
Archives of the European Parliament

Annual Report for 2019



Archives Unit

April 2020

Archives Unit
Central Service attached to the Secretary-General

April 2020

*Cover: Lisbon Treaty book provided by the Archives Unit of the European Parliament
President Christine Lagarde (European Central Bank), President Ursula von der Leyen (European
Commission), President Charles Michel (European Council) and President David Maria Sassoli
(European Parliament)*

1 December 2019, House of European History, Brussels, Belgium

All images: © European Union

Table of Contents

Summary	4
Part I - Objectives and progress in 2019	5
1) Background	5
2) Objectives.....	5
3) Progress in 2019.....	7
Acquisition of new material	7
Long-term preservation and processing of the archives	9
Transfers to the Historical Archives of the EU	9
Services to researchers and other users	10
Research, publications and outreach.....	10
Part II - Detailed account of the services offered by the Historical Archives in 2019.....	12
1) Historical Archives.....	12
Acquisitions, storage and transfers	12
Processing	13
2) Services to researchers and other users.....	14
Electronic database.....	14
Intranet pages	14
Internet pages.....	14
Historical research	14
3) Publications and outreach	14
EP History project (First series of studies - 1979-1989).....	15
Events and exhibitions	15
Oral history project	18
4) Relations with other EU institutions and international bodies	18
Part III - Administration of the Archives	19
1) Budget	19
Contribution to the annual budget of Historical Archives of the EU (HAEU)	19
Investment in electronic archives: Efforts for long-term preservation and accessibility.....	19
Processing of the archives	19
2) Staff	20
Establishment plan.....	20
3) Cooperation within the EP administration	20
4) Premises.....	21
5) Computerisation	22

Summary

Each European Union (EU) institution, including the European Parliament (EP), has the legal obligation to identify, acquire, and maintain an archive of its official documents. The Archives of the EP, carrying out this obligation, have existed since the launch of the European Coal and Steel Community (ECSC) in 1952 and the *fonds* now numbers around five million items.

The Archives of the Parliament are keepers of Parliament's memory, and should, with their holdings and services, reflect as accurately as possible Parliament's history and its development, particularly in connection with European integration. In order to achieve this, the work of the Archives Unit consists in the management and preservation of Parliament's official documents and other archival material, including the papers of individual Members who choose to submit them. The Unit supports the Members and administration in accessing historical records needed in their work. It makes the archives publicly accessible, assists academic researchers in retrieving them for use, and carries out promotional activities such as events and exhibitions.

The work of the Archives Unit is set out in this report covering its activities for the year 2019. A quick overview of the Unit's work, described in greater detail in the pages which follow, is captured in the figures below:

Archives:	
- Transfer received (submission to archives):	130
- Submissions of administrative and legislative archives:	577 linear metres (lm)
- Submissions of digital files:	615 GB
- Items from the official mail archives:	17 lm
- Transfers to the Historical Archives of the EU:	no transfer
- Archives processed (paper):	463 lm
- Archives processed (electronic):	no processing
Search:	
- Number of requests for documents:	574 requests
- Number of study visitors (researchers) received:	14 study visitors
Outreach:	
Events and exhibitions:	9
Websites maintained:	3
Posts:	16 on Internet, 8 on Intranet, 44 on My House Of European History

In November 2019, the Archives Unit was moved from the Directorate-General for Parliamentary Research Services to the Central Services attached to the Secretary-General because its mission applies to the whole Institution.

Part I - Objectives and progress in 2019

1) Background

This is the sixteenth Annual Report of the Archives of the European Parliament (EP). The activity of the Archives is regulated by Council Regulation (EEC, Euratom) No 354/1983 of 1 February 1983 - amended by Council Regulation (EU) No 2015/496 of 17 March 2015 - on the opening to the public of the historical archives of the EEC and the European Atomic Energy Community (EAEC).

This Regulation sets a legal obligation on EU institutions to maintain archives and, after a period of time, to deposit those already 'opened to the public' in the common Historical Archives of the European Union (HAEU), which are located at the European University Institute (EUI) in Florence. Article 9(2) of the Regulation stipulates that 'each institution shall publish information annually on its historical archiving activities'. The Annual Report on the Archives of the EP is submitted to fulfil this obligation.

The Archives Unit within the EP's administration manages and preserves the Parliament's official documents and other archival material dating back to 1952, including the deposited documents of individual Members. Formally, as requested by the decision of the Bureau of the Parliament of 2 July 2012 on document management, the Unit is responsible for the acquisition, storage, processing, and accessibility of the official documents of the institution. It provides these documents, both internally to the Members and administration, and externally to organisations and citizens, notably researchers and historians, through 'tools that facilitate online access to information'. It assists researchers on the history of the Parliament and of European integration, and publishes historical studies based on the archives, using 'any means of documentary or academic dissemination or publishing'. It works closely with the HAEU, in promoting use of the archives and the study of the history of the Parliament.

