



Historical Archives of the European Parliament

Eleventh Annual Report
2014

EPRS | European Parliamentary Research Service

Historical Archives Unit
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Historical Archives of the European Parliament

Eleventh Annual Report 2014

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EUROPEAN PARLIAMENT

DIRECTORATE-GENERAL FOR PARLIAMENTARY RESEARCH SERVICES

HISTORICAL ARCHIVES UNIT

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INTRODUCTION AND OVERVIEW

This eleventh Annual Report on the European Parliament's Historical Archives has been drawn up under Article 9(2) of Council Regulation (EEC, Euratom) No 354/1983 of 1 February 1983 (as amended by Council Regulation (EC, Euratom) No 1700/2003 of 22 September 2003) concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community. That article stipulates that 'each institution shall publish information annually on its historical archiving activities'.

For the Historical Archives Unit, 2014 was the first full year as part of DG European Parliamentary Research Services. In line with the mandate of the new DG, the Unit sought to bring its activities more into the mainstream of parliamentary life, including through new types of publications and new events in the Reading Room of the Library in Brussels. The Historical Archives is fully aligned with the EPRS mission to provide objective and authoritative work and to be client-oriented and responsive.

The Historical Archives continue to pursue contacts with historians and other researchers, both for common research projects and for the provision of archival support for external researchers' own projects. At the same time, the unit offers search and other services for interested citizens. In its core business, the processing of the institution's historical archives, the unit has started a new line of activities, the organisation and evaluation upon request of MEPs' personal papers. During the 2014 electoral recess an unusually high volume of material was transferred to the Archives.

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Evolution

The evolution in 2014 of the documentary policies pursued inside the Parliament may be considered significant on three levels:

- *The European Parliament*: On 25 October 2013 the Secretary-General adopted a decision applying the Bureau decision of 2 July 2012 on document management in the European Parliament. The Secretary-General's decision provides for the detailed implementation of the integrated document management system requested in the Bureau decision. The Historical Archives Unit, which made a significant contribution to the preparation of the Secretary-General's decision, is

also closely involved in its implementation: creating a common filing plan for EP documents and a common retention policy of the institution.

- *New Directorate-General*: Since 1 November 2013, the Historical Archives Unit has been part of the new Directorate-General for Parliamentary Research Services (EPRS), Directorate B (Library). This has permitted strengthening of the synergies between the Historical Archives and the other Units of the DG, especially the historical branch of the Library, based in Luxembourg.
- *The Historical Archives*: This new approach intended to bolster the unit's core activities (archiving work and document management) by:
 - continuing to acquire and develop software tools with a view to processing digitised and native electronic files and storing them in a multilingual online database;
 - reinforcing activities aimed at enhancing the value and visibility of the Historical Archives, to the benefit of both those inside the EP and the wider public.

Against this background, the principal achievements during the year were:

1. A revision of the procedure for the processing of papers of Members and former Members with the adoption of the Decision of the Bureau on 10 March 2014.
2. The realisation of numerous measures to enhance the value of the historical holdings (for example, four publications and five historical events) (*see Point 5.2 below*).
3. A call for tenders for the new CLAVIS database (*see Point 3.2.1*).

A more detailed list of the principal actions carried out in 2014 follows here:

Transfer of EP holdings to the Historical Archives

- The first operation conducted pursuant to the Bureau decision of 10 March 2014 on acquiring the papers of current or former MEPs consisted of the acquisition of the archival holdings of eleven former MEPs. The processing of the archives started in 2014 and will be completed in 2015 (*see Section 5.1, point 3*);
- Work continued on the project for drawing up retention schedules for

all DGs, with the adoption of the schedules of DG COMM, DG EPRS and the Office of the Secretary-General (see Section 4);

- New material was received from various services of Parliament, in particular DG EXPO, which for the first time made an impressive transfer of inter-parliamentary delegations' documents (see Section 5.1);
- Magnetic audio recordings of meetings of parliamentary committees and delegations and ACP meetings were received for digitisation (see Section 5.1).

