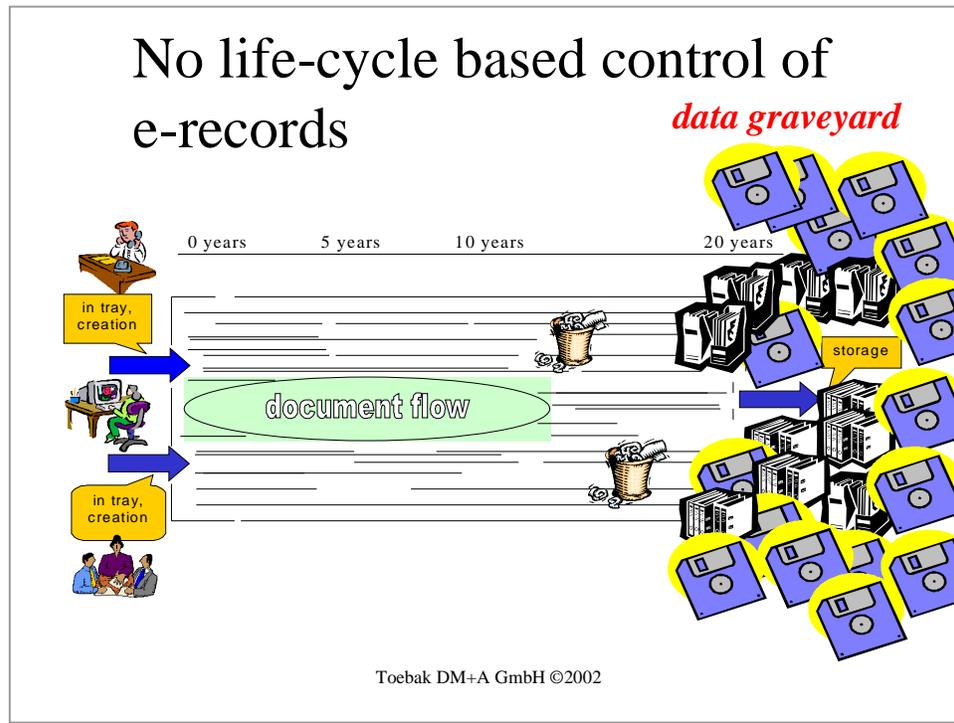
Only one quarter of parliaments appear to control more or less the entire life cycle of archive documents. However, it is extremely important to control this material. As stated by Professor Vierhuis: “*Ongearchiveerd bewaren is een omslachtige manier van weggooien*”, i.e. “*Not archiving is a complicated method of throwing documents away*”

- Non-management of electronic records is a time-consuming way of deletion’.

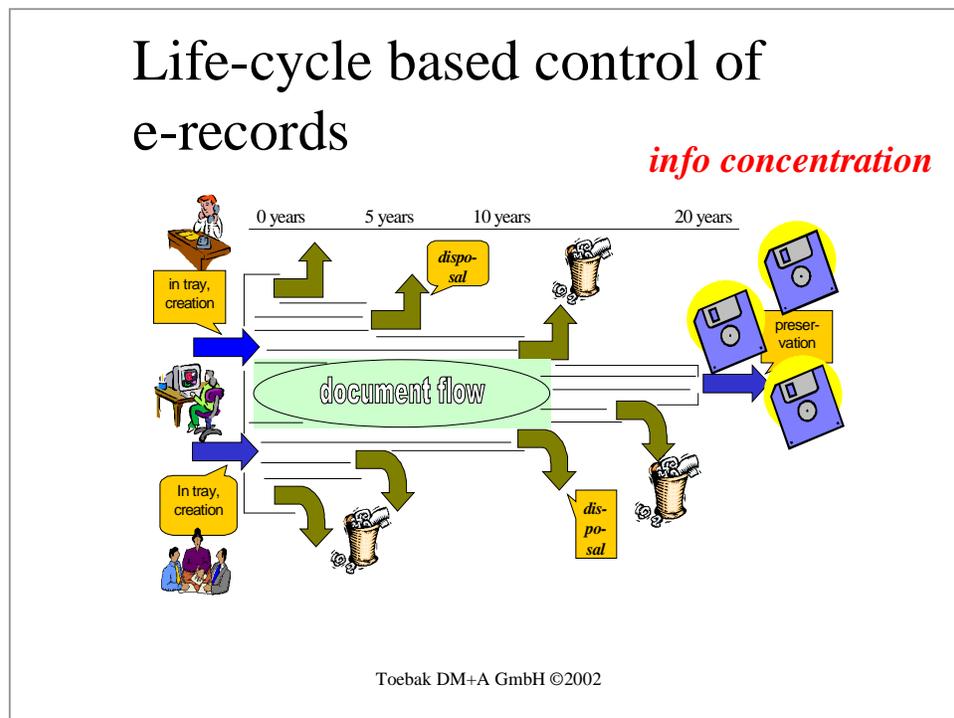
(E. Vierhuis,
Universiteit Wageningen)



The archivists or the information specialists should therefore be closely involved in the entire process of electronic information management and should not merely be presented with the final products. The next transparency shows the situation that still prevails in most cases, i.e. chaos with no selection policy of any kind.