Located in Luxembourg, the Archives Unit is a Central Services attached the Secretary-General. The Unit also undertakes research itself, as well as dissemination and communication activities aimed at promoting knowledge of the history of the Parliament.

2) Objectives

The on-going objectives (2017-2019) of the Archives Unit comprise:

- i) the acquisition of materials of historical value of the EP, their orderly organisation for future access, and their preservation; and,
- ii) the access to these materials and their use for the promotion of the understanding of the history of the EP and of European integration more widely.

In greater detail, these objectives are:

1. To pursue a long-term strategy for the Archives Unit - and the Directorate in which it is located - to address the challenges posed by the digital revolution, so as to become a centre of excellence and reference for historical research on European integration and the European Parliament;
2. To continue to contribute to the definition and implementation of the Parliament's document management policy and rules governing the transfer of archival and library materials for permanent preservation, from the Directorates-General and services, in particular;
3. To streamline the acquisition of the institutional archives:
 - a) to diversify the variety of services guiding the transfer to the archives of documents and publications in order to meet and satisfy the specific needs from services;
 - b) to continue streamlining the processes of electronic data transfer into the Unit's collections and databases;
 - c) to contribute to broadening the sources of European Parliament history, specifically by expanding oral archives with testimonials from former Presidents, Secretaries-General, and Members;
4. To plan and implement a strategy for the long-term preservation of the archives material:
 - a) to implement the necessary measures to ensure reliable digital preservation and to guarantee integrity and legibility over time, namely by preparing for long-term preservation of digital content in collaboration with other institutions and the Historical Archives of the EU and by developing and integrating tools for processing digitally born documents and data; and
 - b) to revise the Archives' metadata policy, in order to create, expose and connect information on archival funds, in particular, to ensure efficient transfer from business applications to the archives database;
5. To ensure internal and external accessibility of the archives:
 - a) to further strengthen a client-oriented historical research service by ensuring a timely and adequate response to historical requests from Members and EP staff by email;
 - b) to prepare online archives, specifically by creating webpages for historical information about former delegates and Members and making available the historical archives database on the internet;
6. To contribute meaningfully to the promotion of understanding of the history of EU integration and of the European Parliament:
 - a) to design and follow an overall communication strategy, in cooperation with the services responsible, to promote the archives ensuring a strong online presence;
 - b) to support the research and publication of studies on the history of the European Parliament;
 - c) to participate in the management of the dedicated websites and contribute to the Parliament's research and history-related websites;
 - d) to foster interinstitutional and professional cooperation, in particular in the framework of the Interinstitutional Archives Group (IIAG) and by participating in expert groups and professional organisations so as to develop projects of common interest (digitisation, unification of metadata and controlled authorities).

Progress towards these objectives is ensured by:

- i) the daily work of the Unit, which responds to the Parliament's legal obligation and raises awareness of its history;
- ii) specific projects needed in order to adapt to technological progress and to embed piloted innovation and good practice into the Unit's daily work.

3) Progress in 2019

As its core mission, the Archives Unit manages and preserves the EP's official public documents and other archival material dating back to 1952, comprising around five million items to date.

In 2019, a total of 577 lm of paper files, were acquired by the Archives, and 386.6 lm of archives were evaluated and processed. The launch of Parliament's new Electronic Records Management System (ERMS) in a pilot phase in 2019, will facilitate this process, by moving the acquisition process of digitally-born content to an automated system.

No transfer to the HAEU in Florence was performed in 2019 while all transferable archives were sent. The next transfer of archives is foreseen in November 2020.

The Unit answered 574 individual requests for historic documents and other information. Such requests come mainly from the Parliament's offices and services (cabinets, plenary, committees, Legal Service, Transparency Unit, etc.), as well as from researchers and citizens.

Acquisition of new material

In 2019, the Archives Unit continued and strengthened the pro-active approach initiated in 2017 to acquiring the Parliament's archives, by accompanying administrative units in their archiving activities and conducting a retrospective analysis of the *fonds*¹ processed, in order to identify any gaps or weaknesses and thus better define priorities. This approach, matched by an increasingly rigorous application of the archiving rules defined in the administrations retention schedules, generated significant acquisitions. 130 acquisitions were performed in 2019 all along the year.

The main 2019 acquisitions included documents from:

-) Talent Selection Unit (92 lm);
-) Petitions files from the 7th legislature (81 lm);
-) Committee on Budgets (20 lm);
-) Committee on Industry, Research and Energy (19 lm);
-) Cabinet of President Jerzy Buzek (7 lm), composed of photos.

¹ In archival science, a *fonds* is a group of records that share the same origin and that have occurred naturally as an outgrowth of the daily workings of an agency, individual, or organization. 'Records are not the sediment of activities. They are the atoms and the evidence of activities, and very often the only few remains of the activities.' (Peter Horsman, Netherlands Archives School, 1998). It is with this perspective in mind that archivists organise archival materials in *fonds*.



