

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/>

General Assembly of SAE: 20 August 2012 – Draft Agenda

Monday 20 August 2012: 10.00-13.00

Room M1: Brisbane Convention and Exhibition Centre

- 1. Opening of the General Assembly and circulation of attendance list**
- 2. Apologies**
- 3. Adoption of the agenda**
- 4. Adoption of minutes of General Assembly, July 2008**
- 5. President's report for the term 2008-2012**
- 6. Election of the new Bureau**
 - a. Election of the President
 - b. Election of the Joint Secretaries (Vacant)
 - c. Election of the Vice-presidents (Vacant)
 - d. Election of the Treasurer
 - e. Election of the other Steering Committee Members
- 7. Participation in the sessions of ICA-SAE during the Congress**
 - a. Secretary to provide written summary
- 8. ICA-SAE role in Programme Commission Projects** (including demonstrations of completed projects. Where projects are part of sessions, a brief summary is all that is required).
 - a. Prof. Jian WANG to demonstrate online directory of archival education and training institutions and translation of *Training the Trainer Resource Pack* into Chinese.
 - b. Report on digital recordkeeping curriculum resources and archival terminology database.
 - c. Report on translation of *Training the Trainer Resource Pack* into Arabic.
- 9. Communication with SAE members**
 - a. Distribution lists, SAE website, members only section
 - b. Demonstration of new SAE website
- 10. Opportunities for collaboration with other sections and organisations**
- 11. Any other business**
 - a. Presentation by Prof. Huiling FENG, Prof. Bin ZHANG, Prof. Jian WANG & Professor Xiaomi AN from Renmin University on developments in archives and records education in China.
- 12. Date and time of next meeting**