Processing of the Historical Archives (see Section 5.1)

- More than 82 000 items (sets of similar documents, in most cases comprising all language versions of a given document) were processed, described and entered into the CLARA-ARCDOD database;
- The main material processed comprised: parliamentary questions; motions for resolutions; documents of different parliamentary committees (Budgetary Control; Environment, Public Health and Food Safety; Legal Affairs; Foreign Affairs); documents of different inter-parliamentary delegations (Spain, Japan, Austria, Australia, Malta, Switzerland, Israel, Portugal, New Zealand, Finland, Sweden, etc.); papers of former MEPs Cristiana Muscardini and Ioannis Varvitsiotis; archives of President Buzek's office.

Making documents available to researchers and members of the public wishing to explore the history of European integration (see Section 5.2)

- Almost 700 requests were received from internal and external clients: MEPs, EP staff, other institutions, citizens, researchers, historians, etc.;
- A historical study entitled *The ECHELON Affair: The EP and the global interception system 1998-2002* was published. This study was officially launched at an event in the Library Reading Room in Brussels;
- In addition, three briefings and 13 online articles were produced;
- The Historical Archives Unit continued to maintain its relations with universities and to welcome trainees and visitors undertaking research on different topics. There were 29 individual long-term study visitors during the year, and about 70 other members of the public were welcomed in the framework of group visits (archivists, academics, students, etc.);
- Preparations were made for an overhaul of the intranet site, the Historical Archives section of the Europarl website, and the ARCDOD database, all of which are valuable sources of information for Members, Parliament staff and members of the public;
- An interview was carried out with Hans-Gert Pöttering in advance of receiving the archives of his office as President of the European

Parliament;

- Five exhibitions/events were held in Strasbourg, Brussels and Luxembourg to mark various historical events in the life of the Parliament and the EU.

1. ADMINISTRATION

1.1 2014 Budget

In 2014 the Historical Archives managed its appropriations under the following EP budget line:

<u>Item</u>	<u>Heading</u>	<u>2014 commitments</u>
3222	<i>Expenditure on archive funds</i>	<i>EUR 1 612 578,00</i>

(a) Expenditure

Expenditure in 2014 covered the following main items:

Outside archiving services

This principally involved sorting, organising and processing (digitisation and indexing), with reference to: documents of various inter-parliamentary delegations and parliamentary committees; written questions, written declarations, documents of the Office of President Jerzy Buzek, etc.

Processing of papers of current and former MEPs

The processing of the following documents, acquired as a result of the call for expressions of interest issued on 4 April 2013, was outsourced:

- papers of Cristiana MUSCARDINI and Ioannis VARVITSIOTIS.

The processing of four of the eleven archives acquired with the new procedure adopted by the Bureau on 10 March 2014 was outsourced in December 2014:

- Andrew DUFF;
- Pat 'The Cope' GALLAGHER;
- Danuta HÜBNER;
- Diemut THEATO.

One of the eleven archives - Pervenche BERES' documents - is being processed by internal staff.

(b) Procurement procedures

The Historical Archives managed a framework contract in 2014 for outside archiving services, including digitisation.

Public procurement

In 2014, the Historical Archives launched two calls for tender. The first one, in collaboration with DG ITEC, concerns a new database for the Historical Archives (CLAVIS). The second one concerns the digitisation of the magnetic audio recordings of the meetings of the parliamentary committees, the inter-parliamentary delegations and other meetings of political entities of the EP (see Section 3.2.2).

1.2 Staff

Establishment plan and staff duties

The establishment plan of the Historical Archives Unit was unchanged in 2014, standing at twenty officials and two contract agents. There was no change in the distribution of responsibilities. Seventeen officials perform duties related to the unit's main activities (archiving, database management, IT, dissemination of information and documentation, research), while three perform coordination and administrative management functions.

The Historical Archives Unit is organised into function groups as follows:

I

- administration;

II

- management of the procedure for acquiring and processing the archives of current and former MEPs;
- e-mail management;
- coordination of external archiving services (confidentiality, historical description, organisation of holdings);
- receipt of documents transferred in any medium;

III

- stock management;
- management of the microform library;
- management of transfers to the European University Institute in Florence;
- processing of codecision files;
- archive coordination (classification system, etc.) of external archiving services (team projects: legislative holdings and special holdings);
- analysing and updating the Unit's online content (intranet and internet);

IV

- diffusion of documents;
- assistance in the Reading Room;
- development and management of relations with in-house and public users;
- editing of Historical Archives publications, in cooperation with other services;

V

- management of the ARCDOC database;
- design of projects to improve the database or acquire new databases;

VI

- processing archive holdings;
- planning and preparing interviews with political figures;
- web presentation of historical archive holdings (Presidents, Secretaries-General, etc.);
- digitising of magnetic recordings of meetings of parliamentary bodies (committees, etc.);
- preparation of classification schemes and retention schedules for EP Presidents and MEPs;

VII

- participation in GIDOC (Inter-departmental group of document management officers);
- management of the project; 'Management of current and intermediate archives at the EP';

VIII

- IT (databases, web, IT projects).