1. Acquisitions in archiving units on shelves. © European Union

The archives of plenary activities and of the parliamentary committees were systematically requested and acquired, in smooth cooperation with the Directorates-General, according to a pre-established plan, in order to provide a full view of the legislative process.

The Archives welcome and invite the submission of the archives of individual Members and former Members of the EP (private archives). Since the creation of 2014, there has been a more active effort to secure such papers as they are an important component of the history of the institution. In 2019, the Unit received the papers of fourteen former Members:

- Catherine Bearder
- Jerzy Buzek
- Rachida Dati
- Ana Gomes
- Christopher Jackson
- Petra Kammerevert
- Andrey Kovatchev
- Alain Lamassoure
- Jean Lambert
- Barbara Lochbihler
- Elisabeth Morin-Chartier
- Christine Revault D'Allonnes-Bonnefoy
- Dagmar Roth-Behrendt
- Ramón Luis Valcárcel Siso

The Former Members' Association is actively supporting awareness-raising activities for the submission of such private archives, which many cover Members' parliamentary work in Brussels or Strasbourg as well as their domestic or European political work. Such private archives are of great historical value, illustrating a wide range of dimensions of Members' work for future generations.

An oral history campaign to collect testimonies from former Members was launched in 2018 and will continue in coming years, with the aim of collecting a meaningful number of personal accounts, which will complement former Members' private archives.

Long-term preservation and processing of the archives

Archiving means ensuring both order and preservation. The processing of archives is the orderly organisation of *fonds* based on their evaluation and subsequent filing plan. The items archived are assigned metadata², that is, data reflecting this organisation and their place in it.

The processing of archival records includes their preparation for digitisation (if not already born-digital) and for long-term preservation. The Parliament maintains a full digital copy of all its paper archives, including the documents submitted to the HAEU for opening to the public. Data related to archived information are available in the archive management system (CLAVIS), hosted inside premises to ensure the safe processing of archives. This archive management system is compatible with standards related to the long-term preservation strategy of the digital. Long-term preservation refers in this case to the digital archives and poses a challenge to archives all over the world: electronic documents may become illegible after just a few years, due to either obsolete software, hardware, or media, and/or to the sheer size which electronic archives start to develop.

The collaboration with several technical teams has been initiated to ease the transfer of digital-born files already collected (Knowledge Management Programme to improve access to parliamentary information and knowledge across the organisation during the last legislatures and ERMS to improve access to documents produced by the administration).

The work of harmonisation and enrichment of the information on 'controlled authorities'³ is a continuous activity, particularly concerning information on former Members and towns. The resulting data is due to be published on the Members' website www.europarl.ep.parl.union.eu and also as datasets⁴ in cooperation with the Data Management, Document production Unit from the Directorate-General for Innovation and Technological Support in 2020.

Transfers to the Historical Archives of the EU

Systematic quality control continued to be undertaken for the transfer of archives to the HAEU, in accordance with the transfer procedure established in 2014. In 2019, the quality control was mainly applied on two specific *fonds* related the Cabinet of Lord Plumb and parliamentary reports from the 4th legislature.

In 2019, this activity included the verification of the completeness of the files, the consistency with the description in the archive management system and the packaging in pH neutral archival folders and boxes.

² Metadata is 'data about data': a standardised set of data describing where each item is stored and what it is about.

³ *Authority control* is a term used in cataloguing, meaning the use of a single authorised heading for all records having the same authority; for example, authors of documents (e.g. MEPs) are *authorities*: authority control ensures the name is always written the same way, there are no spelling mistakes, there is consistent use of the middle name or initial, there is disambiguation when several authors have the same name, etc.

⁴ Datasets are collections of data; when prepared for online publication, such collections are usually organised in tables. An important service of public archives is the creation of such tables and publication as open data: the materials can be data mined too, not only checked individually. Archival materials are usually not acquired as datasets: for example, there is no table with all budgets of the Parliament and its predecessors since 1952. Unless the archivists create such tables, researchers have to take the time to identify all the relevant Bureau Decisions.

Services to researchers and other users

The Archives Unit provides access to the Parliament's historical documents and publications for researchers wishing to explore the history of the institution and of European integration more widely. The Unit has been pro-active in developing relations with the Council for International Archives (CIA) and continued to host trainees and visitors undertaking research on relevant topics. In 2019, a trainee performed activities on iconographic *fonds*. The Unit's system of allocating an experimented member of staff for the supervision and support of each researcher and trainee, rather than pooling requests and serving them by staff as available, creates a user-friendly service.

