

EAST ASIAN ARCHIVES

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FOREWORD

The East Asian Regional Branch of the International Council on Archives, as the 10th regional branch of ICA was formally inaugurated in Beijing from July 7-10, 1993. According to 3rd article of the resolutions of the East Asian Regional Branch of ICA, “East Asian Archives” shall be published annually and the first issue shall be printed and distributed by China.

The editor sincerely hopes that the printing and distribution of the journal will further promote the cooperation and professional exchanges among archivists of the East Asian nations and territories and further develop the archives endeavour of the region. It is hoped that archivists of the East Asian region show great support to and concern for the journal and under our joint efforts, the journal will be printed and published better.

Editor

**Address by Mr Luo Gan, State Councilor and
Secretary General of the State Council at the Inaugural
Conference of the East Asian Regional Branch of ICA**

Distinguished guests, friends and comrades,

The East Asian Regional Branch of the International Council on Archives after nearly one year's preparation is formally established today. Please allow me, first of all, on behalf of the Chinese Government to express our congratulations.

The Chinese Government has always attached high importance to the management and preservation of human heritage. The first Archives Law in Chinese history was approved by the National People's Congress Standing Committee in 1987. For the better and proper preservation of archival materials the Chinese government in recent years has specially appropriated a total of 18 million Yuan (more than 3 million U.S. dollars) to rescue the threatened precious historical documents.

In order to collect and well preserve archival materials and make them available to the public, more than 3,000 archives of various kind at all levels have been established throughout the country with over 300,000 professional archivists. However with the scientific development, how to apply advanced science and technology to archives management remains the priority of present Chinese archival work.

The establishment of EASTICA marks the strengthening of cooperation and mutual support among East Asian Countries/territories. As you know, the 13th International Congress on Archives will be held in Beijing in 1996. The Congress Organizing Committee headed by a Deputy Secretary General of the State Council has been formed and the preparatory work is now in active progress. The Chinese government thinks highly of this Congress because it is the first time that the International Congress on Archives is held in a developing country since the establishment of ICA in 1950. It is an extraordinary event and China will do his utmost to make the Congress successful. Here in advance, on behalf of the Chinese Government I welcome all of you and archivists in this region and the world over to participate in the Beijing Congress. I also wish the archivists of East Asian countries and territories could work together wish us to make the Congress a success.

Finally, I sincerely wish the Inaugural Conference of EASTICA a complete success and wish the EASTICA could play a more and more important role in the international archival affairs.

Thank you.

Address by Mr Wang Gang, Director General of the State Archives Bureau at the Inaugural Conference of EASTICA

Ladies and gentlemen, dear colleagues,

The Inaugural Conference of EASTICA is open today in Beijing, China. This is a historically significant occasion for the archival community of East Asia. And I am particularly pleased that Mr Kecskemeti, Secretary General of ICA is present at the Conference. The establishment of EASTICA is of great significance for the exchange and cooperation among archival services and archivists in East Asian countries and for the prosperity and development of archival endeavour in this region. Therefore on behalf of the State Archives Bureau and the Central Archives, I'd like to extend warm congratulations on the establishment of EASTICA, and to express our heartfelt welcome to Mr Kecskemeti and representatives from East Asian countries and territories for sharing your time together with us in Beijing to discuss the future archival development in the region.

As early as 1984, on the occasion of the Second Regional Coordinating Committee Meeting of the Guide to the sources of Asian History held in Islamabad, Pakistan, Mr Kecskemeti talked to the Chinese delegates about the setting up of EASTICA. With the social and economic development, as well as the scientific and technological advance, international and regional archival cooperation and exchange has become more and more necessary and important. It was in this connection the State Archives Bureau of China formally made the proposal of establishing EASTICA at the ICA Executive Committee Meeting held in the spring of 1992. Also during the 1992 Montreal Congress, entrusted by the Executive Committee of ICA we asked the delegates of Japan, Republic of Korea and Macao to discuss the possibility and feasibility of establishing EASTICA. ICA Secretary General Mr Kecskemeti was also present at the meeting. After the Congress the State Archives Bureau is entrusted by ICA to contact Democratic People's Republic of Korea, Mongolia and Hong Kong in this respect. The active preparatory work started immediately after

we had got their positive answers. Today, all of us have seen the achievement of our common efforts. Owing to the concern for and encouragement of ICA and Mr Kecsckemeti and to the enthusiastic support and active participation of all of you present, EASTICA can be smoothly established.