External staff

At year-end, there were 17 outside staff involved in the processing of archiving projects on the basis of framework contracts.

1.3 Training and conferences

Training received

A number of courses in areas not directly related to archiving (language courses, public speaking, drafting) were attended by staff from the unit.

A course with a more direct bearing on the unit's core activities, a training session on the new EUR-Lex, was held by a colleague from the Publications Office.

Conferences attended

With the aim of staying in close contact with the development of the archival profession, an archivist attended each of the following conferences:

- 14ème Journée des Archives organisée par l'Université de Louvain-la-Neuve sur le thème *Projeter les archives vers de nouveaux fondements*;
- 4ème Journée des archivistes luxembourgeois sur le thème *Les archives et la protection des données personnelles. Les clivages entre législation, recherche et travail archivistique*.

1.4 In-house communication and synergy

Since October 2013, the Historical Archives Unit has been part of Directorate B (Library) of DG EPRS - European Parliamentary Research Services. There were numerous examples of synergy and cooperation between the Historical Archives Unit and other units of DG EPRS.

➤ Directorate B of DG EPRS

The Historical Archives Unit cooperates with the Transparency Unit, in particular in the case of access to documents requests under Regulation 1049/2001 involving more extensive searches with historical profiles: 38 extensive searches were carried out for that unit in 2014.

The Citizens' Enquiries Unit passes on to the Historical Archives Unit all historical document search requests received from members of the public. In 2014, 12 such requests were dealt with.

The Historical Archives Unit cooperates closely with the historical branch of the Library in Luxembourg in many ways, e.g. by welcoming study visitors interested in both historical documents and publications and by organising exhibitions in the common Historical Archives and Library Reading Room.

➤ Other Directorates of DG EPRS

In 2014, the Historical Archives Unit collaborated with units of the Members' Research Service on two different briefing projects, the 30th anniversary of the Spinelli report in February and the hearings preceding the appointment of the new European Commission in September.

◦ ◦ ◦

The Historical Archives Unit also cooperates on a regular basis with other DGs and services.

➤ The Secretary-General's Office

In 2014, the Historical Archives Unit received minutes of the Bureau meetings from the SG Office.

➤ DG Presidency

The Historical Archives Unit organises and archives, in paper and digital versions (the latter searchable online), all outgoing and incoming mail of the European Parliament (36 220 outgoing and 13 209 incoming items in 2014), which is transferred on regular basis by the Official Mail Unit.

➤ DGs Internal Policies and External Policies

As in previous years, the Historical Archives Unit cooperated with DG IPOL in order to acquire the historical archives of the parliamentary committees and to add them to its existing holdings. For the first time, the Unit received a transfer of documents of the inter-parliamentary delegations from DG EXPO.

➤ DG Finance

In June 2014, seven colleagues of the Historical Archives participated in linguistic and thematic stands organised to welcome new MEPs in Brussels after the European Elections.

➤ DG Innovation and Technological Support

The Unit is currently cooperating with DG ITEC on the crucial project related to the purchase of a new database (CLAVIS) (*see Section 3.2*).

A close cooperation between the Historical Archives and the RAD (*Responsable administratif des documents*) of the DG took place for the selection and transfer of the documents to the Historical Archives.

➤ DG Communication

The interview with Mr Pöttering was realised by the Audio-visual Unit in cooperation with the Historical Archives Unit, in charge of preparing the interview.

Furthermore, the Historical Archives, as part of DG EPRS, collaborated and participated at the Open Doors Days organised by DG COMM in Brussels and Strasbourg.

➤ Other DGs

The retention schedules for DG COMM, DG EPRS and the Office of the Secretary-General were adopted. The Historical Archives Unit is currently working with various DGs, notably in the framework of GIDOC, in order to establish a filing plan and a common conservation list for the whole institution.

The Historical Archives also received a transfer of administrative documents produced by DG FINS and DG INLO (Infrastructure and logistics).