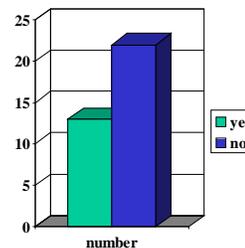


The image that follows illustrates the ideal situation which, we hope, will be observed in the near future in most parliaments. Also, the responses to this question are confirmed by the following question:



4. Is there a policy for the management of e-documents ?

- Yes 13
- No 22



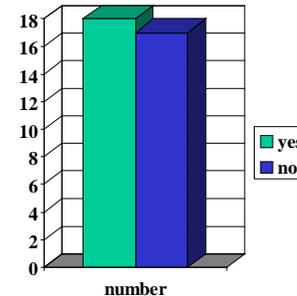
Two-thirds of the parliaments said that they did not yet have a policy. Of course, parliaments do elaborate a policy, in particular within the framework of working groups. In this regard, the relationship between the archivists or the information specialists and the IT service is important. Is it a partnership or instead are the two parties seeking to mark their territory? The field has been reconnoitred by IT specialists, but archivists must be involved in the actual colonisation! If this is not the case, or if it is not sufficiently the case, the current chaos will take hold of the entire organisation. What is needed is specialised input in the field of archiving.

In any case, procedures must be defined with a view to the creation, retrieval and consultation of documents and with a view to defining authorisation procedures. An appropriate policy presupposes a set of measures and resources required for the storage of documents and information (archive documents) in order to meet legal conditions and to justify the preservation policy implemented in administrative, financial and political terms.

This means that the documents and data must be authentic and reliable and must remain so. In addition, the genesis and life cycle of the documents must be known: the activity within the framework of which the documents were generated, who has seen them, who has processed or modified them and when these procedures were carried out. Otherwise it is not possible to interpret the documents correctly, to determine their value or to trace the events or to understand the decision-making process. We must get the parliaments to appreciate the tremendous importance of this approach, not in order to write the history of this approach later on, but to ensure its efficient, effective and transparent functioning. After all, it is impossible to implement electronic administration without an operational document management system.

5. Have the work processes within your Parliament already been digitised by workflow ?

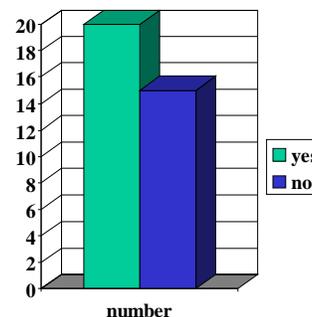
- Yes 18
- No 17



The introduction of new operational systems is just around the corner! A turnaround is taking place: electronics are the order of the day. Archivists also have to seize this opportunity. However, this is something they do not as yet appear to have realised enough! After all, the development of this digital technology concerns them and not just the members of the registrar's office or the secretarial offices and the IT specialists. What is more, this is an issue that has been of concern to them for much longer than these three groups.

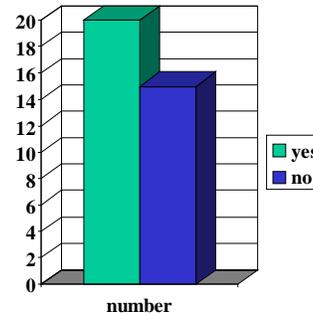
6. Have any plans for long-term storage of e-documents been launched ?

- Yes 20
- No 15



7. If yes, is readability and long-term access guaranteed ?

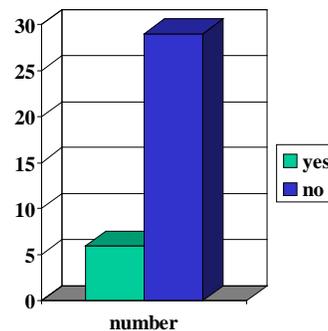
- Yes 20
- No 15



We can deduce from the responses that they are becoming more aware. This can be seen from the fact that most parliaments are giving some attention to digital sustainability. It must be clearly understood that this is a more long-term process which no organisation in the information society can ignore.

8. Have any projects with digital or e-signatures been launched ?

- Yes 6
- No 29



The question is whether successful transition from paper to digital documents is predicated upon the availability of the electronic signature, which most parliaments do not yet use. This is logical in view of the fact that legislation in this area was adopted only very recently in most countries. However, the process will be stepped up once this legislation is applied in all States. Parliaments may themselves decide to confer a legal status on their electronically signed documents and, if so, determine this status.

To sum up, we can conclude that the survey does not tell us why the situation is as it is. Should we conclude that there is a link with digital signatures? However, the electronic signature alone will not solve the problem. Document management is a field that embraces many more elements needed to guarantee authenticity and reliability. What priority should be accorded to electronic archiving within the framework of the management of parliaments? Are we tackling the problem from the roots? Could it be that archivists or information specialists are overly concerned with technology instead of seeking to convince the parliamentary authorities to set in place a document management policy? Have we succeeded in putting this issue on the agenda? Have we got the message across sufficiently clearly that what is needed is an archiving methodology and a culture of change in management and in the completion of tasks? It is hoped that this seminar will help achieve this aim.

Conclusions

Parliaments control their legislative processes, which are also highly structured. Most parliaments create electronic versions of printed parliamentary documents. Almost all parliaments convert documents into electronic format or scan them as digital photographs and paper documents. However, the rest of the decision-making and operational process is also important. Historical records are sometimes scanned retrospectively.

“OUR OFFICIAL CULTURE IS
STRIVING TO FORCE
THE NEW MEDIA TO DO THE
WORK OF THE OLD”.