East Asia is the birthplace of the world's oriental civilization, which is regarded as a bright pearl in the cultural treasure house of the world. It plays a very important role in the evolution of human history. The archives and historical documents preserved by us are precious cultural heritage of mankind and an important component of the "world memory". The establishment of EASTICA will inevitably benefit the safe preservation and widely public use of this part of cultural heritage. There are both common and different characteristics in the archival work of different countries. We archivists should learn from each other as well as make individual effort according to respective conditions. Only by this way can archival profession be developed continuously.

Over the past 20 years, economy and high technology have a rapid development in East Asian region. We are now in the 'information age', which has put archivists with a new task of preserving electronic records and serving the modern information society.

The establishment of EASTICA will contribute to the contacts and cooperation of this region with ICA and its other regional branches. I'm convinced that the operations of EASTICA will lead to a more active exchange and cooperation of archival work and a deeper friendship among archivists in East Asian region. This is in the interest and desire of all of us.

Finally, I wish the Conference a complete success and wish everyone have a pleasant stay in Beijing.

Thank you.

**Address by Mrs Mariko Bando
Deputy Director General of National Archives of Japan
at the Opening Ceremony of the
Inaugural Conference of EASTICA**

Your Excellency State Councilor and Secretary General of the State Council Luo Gan,
ICA Secretary General Kecskemeti, Distinguished Representatives, Ladies and
Gentlemen :

It is a great privilege and honor for me to be called upon to give this address.

First of all, I would like to thank Mr Wang Gang, Head of the State Archives Bureau
of China for his kind invitation to the Inaugural Meeting of East Asian Regional
Branch of ICA.

It is very fitting that we come here to Beijing to exchange ideas for the establishment
of East Asian Regional Branch of ICA, because China has a long archival history and
has made many notable advances in the field of archives and will be one of the great
center in the region.

I understand the history of this gathering goes back to the meeting on September 7,
1992 in Montreal on the occasion of the XIIth International Congress on Archives,
when it first became apparent to us that development in the field of archives in the
region had become so important that a meeting seemed mandatory.

I think the goals of this Inaugural Meeting are threefold. First, it should advance
mutual understanding and promote collaboration among us. Second, it should
exchange our experiences and knowledge in the field of archives. Finally, it should
follow the aim and objectives of the International Council on Archives.

I believe it might be too optimistic to assume that in three days we will solve all the
problems in establishing East Asian Regional Branch of ICA.

I am confident, however, that our deliberations will be fruitful.

I look forward to the Meeting with great excitement and great anticipation, as I hope
you do.

Thank you.

Address to the Inaugural Conference of EASTICA by Charles Kecskemeti

When ICA was founded, under the aegis of UNESCO, almost half a century ago, the profession, smaller in size than now, was mainly interested in the traditional historical disciplines recognized throughout Europe as the territory of archival scholarship, such as diplomatic, paleography, sigillography, and history of institutions.

The impressive achievement of European archivists in arranging the archival heritage of the Middle Ages and the early modern period and in producing thousands of finding aids for making accessible this heritage was based on this traditional historical erudition and expertise in the auxiliary sciences of history.

International contacts and discussions were of course important for all countries which had or wanted to organise operational archival services, but the cross – border exchange of ideas and experiences covered a less extended area than we are used to consider nowadays as the normal field for international archival cooperation.

Finally, until the early 1950's, the number of countries interested and involved in the international archival life was rather modest, not more than 30 to 35, mostly from Europe.

From 1950 onwards, the archival field has gone through a period of spectacular transformation. Methodology and policy, management and technology, training and recruitment have changed, as well as the archival materials. ICA was one of the agents of this steady evolution.

ICA's worldwide expansion has started in the early sixties following the dismantlement of the colonial system at the end of the 50's and the early 60's. It became soon clear that a worldwide professional organization could not serve adequately its constituency with a single European based and European centered structure. The concept of regional archival cooperation was developed in Southeast Asia, more precisely in Malaysia where an ambitious archival development programme has been initiated with the support of UNDP and UNESCO.