Research, publications and outreach

Since 2014, the Archives Unit is supporting the publication of two series - the European Parliament History Series and the European Union History Series - with greater emphasis on issues of general political interest. Work was devoted to collecting facts and figures on the development of the political groups in the Parliament since 1979, for a study published in 2019.

Three major studies were supported as part of a long-term project on the History of the EP. This first phase of the project has involved researching and publishing material on the history of the Parliament as a political institution since the first direct elections in June 1979 to the third elections ten years later. They attempt to trace and analyse (i) the character, composition and culture of the directly-elected Parliament; (ii) the Parliament's role in the institutional and constitutional development of the EU during this decade; and (iii) its role in the completion of the European single market. These studies are:

-) *The Parliament's role in the institutional and constitutional development of the European Union, 1979-1989* (Prof. W. Kaiser): published by the Directorate-General for Parliamentary Research Services in November 2018 in English (French and German versions to be published);
-) *Culture politique et dynamiques du Parlement européen, 1979-1989* (Prof. B. Wassenberg & S. Schirmann): published by the Directorate-General for Parliamentary Research Services in November 2019 in French (English and German versions to be published);
-) *The Parliament's role in the completion of the European single market, 1979-1989* (Prof. L. Warloutzet): to be published by the Directorate-General for Parliamentary Research Services once finalized.

To raise awareness about the Parliament's history, the Unit organised a number of events and exhibitions. It continued to maintain the website for the Archives, and an intranet site with useful information and practical advice for Members and staff. The Unit also provided historical articles and blog posts to other online platforms, and took part in the management and maintenance of the 'My House of European History' website.

The Archives Unit organised nine exhibitions and events in 2019. As examples of events, the Unit prepared two major exhibitions of old electoral posters for the European Elections. These later exhibitions were held in the Parliament premises and the *Bibliothèque Nationale Universitaire* (BNU) in Strasbourg in February-March 2019, as well as in other locations (Liaison Offices and libraries in Luxembourg, France and Spain). The Archives Unit made a contribution on the Editorial Strategy of the EP Archives for Citizens to the Conference 'History of the European Parliament: Research Projects, Sources and Historical Memory 1979-2019' (Brussels, Belgium).



2. Photo during the event 'Elire l'Europe', Bibliothèque Nationale Universitaire (BNU), Strasbourg. © BNU-Strasbourg

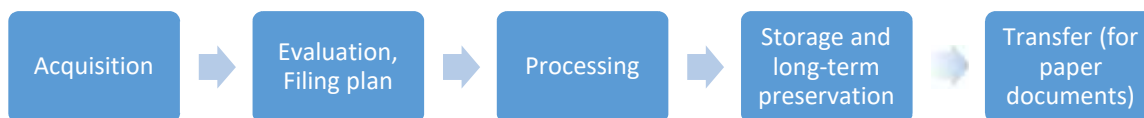
In parallel, the Unit continued to foster inter-institutional and professional cooperation, in particular, in the framework of the Inter-institutional Archives Group (IIAG) and European Diplomatic Archives Group (EUDIA). Specialist staff of the unit (archivists, librarians, and historians) continued to take part in expert groups and professional organisations, as this helps to develop projects of common interest (*inter alia* digitisation, harmonisation of metadata and controlled authorities). There has been activities carried out within the Centre for Innovation in Parliaments (CIP) of the Inter Parliamentary Union (IPU). This activity intends to bridge the long term preservation of documents with the digital strategy, mainly the data ecosystem layer introduced in the digital strategy framework, delivered by the IT governance thematic hub.

Part II - Detailed account of the services offered by the Historical Archives in 2019

This section sets out in greater detail the processes of archiving and the qualitative advances made in the services provided by the Archives Unit.

1) Historical Archives

The main steps in the archiving process are explained below:



Acquisitions, storage and transfers

These are activities that require logistics management besides specialist archiving knowledge. In order to carry out acquisitions, storage, and transfer, the Archives Unit:

-) collects and registers the Parliament's official archives (both legislative and administrative);
-) receives, organises, and manages the private archives of Members;
-) receives, organises, and manages the archives of the Parliament's Official Mail;
-) ensures the restoration and preventive conservation of archived materials;
-) prepares and manages transfers to the HAEU;
-) manages relevant stocks and storage spaces.

The Archives Unit currently stores more than 3.000 lm of material comprising both legislative and administrative collections, some of which are still being processed.

The main activities in 2019 in relation to the acquisition part of archiving were:

-) continuing to diversify the variety of services guiding the transfer of documents and publications in order to meet and satisfy the particular needs from offices and administrative services;
-) continuing efforts to streamline the electronic transfers of data into the Unit's collections and databases;
-) contributing to the broadening of sources of EP history, specifically by providing an integrated access to the documents.

Acquisition forms provided to collect archives have been modified to reflect the new organisational positioning of the Archives Unit.

