

Secretary: Dr Marian Hoy
PO Box 107, Branxton, NSW 2335 AUSTRALIA
tel: +61 (0) 419 213 843: marihoy@bigpond.net.au Website: <http://www.ica-sae.org/>

SAE Annual Meeting

Friday 24 June 2011 from 9.00 – 1500

University Roma Sapienza, Digilab, **ROOM F Via dei Volsci 122 – Rome**

AGENDA

1. Welcome to new corresponding members or first time attendees at the SAE Annual meeting
2. Apologies
3. Additions to the agenda
4. Approval of minutes of Steering Committee meeting of 7 July 2010
5. Action arising from minutes of Steering Committee meeting of 7 July 2010
6. President's report
7. Treasurer's report
8. Progress reports on ICA Programme Commission approved projects:
 - a. Curriculum Resources for digital recordkeeping – including feedback on the evaluation workshop and work ahead – Professor Luciana Duranti
 - b. Online directory of archival schools Professor Jian Wang
 - c. Research database – Dr Elizabeth Shepherd
 - d. Training the Trainer translations into Chinese – Professor Jian Wang
 - e. Training the Trainer translation into Arabic – Dr Marian Hoy – via report
 - f. Terminology database - Professor Luciana Duranti
9. Update of SAE website activities and involvement with re-development of ICA website
10. Report from Network Archival Educators and Trainers (NAET)
11. Planning for future SAE meetings and conferences, including ICA 2012 Congress
12. Progress on SAE as Guest Editor with ICA Journal, Comma – Dr Marian Hoy – via report
13. Update on IFLA project with ICA SAE – Anna Maria Tammaro
14. ICA Congress 2016 bid – Dr Marian Hoy – via report
15. Other business
16. Presentations to Annual meeting – none scheduled as at 20 June 2011
17. Date and location of next Annual Meeting

Dr Marian Hoy
Secretary
Section on Archival Education & Training (SAE)
20 June 2011