As its 5th Congress, held in Brussels in 1964, ICA adopted an important constitutional amendment, so as to make possible regional branches in the developing world.

The movement started in Southeast Asia in 1968. SARBRICA, ICA's eldest branch was founded in Kuala Lumpur exactly 25 years ago. Success came fast. Regional branches were established, with the support and assistance of UNESCO :

in East and Southern Africa in	1969
in the Arab States in	1972
in the Carribean in	1975
in Latin America in	1976
in South and West Asia in	1981
in the South Pacific in	1981
in Central Africa in	1982
in West Africa in	1983

With these nine branches, operating worldwide, ICA had considered, until 1992, that its regional network was complete. Then, at the 12th International Congress held in Montreal (Canada), the East Asian countries decided to follow the pattern initiated in Southeast Asia 25 years ago, and that "Archivists of the major extra – European geographic areas, wishing to strengthen their collaboration" establish "international associations forming regional branches of ICA".

In 1968, ICA (founded in 1950 by 14 countries) had 68 member countries with the following geographical distribution

Africa	13
America	13
Asia	10
Europe	30
Oceania	2

Currently, ICA has Category A members in 148 countries and territories, the geographical distribution being :

Africa	36
America	31

Asia	28
Europe	42
Oceania	11

This impressive expansion has been achieved through the construction of a network of 9 Regional Branches. The East Asian Countries were encouraged by the ICA General Assembly in Montreal to establish this 10th regional branch of the organization.

The European region which includes not only geographical Europe, but also the United States, Canada and Israel, is also establishing its regional structure. The number of countries concerned being too high for making a branch viable, the European programme will be planned, monitored and managed by a coordinating Bureau.

With these new developments in East Asia and Europe, ICA's regional network covers now the entire world.

All regional branches pursue similar objectives. These objectives, listed in the Constitution of each branch, are in complete harmony with the Constitution of the mother – organization, the International Council on Archives.

The *raison detre*, the very purpose of all ICA Regional Branches is to foster archival progress in their member countries, through uniting all capabilities, expertise and energy that are available within the region. As ICA itself, branches cover a broad range of issues :

- the development and modernization of archives and records management infrastructures, systems and services;
- the advancement at archival research and technology;
- the safekeeping of the archival heritage;
- the fostering of basic and continued professional education and training;
- the service of users by promoting access to archives.

In fact, the branches serve worldwide as the privileged tools promoting the progress of archives because they perform simultaneously two basic cooperative functions :

- as regional organizations, they offer a permanent forum for the exchange of ideas

- and experiences between neighbouring countries;
- as parts of an international organization they integrate the archival community of their region with the worldwide network of professional research, debate and action.

Although all branches pursue similar goals and share similar concerns, each of them operates in specific conditions, has to cope with specific historical and cultural traditions and, therefore, each of them acts and works in its own way, develops and implements a programme of its own.

Regions may certainly benefit a great deal from inter-branch contacts, learn from successes achieved and failures encountered elsewhere, but all of them have to find their own way.

With this Inaugural Conference, hosted by the State Archives Bureau of China, entirely new and exciting prospects are offered to professional work in East Asia, an immense, economically and culturally powerful region. East Asian nations, as different as they may be, share two common features : all of them have a very long, fascinating history, and all of them are sustaining prodigious efforts for constructing their future.

Conditions are ideal for archival cooperation within the region and with other continents.

Tomorrow EASTICA will start operating. As a first task, EASTICA will have to survey the archival situation in all countries and identify national and regional priorities in such matters as legislation, preservation, training or automation and then to develop a workplan based on these priorities, I hope that at your next conference you will be in a position to adopt the plan. I think, that it should encompass at least three components :

- bilateral projects;
- regional projects; and
- contribution to international projects.

This latter component will be of paramount importance in the coming years : the 13th International Congress on Archives will take place in this very city in September 1996.