2. PREMISES

After having rationalised its stocks, in order to prepare for future relocation and freeing up space for deposits by DGs, in line with their retention schedules (see Article 6(2) of the rules on document management adopted by the Bureau on 2 July 2012), the Historical Archives Unit created an electronic storage plan, allowing both rapid reaction in case of significant document deposits and monitoring of the remaining parts of archives still to be processed.

Since the second half of 2014, as requested by DG INLO, the Unit has contributed to the revision of the building plans for the Historical Archives in the new Konrad Adenauer Building.

3. COMPUTERISATION

3.1 Hardware

Management and maintenance of the hardware (server and database) used by the unit is under the responsibility of DG ITEC.

3.2 Software

3.2.1 Invitation to tender for an upgrade from the CLARA to the CLAVIS database software

Since 2000, the Historical Archives Unit has been using archive management software called CLARA to underpin the ARCDoc database. This database is available online (intranet site) and is used in a more advanced version within the Unit itself and by the Bureau Secretariat and the Secretary-General's Office. Some years ago, work started on a project for the creation of a new database (CLAVIS) that will better reflect changes in Parliament's IT environment. The project has now reached the launch stage, involving the purchase of a technical solution for a new database through a tender procedure initiated in October 2014.

3.2.2 Migration to Windows 7

The Historical Archives migrated to Windows 7 in spring 2014.

4. INTERMEDIATE ARCHIVES

A decision of the Secretary-General of 1 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 Parliament's DG's and services (period of retention; destruction or transfer of documents to the historical archives; and the extent to which they can be communicated). Each DG is required to draw up a schedule, in cooperation with the Historical Archives Unit.

The Bureau decision of 2 July 2012 (Article 6) endorsed the earlier decision and stipulated that all retention schedules should be adopted by the end of January 2013. Deposits of historical archives should then start coming into the Historical Archives Unit. By the end of 2014, virtually all the retention lists had been adopted.

This Bureau decision created the inter-departmental group of document management officers (GIDOC) to ensure the implementation and monitor the development of the document management system created pursuant to that decision and its implementing measures. The Historical Archives Unit provides secretarial and archival support to GIDOC.

5. HISTORICAL ARCHIVES

5.1 Archive processing

Archive holdings and acquisitions in 2014

The Historical Archives currently store some 2700 linear metres¹ and comprise both legislative and administrative collections, some of which are still being processed. A non-exhaustive list may be found in the annex.

Acquisition of documents in 2014

1. Following the conclusion of the 2009-14 parliamentary term and the move of DG EXPO and DG IPOL to the Square de Meeûs building, the Historical Archives Unit has received, for the first time, documents of the inter-parliamentary delegations and, as in previous years, documents from the parliamentary committees, to a total of about 320 linear metres. A total of more than 3 000 units of magnetic audio recordings of committee and delegation meetings were also transferred.
2. The Historical Archives Unit received about 40 linear metres documents from DG PRES, comprising minutes of the plenary sessions, original documents signed by the President, documents related to the codecision procedure (LEX); 2011 and 2012 parliamentary questions; and inter-institutional agreements.
3. Following the Bureau decision of 10 March 2014, documents from eleven MEPs were acquired at the end of the 7th term (about 50 linear metres).
4. Administrative documents were transferred by DGs INLO, INTE, COMM (Information office for Hungary), PERS and EPRS (Transparency Unit) amounting to about 40 linear metres. In addition, as deposits from members of EP Staff, the Historical Archives Unit received about 20 folders from the former Director of the DG FINS, Mr Guillen Zanon.

¹ The overall number of linear metres remains the same, irrespective of how many new items are received, owing to the fact that regular transfers are made to the Historical Archives of the European Union at the European University Institute (EUI), in Florence.

5. The Historical Archives Unit also received about 15 000 files in electronic format (from the Office of President Schulz), about 120 posters and other visual items (from DG COMM).