Marshall McLuhan

The law on the publication of administrative documents reinforces the parliaments' duty of transparency vis-a-vis the citizen. Certain archives services have obtained a decision by their office whereby the documents held by the different services of their parliament must also be converted, as far as possible, into an electronic format. Some parliaments have started to set protocols for the control, filing and description of volatile electronic data to ensure that they can be returned rapidly and with as little alteration as possible to the administrations concerned. This means, inter alia, that the 'meta-data' concerning the software applications used, which are rapidly obsolete, must be included in these protocols. The flow of electronic mail will very quickly affect the processing of ordinary archives managed by the operational service. Taking into account the problem of modern IT supports, a structured approach is needed right from the data creation and storage phase. This approach should preferably be implemented through concerted action aimed at defining set standards for all departments concerned. However, we feel there is no need, as it were, to reinvent the wheel, and we propose to apply the recommendations put forward during the MRD Forum which focused on the following six points :

Important topics

- Capture, indexing and auto-categorisation of information (Metadata)
- Back-file conversion and migration issues
- Content management
- User access and information protection
- Long term availability and preservation
- Education, training and operation

Appropriate training and preparation of parliamentary archivists are essential if we are to ensure that this problem is handled properly within their different parliaments.

Of course, this does not resolve the issue.

It is the first step in the right direction. The problem of modern ID supports requires an expert and structured approach. We therefore look forward to seeing you again next year in the Dutch Parliament to discuss the question of the long-term storage and accessibility of electronic documents.

Part II of this seminar will discuss the issues of digital sustainability, guaranteed authenticity and integrity, appropriate storage, access and consultation rules and,

with respect to the national parliaments in Europe, a method of operational, efficient and transparent digital management.

Résumé :

Commentaire du questionnaire et conclusions Une durabilité numérique pour une démocratie

La numérisation des informations parlementaires implique une réflexion à propos de la gestion des archives et de l'archivage dans les parlements. Le traitement de l'information nécessite toujours davantage la mise en œuvre d'ordinateurs et de fichiers électroniques. Depuis plusieurs années déjà, les responsables des archives se penchent sur les modalités d'archivage durable de ces fichiers électroniques. Cette préoccupation revêt manifestement une importance essentielle pour les administrations et pour les instances chargées quotidiennement et concrètement de l'archivage. Les archivistes demandent que l'on prête attention aux procédures d'élaboration et de stockage des informations numériques pour garantir une conservation durable et réfléchie des documents électroniques. Dès la constitution des documents, il convient de tenir compte de leur conservation sélective. Il est de toute évidence que l'archivage numérique – même celui des documents classiques – présente de nombreux avantages. Les archives numériques sont, par exemple, beaucoup plus accessibles, la recherche dans les documents est facilitée et ce type d'archivage requiert en outre un espace sensiblement plus réduit. L'archivage numérique est toutefois une technique relativement nouvelle, assortie de nombreuses incertitudes. Comment l'authenticité et l'intégrité des archives électroniques peuvent-elles être garanties ? Il est très aisé d'apporter des modifications dans un fichier électronique. Compte tenu de l'évolution rapide du matériel et des logiciels, comment est-il possible de garantir qu'un fichier électronique restera lisible et consultable à long terme ? La gestion des archives numériques implique d'autres exigences que la gestion des documents sur support papier. Lorsqu'il a été intégré dans le processus de travail dès la phase initiale, l'archiviste est à même de générer une plus-value substantielle, car son action permet une gestion ciblée et fonctionnelle des documents électroniques.

Les pouvoirs publics, et notamment les parlements, pratiquent un archivage qui est encore souvent organisé en fonction du « support papier », alors que le monde des entreprises et la société en général optent de plus en plus en faveur d'une « base numérique ». La situation est nouvelle, car les documents qui doivent être archivés sont électroniques à la base : ils sont nés sous forme électronique et doivent être archivés comme tels. Par le biais d'un questionnaire soumis aux parlements affiliés au CERDP, nous nous sommes efforcés de nous faire une idée de la situation dans laquelle se trouve actuellement la numérisation. Les résultats de cette enquête seront présentés au cours de ce séminaire. Notre objectif principal est de déceler des tendances et de vérifier dans quelle mesure les parlements s'adaptent à cette situation nouvelle.

En guise de conclusion, on pourrait considérer que les parlements se doivent de revoir leurs méthodes de travail traditionnelles, d'autant qu'il n'existe plus

d'objections de nature juridique à l'encontre de l'archivage électronique. Des efforts doivent être consentis en vue d'aboutir à une intégration solide de l'archivage dans les processus de travail et à des fonctionnalités automatisées là où elles sont possibles et réalisables. Des procédures devront être définies pour produire, recevoir et consulter les fichiers ainsi qu'en matière d'autorisation. Les choix de matériel et de logiciel doivent se faire en fonction des exigences spécifiques liées à l'archivage. Les archives doivent en effet être gérées et conservées. Elles doivent être rendues lisibles et rester accessibles. Un ensemble de mesures et d'outils doit permettre de mener une politique en matière d'archivage qui soit en harmonie avec les exigences légales et réglementaires en la matière (notamment la publicité de l'administration, le respect de la vie privée), afin qu'il soit possible de rendre des comptes sur les plans administratif, financier, politique et culturel à court et moyen terme, voire à très long terme si nécessaire. Internet nous oblige à adopter une autre optique pour notre spécialité. L'archiviste n'est pas uniquement le gestionnaire des archives, il gère aussi les accès numériques. À cause d'Internet, le centre de gravité dans l'utilisation des archives va se déplacer très largement des documents physiques vers les grandes bases de données reliées entre elles. Dès la phase de l'élaboration et de la conservation des données, la problématique des vecteurs modernes de l'information requiert une approche structurée, et de préférence fondée sur des conceptions communes, dégagées en concertation avec d'autres parlements. Les parlements ne doivent pas réinventer le fil à couper le beurre, mais ils peuvent souscrire en une seule fois aux conclusions du forum DLM (Données lisibles par machine), qui s'est tenu à Barcelone. L'essentiel, c'est une bonne formation des archivistes parlementaires, afin que ceux-ci soient en mesure de formuler correctement la problématique au sein de leur institution.