On behalf of Dr Jean Pierre Wallot, President of ICA, the Executive Committee of the Organization and its 1,300 members in 150 countries of the world, I extend our heartfelt congratulations and our best wishes to EASTICA and all its members for a fruitful and successful action. I should like also to express our gratitude to the Chinese authorities and the Chinese professional community for convening and hosting of this Conference. Finally, I should like to assure EASTICA and its members that ICA is determined to pursue close and intense cooperation with its 10th Regional Branch.

**Address by Mr Wang Gang
Director General of the State Archives Bureau
at the Closing Ceremony**

Ladies and gentlemen, dear Colleagues :

With the assistance of ICA Secretary General Mr Kecskemeti and through the common efforts of all participants, the Inaugural Conference of EASTICA has successfully achieved its goals by having adopted the Constitution of EASTICA, Resolutions of EASTICA, worked out the future working program, and elected the Executive Board.

The establishment of EASTICA opens a new chapter of the archival work in this region and provides a good opportunity and a new way for archivists to conduct professional exchanges, explore and resolve together the common problems we are facing, to enhance the level of archives management, and to promote the development of archival work in this region. I am confident that so long as we work together the archival profession of the East Asian region will have a prosperous future.

According to the working program we have approved at the Conference, our exchange and cooperation will be strengthened in eight respects, and the Second Conference of EASTICA and the Seminar on Modernizing Archives Management have been decided to be held simultaneously in April 1995. I'm sure there will be more archivists to participate in the Conference and Seminar.

The preparatory work of the Organizing Committee of the 13th International Congress

on Archives is in progress. We sincerely hope the preparations of the Congress will be supported by the archivists of the East Asian countries and territories. And I also wish that more archivists in the region will be able to present at the magnificent international archival congress hosted by China.

Dear colleagues, the establishment of EASTICA is a good beginning. But it is only a beginning. It is hoped that all its members could contribute their share in the spirit of active cooperation and initiative to the development of archival work in the region.

Now, I declare the successful closing of the Inaugural Conference. I sincerely wish our friendship and cooperation would be further strengthened and the archival work in this region be flourishing. And wish all of you had a pleasant journey home.

Thank you.

Constitution of the East Asian Regional Branch of the International Council on Archives

Whereas Article 42 of the Constitution of the International Council on Archives provides that archives and archivists wishing to strengthen their collaboration within the geographical area to which they belong, may group themselves into regional branches of ICA; and

Whereas at the Inaugural Conference held in Beijing, China, July 7-10th 1993, it was resolved to form a regional branch of the International Council on Archives for the East Asian region with objectives and functions consistent with the Constitution and activities of the International Council on Archives; and

Whereas the Parties of this Constitution desire to contribute to international and regional peace and the common welfare of the peoples of the East Asian region by promoting collaboration among them in the mutual advancement of knowledge and understanding, the preservation and enrichment of indigenous cultures and the promotion of education and research;

Now therefore the Inaugural Conference hereby adopts the following Constitution :

I – Name

1. The name of this Organization shall be the East Asian Regional Branch of the International Council on Archives (EASTICA).

II – Objectives and Functions

1. The purpose of EASTICA shall be to carry out the general objectives of the international Council on Archives, and to :
 - a. Establish, maintain and strengthen relations between archivists of the region and between all institutions, professional bodies and organizations which are concerned, with the custody and administration of archives;
 - b. Take all measures for the preservation, protection and defence against all hazards of the archival heritage of the region and to further the progress of all aspects of the administration and preservation of these archives;
 - c. Facilitate the use of archives in the region by providing information, by making them more widely known and by encouraging greater ease of access;
 - d. Promote, organize and coordinate activities in the field of archives in the region;
 - e. Sponsor professional training of archivists in the region;
 - f. Cooperate with other organizations or institutions concerned with the documentation of human experience and the use of that documentation for the benefit of mankind;
 - g. Organize seminars, symposia and other meetings; on specific themes of mutual interest to the members in the region;

III – Membership

1. Membership, which is confined to the countries and territories in East Asia, is divided into the following four categories :
 - a. National/territorial archive directorates and national associations of archivists, which are Category A or B members of the International Council on Archives (voting members);
 - b. Institutions concerned with the administration or preservation of records and archives, or with the professional training of archivists;
 - c. Present or past staff members of any archival institution, service or training centres.