Sorting, consolidation, description (of paper or electronic archives) and digitisation (of paper archives)

After each reception, files are identified and organised and any documents lacking administrative or historical value are discarded (Article 7 of Regulation (EC, Euratom) No 354/83). A description by level, in accordance with the ISAD(G) archiving standard (series and files), is then undertaken in compliance with a wide range of criteria and is entered directly into the database. This work is carried out in-house and by the external contractor. It comprises:

- Processing of the archives of the following current or former Members - Ms Berès, Mr Duff, Mr Gallagher, Ms Hübner and Ms Theato - which is ongoing and scheduled to end by May 2015;
- Archival processing of the following holdings: parliamentary committees (1975-2009, on paper), inter-parliamentary delegations (1965-2009 on paper and, for part of the documents of the 7th parliamentary term, also electronic documents);
- Organisation and description of the archives of the Office of President Buzek (electronic format and paper);
- Organisation and description of papers not yet processed of the Offices of former Presidents (on paper, on-going).

	Documents to be processed	Documents Preserved after processing
Linear metres of documents in paper	597	185
Numbers of new paper files	-	24 390
Electronic files	80 192	+/- 27 000
Magnetic audio recordings listed	-	+/- 55 000
Units created and described in the ARCDoc database	-	82 699

Entry into the database

In 2014, as a result of the organisation of documents, more than 82 699 *digitised documents or archives created in electronic form* (sets of similar documents, in most cases made up of all the language versions of a given document) were entered into the database. The breakdown is as follows:

	RP	PR/DE	QP	PV	PT	DE	VCRED	OD	Prés.	Total
AC	0	0	0	2	0	0	0	0	0	2
AH	0	0	0	1	0	0	0	0	0	1
PE0	34	0	1	160	0	0	8	2	14	219
PE1	9	0	1	911	0	0	0	0	0	921
PE2	33	1	1	1 337	0	0	0	0	65	1 437
PE3	124	136	401	2 516	0	0	0	1	365	3 543
PE4	428	22	20 698	5 036	0	0	1	3	309	26 497
PE5	541	407	20 955	4 094	0	0	62	212	750	27 021
PE6	3 209	5 884	6 944	2 156	0	0	0	73	37	18 303
PE7	0	0	0	0	0	0	0	0	4 755	4 755
TOTAL	4 378	6 450	49 001	16 213	0	0	71	291	6 295	82 699

ACP	CIG	FI	SG	MEP
14	258	1	04EV - Enrico VINCI	001BEE - BEER, Angelika 88
				007DOY - DOYLE, Avril 140
				008MUSC - MUSCARDINI, Cristiana 440
				009VARV - VARVITSIOTIS, Ioannis 70
14	258	1	4	738

Total items added in 2014: 82 699 + 14 + 258 + 1 + 4 + 738 = 83 714

	RP	<i>Parliamentary reports</i>
	PR/DE	<i>Motions for resolutions and written declarations</i>
	QP	<i>Parliamentary questions</i>
<i>Files</i>	PV	<i>Minutes (part-sessions and committee meetings)</i>
	PT	<i>Petitions</i>
	DE	<i>Verbatim Report of Proceedings: full debate and speeches</i>
	VCRED	<i>Transfers of credits</i>
<i>Sub-holdings</i>	OD	<i>Documents of the governing bodies (Bureau, Conference of Presidents and Quaestors)</i>
	Prés	<i>Papers from Presidents' Office</i>
	AC	<i>European Community of Steel and Coal Assembly</i>
	AH	<i>Ad hoc Assembly instructed to work out a draft treaty setting up a European Political Community</i>
	PEO	<i>European parliamentary Assembly and European Parliament before the direct elections</i>
<i>Holdings</i>	PE1-2-3	<i>First Parliamentary Term, Second Parliamentary Term, ...</i>
	FI	<i>Pictorial document collections (election campaign posters)</i>
	CIG	<i>Intergovernmental Conference (IGC)</i>
	ACP	<i>Parliamentary bodies in the field of development cooperation</i>
	SG	<i>Papers from Offices of Secretaries-General</i>
	MEP	<i>Members' papers</i>

Transfer of processed paper archives to the European University Institute in Florence

There was no transfer of processed paper archives to the European University Institute in Florence in 2014. However, the Historical Archives Unit worked closely with the Historical Archives of the European Union to enhance the quality of the description of the archives already transferred with a view to their publication on the Archives Portal Europe (see also 6).

5.2 Services for users/researchers

As confirmed by the Bureau decision of 2 July 2012², one of the main purposes of the Historical Archives is to make their documents available within Parliament and to provide public access to them (Article 8). In order to make its documentary resources as accessible to the public as possible, the Historical Archives Unit has promoted its archive holdings in a number of ways:

1. *Documentary information in the ARCDOC database:*

ARCDOC contains more than five million documents. In 2014, 477 searches were made on the database (down slightly on 2013, when there were 490).