The acquisitions register that was created in 2015 is maintained to include all transfers, regardless of their status (transfers from the EP or other European institutions or deposits of archives of former MEPs) or their format (not only paper documents, but also digital archives, audiocassettes, gifts,

posters, etc.). All archives collected are registered, checked and packed with a unique identifier, to ensure traceability during their management by the Archives.

The Unit also received important transfers of administrative documents from three Directorates-General: Finance, Personnel, and Infrastructure and Logistics.

Processing

In relation to the processing of the Parliament's archives, the Archives Unit:

-) defines the policy, strategy and practical modalities of archival treatment;
-) plans and manages archival processing and digitisation projects;
-) manages the outsourced processing of archives and digitisation;
-) coordinates internal and external archival processing projects;
-) carries out the quality control of processing and of metadata (descriptive data).

After being received, the content of files submitted is identified and organised according to their source, so as to protect their original context. This is important in order to ensure the later ease of identification of any document sought in the archives. A hierarchical description (hierarchical layers of metadata) is then undertaken, in accordance with the ISAD(G)⁵ archiving standard (series and files) and in compliance with a wide range of criteria, and is entered directly into the database. Each document, whether 'paper-born' or 'digitally-born', will have a similar description and exist electronically in the archival database.

The archival processing methodology was updated in 2016, comprising a revision of the methods of processing and description, the enhancement of controlled authorities and thesaurus⁶, the quality control of descriptive data, and the control of the rules concerning access to public archives. The tender for processing based on this methodology resulted in the signing, in 2017, of a contract for processing archives. The contract in force in 2019 ensured the provision of specialised archivists for the processing of paper archives.

The processed archives were:

-) Cabinets of Secretary-Generals : 74 lm ;
-) Petition files: 118 lm;
-) Information Offices in Paris and Dublin (continuation): 99 lm;
-) Science and Technology Options Assessment (STOA): 10 lm;
-) Press Unit: 6 lm;
-) Directorate for Studies: 3 lm;
-) Legislative Coordination Unit: 19 lm;
-) Delegation of the Directorate-General for Personnel to 'Chefs d'Administration': 6 lm;
-) Members and former Members: 90 lm.

The digitisation process was suspended in 2019 pending for the publication and implementation of an inter-institutional contract. This process will be relaunched in 2020.

⁵ General International Standard Archival Description - standard developed by the International Council on Archives to provide general guidance for the preparation of archival descriptions
https://www.ica.org/sites/default/files/CBPS_2000_Guidelines_ISAD%28G%29_Second-edition_EN.pdf

⁶ The description of archives (meta-data) is based on a well-defined set of keywords grouped in a thesaurus.

2) Services to researchers and other users

In order to make its documentary resources as accessible as possible, the Archives Unit promotes its archival holdings in a number of ways:

Electronic database

The electronic archives (the database) contains more than five million documents. It is currently only available for consultation (of publicly accessible documents only) in the reading room of the Historical Library in Luxembourg and in the reading room of the Library in Brussels, but not outside the Archives, for technical reasons.

Intranet pages

The Archives Unit's intranet pages are divided into several sections offering information on the Archives and the Unit's objectives, and services provided to Members, assistants and EP staff.

The Archives intranet pages can be accessed at the following address:

<https://epintranet.in.ep.europa.eu/home/browse-as/communication/document-management/tools-and-procedures.html>

Internet pages

The Archives' website gives the Archives Unit a possibility to present the unit and promote their holdings, services and publications to the outside world. The site provides access to the archives and to Parliament's history and structure; it contains a wide range of video interviews with former Presidents and two Secretary - Generals, by subject and highlights of their period in office. The Archives wish to become even closer to the user and incorporate a search engine into archived documents.

A monthly article under the column 'It happened in the EP' is published, and 44 contributions were (story and photos) posted on My House of European History website.

The Archives website can be accessed at the following address:

<https://www.europarl.europa.eu/historicalarchives/en/home.html>

Historical research

The Archives Unit provides access to the Parliament's historical documents and publications for researchers working on the history of European integration. In 2019, 574 requests were received from internal and external clients, whether Members, EP offices and administrative units, other institutions, citizens (including via the Transparency Unit), researchers or historians.

3) Publications and outreach

The main activities conducted by the Archives Unit in the field of publications and outreach in 2019 were as follows:

EP History project (First series of studies - 1979-1989)

A first set of studies on the EP during its first two elected parliamentary terms (1979-89) was commissioned at the end of 2016 and largely carried out in 2017 and 2018, in order to trace and analyse: (i) the character, composition and culture of the first two directly-elected Parliaments; (ii) the Parliament's role in the institutional and constitutional development of the then EEC during that decade; and (iii) its role in the completion of the European single market. The exercise is designed to draw on a wide variety of sources, including the Archives, publicly available external material, and interviews with figures from the time, including former Members and EP officials. The three studies were introduced at an event in spring 2019.