4. CLOSING OF THE SEMINAR

Closing speeches and future perspectives

4.1. **Willy HENRARD**, Secretary General of the Belgian Senate

Ladies and Gentlemen,

As this seminar comes to a close, I would like to congratulate the ECPRD for taking this fine initiative.

Institutions like the Parliament create a wide range of documents. Incoming documents, internal documents and outgoing documents offer abundant legal, administrative and - needless to say - historical information. As the 'memory' of the institution, the archives are precious tools for all those who work for and with the Parliament. Indeed, some of these documents are of vital importance for the institution.

Efficient management of documentary information is essential for continuity of organisation, the reutilisation of know-how already acquired and the justification of the strategy being followed. The institution's archives offer original information which is not to be found in the specialised literature.

Documentary information is a 'product' whose production process and life cycle must be managed at all stages from production to destruction or final storage. The reutilisation, conversion and regular migration of documents have taken on a new dimension in today's electronic environment.

As regards the management of documents, it is precisely at this point in time, in the digital era, that there is a risk of congestion. In our day-to-day work, we are faced with two types of documentary information, i.e. digital and non-digital information. Personal work archives, which are stored in suspended filing cabinets, coexist in most cases with flows of electronic documents and exchanges of e-mails. This situation leads to inefficiency and misunderstandings. These two management approaches are totally different, and from a technical and organisational standpoint each has its own conceptual framework.

Inefficient management of documents increases costs and generates tensions. In addition, it leads to irregular and untimely communication of documents, overlap of archives and 'personal' archives, lengthy search procedures, a mishmash of paper and electronic documents with records which are not arranged by subject and excessive occupation of space in storerooms and on information systems.

The cost of electronic archiving without prior selection is three times higher than the current cost of storing paper documents. Digital data must undergo a selection procedure, otherwise there is a risk of worthless information being stored. For example, e-mails which provide information on strategy must be preserved, while others should be destroyed.

When it is well designed, document management offers organisations many advantages. However, most parliaments have not yet taken the step towards introducing efficient and effective document management.

This is not something that happens overnight. Efficient management inevitably involves a process of learning and 'managing' the change. It is useless to try to

copy a model adopted by other organisations. Each organisation has to 'experience' the process of change itself. In this regard, organisations can easily take the wrong tack. The role of archivists must be clearly defined. They must devote more of their time to this form of documentary management. Up till now, I had been under the impression that archivists took care of an institution's past, but in fact we have in our hands the future of the institution. I now realise that they are more advanced, in any case as regards the future of digitisation. As regards parliaments' understanding of the situation, I look forward to the day when, as it were, the penny drops. I therefore call upon archivists to submit practical proposals to us!

Most of the opportunities to be grasped - and, it must be said, most of the obstacles - with regard to document management are to be found more at a logical and organisational level than at a technical level. Classification structures, operational requirements and the management of versions are an unavoidable part of the process. It is important to analyse the processes and the life cycle of documents. Time and space can be saved through proper management of information flows.

Storage periods must be defined in advance. Life cycle management is essential. Within a context of growing digitisation, there is a danger that in the long term the public authorities will no longer be able to fulfil their legal obligations with regard to publication. It is vital for the functioning of the parliaments in the digital age that we furnish guarantees of sustainable access, consultation and availability of digitised parliamentary documents. In the eyes of citizens, transparency has become an essential requirement of a democratic State. "*Transparency is for governments what competition is for the market*". This adage applies eminently to parliaments.

To conclude, Ladies and Gentlemen, I wish you every success in this vital work in future. I trust that this initiative will not come to nought, particularly as we must continuously update our knowledge in this constantly and rapidly evolving sector.

Finally, I would like to express my sincere gratitude to the members of all the parliaments who have offered their expertise and help to organise this seminar.

4.2 **Dick TOORNSTRA**, Co-Director of the ECPRD

Ladies and Gentlemen,

The administrative environment of parliament's services in general and of archive services in particular affects their current working method. This will also be the case in the future. Nowadays, the services of all parliaments are faced with various forms of competition. At an external level, they must act in the interests of their 'clients' (essentially the members of parliament and parliamentary bodies). As regards members, the services compete with parliamentary groups, political parties, NGOs, pressure groups, etc. At the same time, they must take account of what is referred to as the 'general public'. Within this context, they are called upon to face the press and other media. At an internal level, the services frequently compete with each other to obtain the credit, the staff and the support services from their managers.

There is another element which all the administrative services of a parliament increasingly have to take into consideration: the need to be able to bolster resources at short notice. It matters little to MPs who actually answers their question. All that counts is the answer. We can and must draw the necessary conclusions. For example, we must set in place a number of contact points where services can be provided. The administrative services must organise the back office for such contact points so that they can be sure that a rapid response is logically guaranteed. The need for transparency has already been highlighted during this conference. We must offer search facilities on different internet sites which are user-friendly, but we must also change the way in which different services and products are made available. More than ever, administrations must offer very high quality services and 'products'. Questions are increasingly global, technical and complex. In this regard, we can cite the decisions of international organisations, such as the European Union, with regard to which parliaments have to adopt a certain attitude. Unfortunately the services often have very limited resources to respond to the increasing demand for output. Consequently, it is not always easy to put together the resources required to invest in new technologies and staff. In addition, constancy is not exactly a virtue which characterises the key 'clients'. Moreover, we live in an age where products must be supplied both on paper and in electronic form. However, the political establishment does not appear to set much store by this aspect of the issue. The rationalisation of services and 'products' is therefore one of the key responsibilities of parliamentary administrations, which is not without consequence for the organisation of the services.