2. *Intranet site*

The Historical Archives intranet site can be accessed at the following address:

<http://www.europarl.ep.ec/archives>.

In addition to the database, it includes a number of historical sections:

- 'Parliament in the Past': Articles on the Parliament's past activities related to topical issues (three new files in 2014);
- Former Presidents and Secretaries-General (intranet page with filmed interviews and analyses of the archives of several former Presidents and Secretaries-General);
- Former Members (archives acquired from current and former Members, with biographies and archival and thematic analyses).

The number of unique users of the Historical Archives intranet site was 1 143 in 2014.

3. *Sections on the Europarl site*

The Europarl site of the Historical Archives consists of the following sections: documentation service; holdings and collections; 'Parliament in the Past'; publications; Simone Veil bequest; former Members' papers. A thorough overhaul of the content is currently being prepared and will be implemented once the process of upgrading Europarl has been completed.

² See: Rules on document management in the European Parliament.

4. *Answering requests from the public for documents/information by email, telephone, etc.*

In 2014, 692 requests were dealt with by the team that assists researchers and 7 807 documents were supplied. These figures show a decrease in number of requests compared to 2013, but in 2014 a greater number of documents were sent out (807 requests and 6 399 documents in 2013).

5. *Consulting historical documents in person on the Historical Archives' premises with the assistance of the front-office team*

A total of 29 individual study visits, lasting between one and 28 days, were made by people wishing to do in-depth research, with Historical Archives staff providing technical and documentary assistance. About 70 visitors took part in group visits during the year (11 groups).

6. *Trainees*

Two 'Schuman trainees' were taken in, of whom one worked on a future study on the Draft Treaty establishing a Constitution for Europe and the other wrote blog posts and elaborated a list of commemorative events to be used as a base for future online articles of the Historical Archives.

7. *Studies and publications*

In 2014, the Historical Archives Unit undertook regular publishing activity. Two new publication series were created: the *European Parliament History Series* and the *European Union History Series*. They comprise different categories of EP publications (as established by the Secretary-Generals' note of 10 February 2014): 'At a glance' notes, briefings, in-depth analyses, and studies.

The following items were published in 2014:

- Study on *The ECHELON Affair: The EP and the global interception system 1998-2002*;

- Three briefings entitled *The road to the 1984 Spinelli Report; Appointment of the Commission: Parliament's role before 1995; Les relations entre le Saint-Siège et les institutions européennes: un dialogue ouvert*. The latter was published on the occasion of the visit of Pope Francis I to Strasbourg in October 2014.
- 12 blog posts were published on the EPRS blog (epthinktank.eu) on various historical subjects (e.g. Europe's first women, the youngest MEPs, the history of direct European elections, the first hemicycle of the EP, and the European flag) and on visits of spiritual leaders to the EP.
- Two articles were published in 'Parliament in the Past' relating to the election of the new EP President and the appointment of the new European Commission.

8. Events and exhibitions

Four exhibitions consisting of posters, documents and pictures and one EPRS event (study presentation and roundtable discussion) were organised by the Historical Archives in 2014:

- February 2014, Strasbourg: exhibition organised in collaboration with the EPRS Library in the context of the seminar "The Spinelli Draft Treaty Today", in the presence of Giorgio Napolitano, President of Italy.
- March 2014, Brussels: posters of the Historical Archives' Sakharov exhibition at the One World Film Festival.
- March - May 2014, Luxembourg: exhibition consisting of posters used for European election campaigns between 1979 and 2009 in different Member States, organised jointly with the EP Information Office in Luxembourg. A similar exhibition was presented during the Open Days both in Strasbourg and in Brussels.
- September 2014, Strasbourg: exhibition of 30 posters on Emilio Colombo, former EP President (1977-79), organised at the opening of the *Espace Emilio Colombo* in the Louise Weiss building. A part of this exhibition was later displayed on the premises of Maison de l'Europe in Luxembourg in November-December 2014.

In 2014, the Historical Archives Unit organised its first EPRS event to present a study published in the *European Parliament History Series*:

- November 2014, Brussels: presentation of the study on the Echelon Affair, followed by a roundtable discussion in the Library Reading Room in Brussels.