Events and exhibitions

The Archives Unit organised nine events and exhibitions in 2019:

-) 8 January 2019 (18:00-19:30): 'Raconter l'Europe, témoigner et informer' autour du livre 'Paul Collowald, pionnier d'une Europe à unir', Presentation Sabine Menu's book on Paul Collowald.

Speakers: Paul Collowald, Sabine Menu, Jaume Duch Guillot, Margaritis Schinas, Reijo Kemppinen, Franck Debié and Étienne Deschamps.

Location: Auditorium, House of European History in Brussels.



-) 11-14 February 2019 (during Strasbourg Session): '40 Years of European Elections – Exhibition of posters'.

Location: Espace Colombo, LOW Building, EP in Strasbourg.

For this exhibition were prepared 26 panels presenting historical electoral posters, two visual expos, a brochure, a video, 9 postcards and 3 bookmarks.



-) February-March 2019: 'Elire l'Europe'
Location: *Bibliothèque Nationale Universitaire* (BNU) in Strasbourg.

Based on a selection of original documents from the EP Archives and from private collections (posters and objects), this exhibition focused on the institutional campaign that took place in the Nine European Community Member States. Public debates and film projections were also organized.

-) 3 April 2019 (14:45 - 17:15): EP-EUI-FMA Roundtable - together with Former Member Association (FMA) contributed to the organisation of the roundtable: 'Forty years since the first direct elections to the EP: The making of a new political institution'.

Speakers: Enrique Barón Crespo, Pat Cox, Klaus Hänsch, Hans-Gert Pöttering, Charlotte Cederschiöld, Birte Wassenberg, Wolfram Kaiser, Laurent Walouzet.

Moderators: Anthony Teasdale (Director-General of the Directorate-General for Parliamentary Research Services) and Dieter Schlenker (Director of the HAEU, EUI).

Location: Library Reading Room, 5th floor, Altiero Spinelli Building (ASP 05D) in Brussels.



-) 7 May 2019 EP Liaison Office (EPLO) Luxembourg: Set up exhibition electoral posters (follow-up to Strasbourg exhibition).

Location: EP EPLO Office, Luxembourg Ville.

For this exhibition a selection of poster on vinyl was reprinted using wooden baguettes as hanging system (developed ad hoc for this event). A new version of the brochure having as cover the Luxembourg poster prepared in occasion of the European elections in Luxembourg in 1979 was prepared.



-) May 2019 EPLO Madrid received the printable files for exhibition in EPLO Madrid premises (follow-up to Strasbourg Exhibition)

Location: EPLO office in Madrid.

) June 2019 in EP Library in Brussels: set up of the video prepared for the '40 Years of European Elections - Exhibition of posters' in Strasbourg on 1 of the TV screens in the EP Library, including the set-up of vitrines with the postcards prepared with the images of the electoral posters.

) 28-29 September 2019: *Journées du Patrimoine*/Heritage Days - Open Doors of Schuman Building in Luxembourg.
Location: Hemicycle in Schuman Building in Luxembourg Ville.



) September 2019: Exhibition in EPLO office: Exhibition with 16 frames.
Title: 'Le Parlement Européen à Luxembourg: Acteurs, Moments, Bâtiments'
Location: EPLO office in Luxembourg Ville.

The exhibitions are an important communication tools to promote interest in EU history, as well as the Archives, both within and outside the institution. The approach utilised by the Unit involves multiple partners (Liaison Offices, media, and institutions) and digital assets. This has already been the case of the exhibition of old electoral posters in Strasbourg, which is offered electronically too.



3. Photo during the event 'Raconter l'Europe, témoigner et informer' autour du livre 'Paul Collowald, pionnier d'une Europe à unir'. © European Union

In February 2019, the Archives Unit took part to two training sessions ('train-the-trainers') which were organized by the Learning and Development Unit (Directorate-General for Personnel). The objective was to set up a team of experienced staffers with solid in-house knowledge and strong teaching skills, who would be 'welcome guides' for new Members coming in after the forthcoming European elections. A colleague from the Archives Unit intervened as a trainer dealing with the issue of having three EU capitals/seats (Brussels, Luxembourg, Strasbourg) in an historical perspective, with an emphasis on the specific situation of the European Parliament.

Oral history project

Work continued in 2019 on enhancing the archives of former Presidents and Secretaries-General of the Parliament, by adding video interviews. This project is undertaken in cooperation with Directorate-General for Communication (Audio-visual Unit).

4) Relations with other EU institutions and international bodies

Cooperation with the HAEU was again expressed in 2019. The Archives Unit is actively participating in the twice-yearly inter-institutional meeting of the Archival Group (IIAG) of the EU institutions, where the HAEU report is also scrutinised by the financing institutions (the Parliament contributes yearly to this financing). In exchange, the HAEU provides the storage of archives (paper documents) and particularly promotional activities.