The archive services will be in greater demand for the production of current affairs records, which means that they must be even more integrated within the other administrative services of the parliament. Within the framework of the organisational structure of the parliament, the traditional distinction between the back office and the front office will become increasingly blurred. The organisation must be seen more in terms of issues or problems to be dealt with, which will mean a change in mentality and attitude among the staff of the archive services. To survive in a more competitive environment, they will have to adopt a more proactive approach. The key issue is how to integrate systematically the archives and documentation from the very first phase in the production of legislative documents. To this end, they must convince the key clients of the advantages to be offered by the archive services. They must use state-of-the-art technologies, as this is the only way to ensure prompt supply of products to the right person at the right time. The organisation of the archive services must also be reviewed and streamlined. The archive services must focus on their core tasks. It behoves them to consider that it is their job to produce documents which are both readable and authentic. MPs must be able to use these documents without any hesitation during parliamentary debates or to draw up an amendment, and they must be able to refer to them when they are being interviewed or on television. In this context, a cooperation framework must be created among the different parliamentary archive services. This structure can and must involve the setting of international standards with regard to archiving techniques and the recruitment of staff with wide-ranging skills.

Information on the seminar can be found on the website www.fed-parl.be/ECPRD.

II. AUTHOR'S IDENTIFICATION

Lutgarde AERTS

Education :

- History (University KU Leuven)
- Library science (School of Library Science Brussels)

Professional activities :

- Archivist at the Belgian House of Representatives (since 1998)
- Former history teacher and former head of the Center for Information, Documentation and Archives BIDKA
- Member of the Association of Archivists VVBAD (Vlaamse Vereniging voor Bibliotheek-, Archief- en Documentatiewezen) and member of the 'Group VVBAD-WWB' (Legislation on Archives)
- Member of the International Council on Archives - Section of Archivists of Parliaments and political Parties (ICA-SPP).

Herman DE CROO

Education :

- Doctor of Law (ULB - Université Libre de Bruxelles)
- Bachelor of Political Science (ULB - Université Libre de Bruxelles)
- Fulbright Scholarship - Chicago Law School - USA
- British Council Scholarship - Study of English Parliamentary Law.

Professional activities :

Political career :

- President of the House of Representatives since 1999
- Member of the Crown Council since 1998
- Mayor of Brakel since 2000
- Liberal MP for the arrondissement Aalst-Oudenaarde
- Elected MP since 1968
- Former Chairman of the VLD
- Former Minister of National Education
- Former Minister of Post Telegrams and Telecommunication
- Former Minister of Pensions
- Former Minister of Transport
- Former Minister of Foreign Trade.

Professional career :

- Barrister at the Oudenaarde Bar
- Lecturer at the University of Chicago Law School
- Lecturer at the ULB
- Professor of the Law faculty of the Vrije Universiteit Brussel (VUB).

Jos DUMORTIER

Jos Dumortier studied Law at K.U.Leuven (1973), Nancy (Centre Européen Universitaire, 1974) and Heidelberg (DAAD, 1975), and Information Sciences (INFODOC) at the Université Libre de Bruxelles. Between 1984 and 1992 he was part-time lecturer in Information Science at the University of Antwerp. In 1985 he became part-time lecturer and in 1993 full-time Professor in Law and IT at K.U.Leuven. In 1990 he was the co-founder of the Interdisciplinary Centre for Law and Information Technology (ICRI) of which he became the first Director (for more details about the Centre, see <http://www.icri.be>).

Since 1991 he is active in lecturing, research and consultancy in the area of Law and IT and published several books and articles on this subject. Prof. Dumortier is the editor of the International Encyclopaedia of Cyberlaw (Kluwer International Publishers). He is an associate member of the American Bar Association, member of the Belgian Internet Observatory, member of the Flemish Strategic Digital Forum of many other committees and advisory bodies. Prof. Dumortier is regularly working as an expert for the Belgian federal government, the Flemish government, the European Commission and several national and international organisations on issues relating to Law and ICT.

Stephen ELLISON

Stephen Ellison BA (1980), MSc Information Science (1992) has worked in the House of Lords Record Office since 1969. As Clerk of the Records since 1999 he has responsibility for the historical archives of both Houses of Parliament dating from 1497 stored in the Victoria Tower repository. He has oversight of three current initiatives: a records management strategy for both Houses; a four-year project for creating an online electronic catalogue of the archives; and a four-year building project for upgrading the archive repository.

Willy HENRARD

Willy Henrard was the head of the Committee department of the Belgian Senate until 1997. He has been a clerk with the rank of Secretary General since 1999. He studied commercial and consular sciences at Louvain University (KULeuven). As clerk, he assists the chairman at plenary and Bureau meetings (the Bureau of the Senate is entitled to the inquiry into credentials, parliamentary proceedings, the regulations and administrative and financial managements). He is responsible for both the preparation and the implementation of the Senate's decisions. Moreover, he is at the head of the administration.

Włodzimierz KUCNER

Education :

- 1978-1984 : Polish Philology at the Warsaw University
- 1992-1993 : Postgraduate course on computers in archives at the Nicolas Copernicus University in Torun

Professional activities :

- 1980, 1996-1997 : Journalist in students' weekly, journalist in the Radio Free Europe
- 1982 : till now Archivist (in a publishing house, in the Archives of Modern Records, in the Senate Archives (from 1993))
- 1994-2002 Delegate to the ICA conferences in Lancaster, Budapest, Warsaw, Rome.