The latter study was also presented by one of the authors at an international conference on "The external relations of the EC/EU (1957-2010)", organised at the EUI in Florence in December 2014.

9. *Historical description of collections*

Descriptions are intended to provide researchers with a historical overview of the documentation series available via the ARCDoc database. A thorough revision of the descriptions started in 2013 and was completed in 2014, although the results of the revision are still to be updated in the ARCDoc database.

10. A 'Historical Information Service' and a Reading Room in Luxembourg are made available by the Historical Archives and the Historical Library to in-house and external users. This service provides access to the historical documents and publications they held for all researchers wishing to explore the history of European integration.

11. *Interviews with former Presidents and Secretaries-General of the European Parliament*

The purpose of this project is to enrich the archive collections of former Presidents and Secretaries-General of the Parliament by adding filmed interviews with personalities that have left their marks on the Institution's history. The project is being run in cooperation with DG COMM (Audio visual Unit), and interviews have been conducted with most former Presidents and Secretaries-General (still to be conducted are those with President Buzek and with two Secretaries-General, Priestley and Rømer). The intranet page for the interviews contains a wide range of documents (biographies and selections of documents from the archives of the individuals concerned)³. In 2014, an interview with Mr Pöttering was undertaken.

12. *New procedure for processing the archives of former MEPs*

Under the procedure for acquiring the archives of current and former Members (Bureau decision of 10 March 2014), eleven archives (Alvaro, Berès, Bowles, Colom I Naval, Duff, Gallagher, Hübner, Pack, Roth-Behrendt, Theato, Watson) were acquired in 2014. Their processing started in 2014 and will be completed in 2015.

³ http://www.europarl.ep.ec/archives/FondsInterviews/index_en.shtml

6. RELATIONS WITH INTER-INSTITUTIONAL AND INTERNATIONAL BODIES AND PROFESSIONAL ORGANISATIONS

Cooperation with the Historical Archives of the EU at the European University Institute (EUI) in Florence is becoming more and more important. While new methods of cooperation are being studied in the framework of a future revision of Council Regulation No 354/83, the Historical Archives Unit is strengthening and clarifying techniques of depositing and describing its archives, in order to harmonise the presentation of its holdings with that of Florence and allow them to be presented in DTD/EAD (Document Type Definition/Encoded Archival Description) on the Archives Portal Europe. An improved procedure for transferring processed archival material to the European University Institute was adopted in July 2014.

The Historical Archives Unit has also participated in the twice-yearly inter-institutional meeting of the Historical Archives of the European Union, at which, in particular, the revision of Council Regulation No 354/83 was discussed.

Relations with international archive services continued, and there were visits of individual researchers from several European (Belgium, Germany, France, Italy, Luxembourg, Netherlands, Poland, Romania, and Spain) and non-European universities (Gabon and Hong Kong). The Historical Archives Unit also organised information sessions for external and internal groups of visitors:

- external groups: Parliament of Senegal; Parliament of Macedonia (2 groups); European Court of Auditors, European Investment Bank and European Investment Fund, CVCE (*Centre virtuel de la connaissance sur l'Europe*), and University of Luxembourg;
- internal groups: College of Quaestors, Staff Committee, Citizens' Enquiries Unit, EPRS financial team.

An official of the Historical Archives Unit visited Skopje to provide technical assistance to the Macedonian Parliament.

OUTLOOK

For 2015, the Historical Archives Unit has set itself a number of principal aims, in keeping with the DG's Parliamentary Project Portfolio (PPP), and against the background of several important structural changes. They are to:

- make the work of the Historical Archives more visible in the daily life of the Parliament ;
- define a clear identity for the Historical Archives and the Historical Library, which now form a single unit in Luxembourg; further develop and deepen the historical book collection of the Historical Library;
- progressively strengthen the digital and video component of the Historical Archives' collection;
- upgrade the website of the Historical Archives, both in the Internet and the Intranet, so that documents can be retrieved electronically in more than one language;
- develop a coherent approach for the EP and EU History Series of publications, thereby reinforcing the institutional memory of the Parliament;
- continue to secure the deposition of relevant papers by MEPs who have occupied key roles during their mandates.