- d. Nationals of East Asia who have made outstanding contributions in the archival field or who have rendered significant service to the archive profession may be elected as Honorary Members of EASTICA by the General Conference.
2. Voting members of EASTICA suspended from the exercise of the rights and privileges of Category A or B membership of the International Council on Archives shall, upon the request of the latter, be suspended from the rights and privileges of EASTICA.
3. Any member may withdraw from EASTICA by written notice addressed to the Chairman. Such notice shall take effect on 31st December of the year during which notice is given. Such withdrawal shall not adversely affect the financial obligations owed to EASTICA on the date withdrawal takes effect.

IV – Membership Fees

1. Membership dues shall be determined by the General Conference.
2. No dues shall be paid by Honorary Members.

V – Organization

1. EASTICA shall include a General Conference, an Executive Board and a Secretariat. The Executive Board may establish professional committees as required by the programme of EASTICA.

VI – General Conference

Composition

1. All members have the right to attend the General Conference of EASTICA.

Functions

2. The General Conference shall determine the policies and activities of EASTICA. It shall take decisions on programmes submitted to it by the Executive Board.
3. The General Conference shall receive and consider the reports submitted periodically by members as requested by the Executive Board.

4. Any member has the right to submit proposals to the General Conference through the Executive Board.
5. The General Conference shall elect members of the Executive Board and on the recommendation of the Board, shall appoint the Chairman.

Quorum

6. The presence of a majority of the voting members at the General Conference shall constitute a quorum.

Voting

7. National/territorial archives directorates shall have two votes at the General Conference. Each national/territorial association of archivists shall have one vote. Decisions shall be made by a simple majority of the members present and voting.
8. The General Conference may prevent a member from voting if dues are one year in arrears.

Procedure

9. The General Conference shall meet in ordinary session biennially. It may meet in extraordinary session, if it decides to do so, or if summoned by the Executive Board, or on the demand of at least two-thirds of the voting members.
10. At each General Conference the venue of its next meeting shall be designated. The venue of an extraordinary session, unless pre-designated by the General Conference, shall be decided by the Executive Board.

Observers

11. The General Conference, on the recommendation of the Executive Board, may invite or admit as observers at specified sessions of the conference, representatives of international organizations, other state governments, archives organizations or institutions and individuals. Observers shall not have the right to vote.

VII – EXECUTIVE BOARD

Composition

1. The Executive Board shall be elected by the General Conference from among the delegates appointed by the voting members. It shall consist of a Chairman, a Vice-Chairman, a Secretary-General and a Treasurer, and as many other members as considered necessary.
2. Members of the Executive Board shall serve from the closing of the session of the General Conference which elected them until the closing of the next ordinary session. The incumbent officers shall be eligible for re-election to the same office, but shall not serve consecutively for more than two terms in the same office.
3. In the event of the death or resignation of a member of the Executive Board, the vacancy for the remainder of that term shall be filled by appointment of the Executive Board after consultation with and upon the recommendation of the organization represented by the member.

Functions

4. The Executive Board shall prepare the agenda for the General Conference and shall recommend the work programme and corresponding budget estimates.
5. The Executive Board shall be responsible for carrying out the programme adopted by the General Conference.
6. The Executive Board shall recommend to the General Conference the admission of new members to EASTICA.
7. Subject to decisions of the General Conference, the Executive Board shall adopt its own rules of procedures, and shall have the power to make rules and regulations governing the procedures for the conduct of the General Conference.
8. The Executive Board shall meet in regular session at least once a year and may meet in special session if called by the Chairman on his own initiative or upon the request of the majority members of the Executive Board.
9. The Executive Board shall send a report on its activities since the last General Assembly of the International Council on Archives to Secretary General of the International Council on Archives three months before the date fixed for the

next General Assembly.

10. Members of the Executive Board shall exercise the powers delegated to them by the General Conference on behalf of EASTICA as a whole.

QUORUM

11. The presence of two-thirds of the members at the meeting of the Executive Board shall constitute a quorum.

VIII – Secretariat

1. The Secretariat shall consist of such staff as may be required. Its location shall be decided by the General Conference.
2. The Secretary General shall act as the executive head of the Secretariat, and shall be responsible to the Chairman and the Executive Board.
3. The Secretariat shall administer and be the custodian of all the properties of EASTICA.