Natalya KHOKHLOVA

Education:

- 1980-1986 : Studies of automation of the management systems, computer programming, the Moscow Institute of Steel and Alloys
- 1998-1999 : Studies of state administration and law, Academy of National Economy of the Government of the Russian Federation.

Professional activities:

- 1986-1997 : engineer, leading programmer; developing and creating of workstations, CAM systems and the management systems for carrying out different tasks; designing and creating economical, analytical, statistical databases, creating of technologies of interaction with regional informational-analytical centres and administrations of the subjects of Russian Federation, engineering of analytical systems for Government of Russia.
- Since 1997 : leading expert, adviser, counsellor of Clerical office of the Council of Federation (High Chamber of Russian Parliament); designing and creating the technological automation systems of information and documentation support, in particular subsystems of electronic archive, subsystem of operation with applications of the citizens.

Véronique LAUREYS

After receiving a B.A. degree in History, Véronique Laureys worked as an archivist at the Archives of the City of Brussels. Since 1990, she has been a Parliamentary Archivist for the Belgian Senate and lectures on 'Group Recordkeeping' at the School of Library Science in Ghent. She is a member of the Steering Committee of the Section for Archivists of Parliaments and Political Parties at the International Council on Archives (ICA). Véronique Laureys is also a member of the Steering Committee of the Association of Archivists (VVBAD) and a member of the Study Group on 'The Legislation on archives'. She publishes chiefly on archival topics and on parliamentary history.

Bert LOOPER

Bert Looper studied medieval history at Groningen State University (the Netherlands) and was the municipal archivist of Assen, Zutphen and 's Hertogenbosch consecutively. From 1995-2000, he was the managing director of the *Centrale Archief Selectiedienst* (Centre for Appraisal) at Winschoten, where he was closely involved in the development and the implementation of the Dutch selection policy as part of PIVOT (Project Introduction Cutting Transfer Term) of the State Archive Department. In that

position, he was also closely involved in digitisation projects of the Dutch governmental departments. Since 2000, he has been the managing director of the Historical Centre of Overijssel, a merger of the State Archives at Overijssel and the Municipal Archives at Zwolle. He regularly publishes on historical, archival and policy topics.

Anders NORBERG

Education :

Ph.D. in history at Uppsala University in 1980

Professional activities :

Employed at the Swedish parliament in 1982, first archivist at the Swedish parliament in 1984.

Robert MYTTENAERE

Education :

- M.A. in Law
- M.A. in applied Economics
- B.A. in Philosophy

Professional activities :

- Deputy Secretary general of the Belgian House of Representatives
- Director general of the Legislative offices of the House
- Member of the Executive Committee of the Association of Secretaries General of Parliaments (ASGP)
- Member of the Experts Panel for the legislative strengthening programme of the United Nations Development Programme (UNDP)
- ECPRD correspondent for the Belgian House of Representatives (1981- 2001).

Béla PÁLMÁNY

Education:

- 1964-1969 : Eötvös University, Faculty of Arts - MA history and archival sciences
- 1973 : PhD in modern history of Hungary, 1991: “candidate” of the Hungarian Academy of Sciences.

Professional activities :

- 1969-1985 : Archivist at the National Archives, 1985-1991 Senior Historian of the Agricultural Museum. Since 1991- Head of the Central Archives of the National Assembly
- Since 1996 : Vice-president of the Section of Archives and Archivists of Parliaments and Political Parties - International Council on Archives.

Alcidio PEREIRA

Professional activities :

- Librarian/documentalist since 1977
- Civil servant with the European Parliament since 1986
- Debate Table Service: indexing of parliamentary debates (1986-1988)
- Documentation database and application division: management of the Epoque database, supervision of the indexing and maintenance of the Eurovoc Thesaurus (1988-1998)
- IT coordination service of the Directorate-General for Research: management of the database of parliamentary studies and ECPRD webmaster (1998-1999)
- Archives Service: coordinator of project ARCDoc (since 1999).

Bjørn RØNNING

Bjørn R. Rønning has been parliamentary archivist at the Storting, the Norwegian Parliament, since 1983. He studied political science, history and Sinology at the universities of Oslo, Trondheim, Copenhagen and London, and holds an MA in history from the University of Oslo. From 1968 to 1983 he was curator at the Museum of History, University of Oslo.

Paul SARENS

Paul Sarens began his career as a teacher in upper secondary school. He was then appointed administration secretary within the former province of Brabant and at the same time was the secretary of the regional consultative commission on town and country planning. He began working for the Belgian House of Representatives in 1989, and since 1999 he has worked in the Library Research service. Since that year he has been head of the Acquisitions and Preservation division.

Günther SCHEFBECK

Education:

- 1980-1986 Studies of history and political science (diploma program), University of Vienna
- 1986 Graduation (Magister philosophiae)
- 1986-1991 Continuation of studies (doctoral program), University of Vienna
- 1991 Second graduation (Doctor philosophiae sub auspiciis praesidentis)
- 1986 Staff member of the Austrian Parliamentary Administration
- 1987-1993 Head of the departmental sections V/3 (Archives and statistics) and V/5 (Parliamentary Documentation) of the Austrian Parliamentary Administration
- Since 1993 head of the department L3.4 (Parliamentary Documentation, Archives, and Statistics) and deputy head of the department L3.1 (Information and Publications) of the Austrian Parliamentary Administration
- Since 1994 secretary of the Committee on Science and Research of the National Council.