ANNEX

Description of the main types of documents and collections contained in the intermediate and historical archives

Documents generated by parliamentary business

- Minutes of plenary sittings:
 - authentic version signed by the President (since 1960) in all languages;
 - version published in the Official Journal (complete collection, on paper, since 1952), *in French only*.
- Debates:
 - complete collection in all languages from 1952 (in microform and/or digital format);
 - incomplete collection, with authors' handwritten corrections.
- Resolutions / Motions for resolutions:
 - complete collection since 1952.
- Minutes of committee and delegation meetings since 1952.
- Committee reports since 1952 and preparatory documents:
 - Ad hoc Assembly (1952-1953);
 - ECSC Common Assembly (1952-1958);
 - EPA and the European Parliament before direct elections (1958-1979);
 - European Parliament, first parliamentary term (1979-1984);
 - European Parliament, second parliamentary term (1984-1989);
 - European Parliament, third parliamentary term (1989-1994);
 - European Parliament, fourth parliamentary term (1994-1999);
 - European Parliament, fifth parliamentary term (1999-2004);
 - European Parliament, sixth parliamentary term (2004-2009).
- Petitions:
 - complete collection from 1955 to 2008.
- Parliamentary questions (written, oral and Question Time): complete collection.
- Written declarations.

- Magnetic audio recordings, incomplete collection (around 60 000 audiocassette recordings of committee, delegation and ACP governing body meetings) from 1992 to 2010.

Documents of political bodies

- Presidents' archives:
 - Simone Veil archive (President 1979-1982) (inventory made, part of which is available to the public);
 - Pieter Dankert archive (President 1982-1984) (inventory made);
 - Pierre Pflimlin archive (President 1984-1987) (inventory made);
 - Lord Plumb archive (President 1987-1989) (inventory made);
 - Enrique Barón Crespo archive (President 1989-1992) (inventory made);
 - Egon Klepsch archive (President 1992-1994) (inventory made);
 - Klaus Hänsch archive (President 1994-1997) (inventory made);
 - José María Gil-Robles archive (President 1997-1999) (inventory made);
 - Nicole Fontaine archive (President 1999-2002) (inventory made);
 - Pat Cox archive (President 2002-2004) (inventory made);
 - Josep Borrell Fontelles archive (President 2004-2007) (inventory made);
 - Hans Gert Pöttering archive (President 2007-2009);
 - Jerzy Buzek archive (President 2009-2012) (inventory in progress);
 - Martin Schulz archive (President 2012-2014).
- Papers of governing bodies (Bureau and enlarged Bureau, Conference of Presidents, Quaestors) (minutes and documents, complete collection from 1952 to 2004); documents of Committee of Presidents (1952-1973).
- Conference of Committee Chairs archive (1982-2003).

Official mail

- Complete chronological collection since 1952.
- Presidents' collection (official correspondence only), in chronological order, since 1981.

Special archives

- EPA - Consultative Assembly of the Council of Europe joint meetings series (1953-1979) – complete description.
- Committee of the Four Presidents archive (1952-1967) – complete description.
- ACP Assembly archive (1958-1980) – complete description.

- ACP Assembly archive (1980-2005) – complete description.
- Intergovernmental Conferences archives (IGCs).
- Secretaries-General archive:
 - papers from Mr Nerée tot Babberich's office (1952-1960);
 - papers from Mr Nord's office (1961-1979);
 - papers from Mr Opitz's office (1970-1985);
 - papers from Mr Vinci's office (1986-1997);
 - papers from Mr Priestley's office (1997-2007).
- Bruck archive: documents on Parliament's Rules of Procedure and the Staff Regulations.
- Members' archives (processed):
 - Mr Watson
 - Ms Beer
 - Ms Wallis
 - Ms Gurmai (only documents concerning the 'citizens' initiative' report)
 - Mr Häfner (only documents concerning the 'citizens' initiative' report)
 - Mr Lamassoure (only documents concerning the 'citizens' initiative' report)
 - Ms Doyle
 - Ms Muscardini
 - Mr Varvitsiotis
- Photographs of MEPs and other leading figures in the history of European integration.
- Poster collections.
- Agreements and treaties since 1952 (on CD since 2004) – Treaties up to 2014.
- Convention on the Future of Europe archive (2002-2003) – complete description.
- Archive: Intergroup of local and regional elected representatives.
- Codecision procedures – complete series.

This is a publication of the Historical Archives Unit.
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The content of this document is the sole responsibility of the author and any opinions expressed therein do not necessarily represent the official position of the European Parliament. It is addressed to the Members and staff of the EP for their parliamentary work.