As a matter of facts, based on the Annual Report provided by the HAEU:

-) 65% of the documents processed and published by the AHUE come from the European Parliament (table 3 of the Annual Report⁷).
-) EP funds are the funds of the EU institutions most consulted online with 27% of total consumption (table 8 of the Annual Report).
-) EP files represent 51.6% of the physical files consulted in the AHUE reading room (table 13 of the Annual Report).

⁷ Historical Archives of the European Union, Annual Activity Report 2019, approved February 24, 2020

Part III - Administration of the Archives

1) Budget

In 2019, the Archives Unit managed its appropriations under the following EP budget line:

Budget Line	2019 approved budget
3210-07	1.850.000 EUR

Contribution to the annual budget of Historical Archives of the EU (HAEU)

In 2019, the European Parliament contributed its quota of 391.259,00 EUR to the budget of the HAEU.

Investment in electronic archives: Efforts for long-term preservation and accessibility

Limited IT-related funds have been used in 2019, mainly related to the maintenance of the archive management system archival system (16.500 EUR).

Processing of the archives

The main item of expenditure in 2019 involved the sorting, organising and processing of paper documents (the processing of electronic documents has been partly automatic, and in the case of unstructured archives, has been carried out mainly by staff particularly due to the complexity of organising unstructured materials). In 2019, the processing of paper archives cost in 1.157.475 EUR. The processing of the was mainly related to petitions 1997-2008 (208.162,50 EUR) and STOA 1962 - 2012 (118.862,50 EUR). Other treatments were initiated and will continue on technical assistance (189.200 EUR), Verbatim of the Plenary sessions (189.200 EUR) and processing of Members and Former Members private archives (452.050 EUR).

The amounts reflect the very substantial work of processing individual paper files, preparing for digitisation, adding indexing and meta-data, and uploading into the database. The preparation of processing, consisting in inventory, evaluation, file structure plus metadata, and preparation of batches for processing is made by staff.

The Archives Unit relies on the provision of services through framework contracts with specialised companies for processing work. Tasks assigned to the external company are organised in projects, which are benchmarked and monitored. Each project concerns well-defined submissions, so that the indexing and assignment of metadata is similar across the project. All tasks relating to the responsibility and management of each project are carried out by the EP staff within the unit. The choice of *intra-muros* processing is dictated by the unique and sometimes confidential nature of the archives to be treated.

The maximum number of external staff recorded in a year varies, depending on the number of projects launched and completed within that year. The peak number of external staff working on processing archives in 2019 was twelve external members of staff.

2) Staff

Establishment plan

On 31 December 2019, the establishment plan of the Archives Unit stood at ten officials, six vacant posts (three AD, three AST), and two contract agents. Four staff members took part in the juries of the European Personnel Selection Office (EPSO) competition for Archivists and Record Managers (AD and AST).

3) Cooperation within the EP administration

The Archives Unit cooperates closely both with other administrative units from the Directorate-General for Parliamentary Research Services and with other Directorate-Generals and services within the Parliament's administration more widely. For example:

- within the Directorate-General for Parliamentary Research Services

The Archives Unit in Luxembourg works closely with the On-site and Online Library Services Unit in Luxembourg and Brussels. They share a common Library Management System (ALMA) and online catalogue, as well as a common budget for new acquisitions.

The Citizens' Enquiries Unit (AsKEP) passes on to the Archives Unit all information requests they receive for historical documents from members of the public. The Archives Unit also collaborates with units of the Members' Research Service, notably in respect of researching documents.

The Archives Unit also cooperates actively on a regular basis with other Directorate-Generals and services:

- within the Directorate-General for the Presidency

The Archives Unit organises and archives, in paper and digital forms (the latter searchable online), all the outgoing and incoming official mail of the European Parliament (17 Tm in 2019), which is transferred on a regular basis from the Official Mail Unit.

The Archives Unit cooperates with the Transparency Unit, in particular in cases of requests for access to documents under Regulation 1049/2001 involving more extensive searches with historical profiles. 53 such extensive searches were carried out in 2019.

- within the Directorates-General for Internal Policies and for External Policies

The Archives Unit cooperates with both Directorate-Generals, in order to acquire the archives of the parliamentary committees and to add them to its existing holdings. A systematic transfer plan has been set up and followed, since 2017, to ensure the comprehensive acquisition of all such materials for the archives.

- within the Directorate-General for Communication

The Archives Unit works closely with the House of European History, the Events and Exhibitions Unit, and the EPLOs in the member states, both on acquisitions and the organisation of events and exhibitions.

- *within other Directorates-General and services*

In the context of events and exhibitions, the Archives Unit is working extremely closely with several units from the Directorate-General for Innovation and Technological Support (Editing Directorate), the Directorate-General for Interpretation and Conference (Conference Technicians team in particular), the Directorate-General for Security and Safety, the Directorate-General for Infrastructure and Logistics (for catering and cleaning during events and booking of exhibition spaces), the Protocol Service in the Directorate-General for Presidency, the Former Members Association (as for the event organised on 03 April 2019), and the Photobooking team in the Directorate-General for Communication.