Professional activities :

Political system of the Republic of Austria, parliamentary procedure, history of law, history of the Austrian constitution, history of political theory, history of science; current focal point of interest: political and societal implications of the new information and communication technologies.

Bénédicte SCHULTE-GAUTIER

Bénédicte Schulte-Gautier joined the Senate services as administrator in 1984. She worked in the secretariat of the Commission for cultural affairs for ten years (1987-1996). She was then assigned to the IT and new technologies service in 1997 and has been involved in the setting-up and subsequently the management of the AMELI project (*AMendements en Ligne*), which came into force on 1 October 2001.

Evridiki SKASSI

Evridiki Skassi is a philologist-historian and has attended a considerable number of seminars on museum and cultural management. She is a graduate of the School of Philosophy of the National and Capodistrian University of Athens. From 1976 to 1979 she was a scholar of the National Scholarship Foundation. Since 1981, she works at the Library of the Hellenic Parliament. In 1993 she played a key role in the automation of the Library. During the last seven years she has been responsible for the organisation of the annual Exhibitions of the Hellenic Parliament, which are aimed at projecting aspects of ancient and modern Greek history and are mainly based on archival and printed material belonging to the collections of the Parliamentary Library. In 2001 she was appointed Director of the Library of the Hellenic Parliament.

Mario TONELOTTO

Education :

Studies in philosophy, Studies in archive science, Studies in library science

Professional activities :

- Professor of philosophy, Head of the European Parliament Library Service, Head of the European Parliament Archives Service
- Member of the Council of the SPP Section of the ICA.

Dick TOORNSTRA

Education :

Doctorate fiscal law - Master of Public Administration

Professional activities :

1995 - present - By decision of the Bureau of 2.2.1995, he was nominated Director in DG IV, Research, from 1.3.1995. He was in charge of modernising the working methods and technological applications used by the Library and Documentation Service of the EP. The objective is to create a Parliamentary Documentation Centre in which librarians, documentalists and researchers work closely together and integrate their

skills and knowledge in a new service, contactable on-line every day of the week. The new Centre was installed early 1998 on approx. 8000 m² in the new EP premises. It contains reading and working rooms, a library and a computer consultation room.

The Directorate is also responsible for the EP budget for the democratisation projects sponsored by the EP or organised for officials from Central and Eastern European countries.

In November 1995 he was nominated Co-Director of the European Centre for Parliamentary Research and Documentation by the Secretary General of the EP. This Centre is a joint organisation of the EP and the Council of Europe and maintains relations with over 55 different parliaments. His Directorate provides the main secretarial and clerical assistance to this Centre. It is actively involved in democratisation projects and comparative studies, with the aim of strengthening parliamentary democracies.

Current position :

Director (A2) in the European Parliament, Directorate General for Research - Directorate B (Parliamentary Documentation and International Cooperation).

María Ángeles VALLE DE JUAN

María Ángeles Valle de Juan has worked in the Spanish Senate since 1977 (restoration of the two-chamber system in Spain).

She became an archivist through a competitive procedure in 1981, and she became head of the archives when they were re-established in 1986. She has organised all the existing historical archives since 1834 based on a classification system which collates all the existing documentary typology and sets the document selection criteria to decide which should be kept and which constitute the historical heritage of the Senate. After designing the relational databases, all the historical archives (1834-1923 and 1977-2002) are computerised, the documentary management criteria are set and the parliamentary documents and official publications are digitised.

She founded, at the International Archive Congress in Paris in 1988, the Section of Archives and Archivists of Parliaments and Political Parties of the International Council of Archives (UNESCO). She was Vice-President of this section until the year 2000, when she was elected President, a post which she still occupies (www.spp-ica.org).

Member of the Senate working group for the upkeep and application of the Eurovoc Thesaurus.

Professor responsible for teaching 'parliamentary archives' within the framework of the Master in Archives at the Carlos III University in Madrid since its introduction.

Reinder H. van der HEIDE

Education :

Law and criminology

Professional activities :

- Till 1993: Coordinator prevention of criminality Community of Rotterdam
- Till 1996: Art Dealer H.M. van der Heide Leyden/Amsterdam: fellow-initiator and employee
- 1997-1998: Study archivistics (Archive School/State Archives)
- 1998-2001: Archivist Ministry of General Affairs
- 2001-now: Archivist of the Dutch Lower House.

Marc Van der HULST

Marc Van der Hulst has a M.A. of Translation and Law. He joined the Belgian House of Representatives in 1986 as service attaché. He has worked in various posts: in translation, in the committee department (secretariat of the Constitutional revision commission) and in the general secretariat.

Since 1999, he has been head of the legal department of the House of Representatives, and in 2001 he was appointed ECPRD correspondent for the House of Representatives.

He is also a lecturer in the constitutional law department of the Vrije Universiteit Brussel (VUB).