IX – Budget

1. The Executive Board shall approve and give final effect to the Budget and shall apportion the financial obligations of members of EASTICA.
2. The Treasurer, with the approval of the Executive Board, may receive any donations, gifts, bequests and subventions directly from international and other organizations, foundations, institutions and associations or from individuals.
3. The Treasurer shall present to the Executive Board an annual statement of accounts, copies of which shall be furnished to voting members of EASTICA.
4. The Treasurer shall present a financial report to the General Conference.

X – Publications

1. EASTICA shall publish an archives journal o newsletter at least once a year.
2. The Executive Board shall appoint an editor who may or not be a member of the Executive Board. The editor may appoint and be assisted by an editorial committee.

IX – Relations with the International Council on Archives

1. EASTICA shall work in close collaboration with the International Council on Archives and its organs in the pursuit of their common aims and objectives.
2. EASTICA shall represent the International Council on Archives in the region.
3. EASTICA shall invite the President of the International Council on Archives to attend the meetings of the Executive Board and the General Conference.

XII – Amendments

1. Proposals for amendments to this Constitution shall become effective upon receiving the approval of the General Conference by a two-thirds majority. The draft texts of proposed amendments shall be communicated by the Secretary General to the national/territorial members at least three months in advance for consideration by the General Conference.

XIII – Interpretation

1. The English text of this Constitution shall be regarded as authoritative.
2. Any question or dispute concerning the interpretation of this Constitution shall be determined by the EASTICA General Conference under its adopted rules of procedure.

Resolutions of the East Asian Regional Branch of the International Council on Archives

The Inaugural Conference of the East Asian Regional Branch of the International Council on Archives was held in Beijing, China, from July 7-10, 1993. Present at the Conference were delegates from China, Japan, the People's Democratic Republic of Korea, the Republic of Korea, Macao and Mongolia. The following Resolutions were made at the conference.

1. The Executive Board of the East Asian Regional Branch (EASTICA) was elected on July 9th and is as follows :

Chairman :

Wang Gang, Director General of the State Archives Bureau, China

Vice Chairman :

L Mendsaikhan, Chairman of the Mongolian State Archives Office

Treasurer :

Isau Santos, Director of the Historical Archives of Macao

Secretary General :

Xu Yuqing, Director of the Foreign Affairs Office of the State Archives Bureau,
China

Members :

Mariod Bando, Deputy Director General, National Archives of Japan

Ki-Ok Kim, Director General, Government Archives and Records Service,
Republic of Korea

National Archives Administration, PDR of Korea (Vacancy)

The Public Records Office of Hong Kong (Vacancy)

The Secretariat is to be based at the State Archives Bureau, Beijing, China.

2. Budget and Membership Fees

- a. The budget for the 1994 fiscal year shall be \$3,000, which is to be levied from the national/territorial archives directorates as follows :

China	\$825	(27.5%)
Japan	\$825	(27.5%)
Republic of Korea	\$450	(15%)
PDR of Korea	\$300	(10%)
Hong Kong	\$300	(10%)
Macao	\$150	(5%)
Mongolia	\$150	(5%)

b. The other dues assessments shall be :

National association of archivists (having voting rights)	\$100
Institutional member	\$50
Individual member	\$15

Remittance charges are not included in these figures.

3. The journal of EASTICA “East Asian Archives” shall be published annually and the first seven issues shall be printed and distributed separately by China, Mongolia, PDR of Korea, Japan, Macao, the Republic of Korea and Hong Kong. Its editor shall be member of the Executive Board himself or the appointed staff of his archives. The language used in the journal shall be English and the table of contents should include Chinese, Mongolian, Korean, Japanese and English. There is no copyright restriction, if any member country/territory would like to translate the English version of the journal into its own language.
4. The second Executive Board meeting of EASTICA shall be held in Mongolia in June 1994.
5. The General Conference of EASTICA and its Executive Board meeting shall be held in turn in the member countries/territories. The next General Conference shall be held during the first half of 1995 along with a seminar entitled “Modernizing Archive Management”. The host country/territory for the next General Conference shall be decided at the 1994 Executive Board meeting. It is suggested that member countries/territories ask their governments about the possibility of hosting the second General Conference of EASTICA.