The Archives Unit works with various other DGs and services to explain and apply the retention schedules and works, notably in the framework of GIDOC⁸, to establish filing plans and common conservation lists for the whole institution.

4) Premises

- Stock-taking and preventive conservation

Permanent efforts are provided on archive preservation and storage management. The general inventory of storage spaces and archives is maintained, to ensure:

-) identification and description of all storage spaces;
-) assigning of location identifiers to each storage location;
-) verification of the presence, or failing this, identification of each set of archives kept by the Archives Unit (acquisitions, archives processed, digitisation lots, microfilms, posters, audio cassettes);
-) quality control, or failing this, the establishment of associated research instruments (transfer forms, digitisation forms);
-) checking of the condition of the archives and their containers;
-) rationalisation of the containers for better conservation and reconditioning, if necessary;
-) classification of each file holding unit in association with a location in the storage areas.

This stock-taking operation made it possible to identify documents stored without an associated research instrument, sometimes for several years. By thus ensuring a better control of the material kept by the Archives, it was possible to establish a more rational programming of processing and to avoid the successive treatments of scattered parts of the same group of archives, thus ensuring a greater consistency and coherence of descriptions.

- Microforms

A specific assessment of the condition of the microforms in the Archives was carried out in 2016 in order to evaluate their exposure to the 'vinegar syndrome'. The control confirmed a slight change

⁸ 'The Inter-departmental group of document management officers (GIDOC) was created within the European Parliament Secretariat by the Bureau decision of 2 July 2012 to ensure the implementation and monitor the development of the document management system created pursuant to that decision and its implementing measures. Each directorate-general and equivalent administrative body is represented in the group by a document management officer. The Directorate-General for the Presidency and the Directorate-General for Parliamentary Research Services (Historical Archives Unit) give secretarial support to GIDOC.' (source: Intranet)

in most of the oldest microfilms, based on acetate film. A prevention programme was undertaken in 2017 and the microforms are now held in a controlled preservation environment (air conditioning of the *microthèque* with a stable temperature and humidity). Checks in 2018 and 2019 showed a stabilised chemical process.

- New Konrad Adenauer Building (KAD)

As requested by the Directorate General for Infrastructure and Logistics, the Archives Unit contributed in 2016-17 to the definition of the site plans for the location of the Archives in the new Konrad Adenauer Building (KAD), currently under construction in Luxembourg. The new facilities are designed around the concept of a research centre, and to afford optimal storage and technical workflows.

5) Computerisation

- Maintaining the archive management software (CLAVIS)

Since 2000, the Archives Unit has been using an archive management software known as CLARA as its main archival tool. This system has been equally used for consulting purposes by the Bureau Secretariat, the Secretary-General's Office, the Transparency Unit and the EP Library in Brussels (the ARCDoc database). In 2014, a call for tender was launched to purchase a new, more up-to-date archival and document management software, known as CLAVIS, keeping the functionalities of CLARA, whilst adding new ones, such as compliance with modern archival standards like ISAG(D). In July 2015, a contract was signed with the winner of the relevant tendering process. In November 2015, the process of requirements analysis, application customisation and development started, and this work continued in 2016. In parallel, an analysis was carried out on the new system's interoperability with the Parliament's applications. In addition, the business workflow with the new application was documented and analysed. The project was carried out throughout 2017, and delivered the new archive management software (CLAVIS) in 2018. Moreover, in 2018, a considerable challenge for the project has been the cleaning up and the migration to CLAVIS of the database in CLARA, with its existing descriptions, metadata and documents (around five million archival records).

In 2019, the major activities performed were to ensure the smooth running and the availability of the platform.

- Intermediary archives

A decision by the Secretary-General in October 2008 marked the launch of a project to set up 'retention schedules', in order to establish uniform procedures for the retention of the current and intermediate archives held by the Parliament's Directorates-General and services. Each Directorate-General was required to draw up such a schedule, in cooperation with the Archives Unit.

A Bureau decision of 2 July 2012 (Article 6) stipulated that all retention schedules should be adopted by the end of January 2013. It established the inter-departmental group of document management officers (GIDOC) to ensure the implementation and to monitor the development of the document management system created pursuant to that decision and its implementing measures.

Work on the retention schedules, initiated and promoted by the Archives Unit, and since 2012, by GIDOC and the Document Management Officers in each Directorate-General, has now started to

bear fruit, as the retention schedules are applied by the services resulting in a more systematic and orderly submission of materials to the Archives.

The process is operated and could be automated by the new Electronic Records Management System (ERMS) launched end-2019 in a pilot phase.