III. REGISTERED ATTENDANTS

European Parliament

Ms Mariana AZAROV, Net Fellow website ECPRD

Mr Niels KRISTOFFERSEN, Informatics coordination service

Mr Alcídio PEREIRA, ARCDoc Specialist

Mr Jacques SCHOULLER, former Director of the Archives Service

Mr Mario TONELOTTO, Head of the Archives Service

Mr Dick TOORNSTRA, Co-director ECPRD

Austria

Mr Günther SCHEFBECK, Archivist - National Council

Belgium

Ms Lutgarde AERTS, Archivist of the House of representatives

Mr Herman DE CROO, Minister of State and President of the House of representatives

Mr Jos DUMORTIER, Full Professor of Law - KULeuven

Mr Jean-Luc FRANÇOIS, Director of the Legal Affairs and Documentation Department of the Senate

Mr Willy HENRARD, Secretary General of the Senate

Ms Véronique LAUREYS, Archivist of the Senate

Mr Robert MYTTENAERE, Deputy Secretary General of the House of representatives

Mr Paul SARENS, Head of the Acquisitions and Preservation Division of the Library of the Belgian Parliament

Mr Marc VAN DER HULST, Director of the Legal Department of the House of representatives

Bulgaria

Mr Krastiu MOUSHKARO, Database Administrator/developer of the National Assembly

Cyprus

Mr Andreas PAVLAKIS, Member of the ICT Team of the House of representatives

Czech Republic

Mr Frantisek HODIK, Director of ICT Department of the Senate

Mr Petr HOUDEK, Information specialist - Chamber of Deputies

Denmark

Mr Hanne RASMUSSEN, Head Librarian and Archivist of the Folketinget

Estonia (Riigikogu)

Ms Kaja VAABEL, Head of the documentation department of the Parliament

Finland

Mr Juhani LOMU, Archivist - Parliament

Ms Liisa SAARELAINEN, Head of Documents Office - Parliament

France

Mr Laurent KLEIN, former Director of the Parliamentary, Archives and Historical Research Service of the National Assembly

Ms Kathleen LAYLE, Archivist/Documentalist - Parliamentary Secretary, Assembly Council of Europe

Ms Bénédicte ROUGÉ, Chief Administrator responsible for the Archives Division of the Senate

Ms Bénédicte SCHULTE-GAUTIER, Adviser at the Senate

Georgia

Ms Marika MESKHISHVILI, Leading specialist of the Parliament

Greece

Ms Evridiki ABADJI-SKASSI, Archivist of the Parliament

Mr Georgios ANGELOPOULOS, Head of the Directorate of New Technologies of the Parliament

Mr Ioannis VASSILIOU, Prof of Informatics, Member Scientific Committee of the Parliament

Hungary

Mr Béla PÁLMÁNY, Archivist - House of representatives

Mr Gabor STIEGRAD, Head of Department of the National Assembly

Iceland (Alpingi)

Ms Vigdis JÓNSDÓTTIR, Head of Parliamentary sessions department - Parliament

Ireland

Mr Brendan CONROY, Senior Clerk, Houses Services Directorate - Houses of the Oireachtas

Italy

Ms Emilia CAMPOCHIARO, Historical Archives Office - Senate

Ms Iolanda CARDARELLI, Consigliere parlamentare Capo Ufficio - Senate

Latvia (Saeima)

Ms Sandra BALTINA, Specialist in Archives of the Records Department of the Parliament

Ms Laimdota UPENIECE, Department Director, Information department of the Parliament

Lithuania (Seimas)

Ms Aldona PAULAUSKIENE, Archivist of the Parliament

Luxembourg

Ms Maryse BAUSTERT-KLEIN, ECPRD Librarian-Correspondent - House of representatives

Mr Claude FRIESEISEN, Deputy Secretary General - House of representatives

Mr Léo THIELEN, Adviser - Int. Relations and Legal Service - House of representatives

Macedonia

Mr Zlatko DIMOVSKI, Assistant to the Secretary General

Mr Goran STANOEVSKI, Head of the Department of Information, Documentation - Assembly

Moldova

Ms Angela COLATCHI, Head of the Analysis and Information Sector of the Centre for Parliamentary Studies and Public Relations - Parliament

Netherlands

Mr Koen BAART, Head of the Bureau of the Clerks Office - Senate

Mr Jeroen HEERKENS, Staff Member of the IT and Provisions Service - Lower House

Ms Amanda KWEEKEL, Temporary collaborator of the Senate

Mr Bert LOOPER, Director Historical Centre Overijssel & CAS

Ms Gita RAMDHARIE, Staff Member of the Archives Service - Lower House

Mr Frans SCHUTTE, Co-ordinator - Lower House

Mr Winston SINGH, Manager operations & Archives of the Information service - Lower House

Mr Reinder VAN DER HEIDE, Archivist/Keeper of the Records - Lower House

Mr Giel WIJGERGANGS, Information Officer of the Senate

Mr Erik ZALME, Employee Central Archive - Lower House

Norway (The Storting)

Mr Bjørn R. RØNNING, Archivist of the Parliament

Poland

Mr Włodzimierz KUCNER, Senior specialist/Archivist of the Senate

Mr Wojciech KULISIEWICZ, Director of the Sejm Library of the Parliament

Romania

Mr Dinu MOARCAS, Counsellor of the Senate

Russia

Ms Natalya KHOKHLOVA, Consultant, Clerical office - The Federal Assembly of the Russian Federation/The Council of Federation

Slovakia

Ms Georgina GADUSOVA, Director of the Parliamentary Library - National Council

Ms Jana KUBIKOVA, Head of the Archives - National Council

Spain

Mr Mateo MACIA, Head of the Archives department - Congress of Deputies

Ms Maria Ángeles VALLE DE JUAN, Archivist of the Senate

Sweden

Mr Anders NORBERG, Archivist of the Parliament

Turkey

Ms Serap CIHANER, Specialist - Grand National Assembly

Mr Semsettin KILINC, Director - Grand National Assembly

Mr Habip KOCAMAN, Specialist - Grand National Assembly

Mr Taniu YAZGANARIKAN, System analyst - Grand National Assembly

United Kingdom

Mr Stephen ELLISON, Clerk of the Records/Archivist - Parliament

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