EAST ASIAN REGIONAL BRANCH OF THE INTERNATIONAL COUNCIL ON ARCHIVES (EASTICA)

Work Programme of EASTICA for the Next Two Years

In order to further the aims of EASTICA and to promote the development of archival work in the East Asian region, a work programme covering the next two years has been devised. Its objectives are as follows :

1. To set up an administrative structure, expand the membership and encourage those institutions and individuals involved in archives, information, documentation and related cultural activities to participate in EASTICA.
2. To carry out the objectives and functions of the branch as laid down in the Constitutions of ICA and of EASTICA, and to carry out policies and activities as determined by the General Conference.
3. To promote the development of archival work in the region by various means, including bilateral and multilateral exchanges of archive staff, professional visits, expert missions, etc.
4. To strengthen professional archive training by organizing workshops and seminars and by exchanges of trainee staff. Specifically, a workshop on "Automation of Archives Administration" shall be held in Beijing, China, in October 1994.
5. To encourage institutions to exchange archives materials, including microfilm, on a voluntary basis, so as to enrich the collections of the region, and to undertake joint initiatives to make copies of records relating to the history of East Asia which are preserved outside the region.
6. To stimulate the exchange of archival literature and journals between institutions in the region.
7. To undertake preparations for the second General Conference of EASTICA and the accompanying seminar on "Modernizing Archives Management", and to encourage the attendance of archivists at the seminar.

8. To publish a journal, "East Asian Archives" in order to strengthen the exchange of information between archivists in the region.

**Inaugural Conference of East Asian Regional Branch of ICA
July 7-10, 1993 Beijing, China**

Agenda

Tuesday 6.7.1993

Arrival
Preparatory meeting at about 20:00

Wednesday 7.7.1993

10:00 – 11:30 Opening Ceremony
Address by Mr Luo Gan, State Councilor and Secretary
General of the State Council
Address by Mr Kecskemeti, Secretary General of ICA
Address by Representative of the member countries and
territories

12:00 – 13:00 Lunch

14:00 – 15:30 Adoption of the agenda and election of the Chairperson of
the conference
Discussion of the Constitution of East Asian Regional
Branch of ICA

15:30 – 15:45 Coffee break

15:45 – 17:30 Continuation of the discussion

Thursday 8.7.1993

9:00 – 10:30 Discussion of the future working program, budgets,
Journal of EASTICA, and other matters

10:30 – 10:45 Coffee break

10:45 – 12:00	Continuation of the discussion Nomination of the Executive Board members
12:00 – 13:00	Lunch
13:30 – 15:30	Visit to the Palace Museum
15:30 – 17:00	Visit to the First Historical Archives
19:00	Reception given by the State Archives Bureau

Friday 9.7.1993

8:00 – 11:30	Visit to the Central Archives of China
11:30 – 12:30	Lunch at Central Archives
15:30 – 17:30	Election to the Executive Board members Closing of the Conference
19:00	Entertainment

Sunday 10.7.1993

8:00	Tour of the Great Wall and the Ming Tombs Visits to the Chanping Country Archives
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**List of Participants
Inaugural Conference of East Asian
Regional Branch of ICA
July 7-10, 1993 Beijing, China**

ICA
Mr Chales Kesckemeti
Secretary General of ICA

Delegates

China

Mr Wang Gang

Director General, The State Archives Bureau

Mr Zhang Chengliang

Deputy Director General, State Archives Bureau

Liu Guoneng

Deputy Director General, The State Archives Bureau

Xu Yuqing

Director, Foreign Affairs Office, State Archives Bureau

Japan

Mrs Mariko Bando

Deputy Director General, National Archives of Japan

Mr Minoru Takahashi

Ibaraki Prefectural Archives, Japan Society of Archives Institution

Mrs C Ogawa

Japan Society of Archives Institution

DPR Korea

Kim Chung Dok

First Secretary, Embassy of the Democratic People's Republic of Korea in Beijing

Republic of Korea

Mr Ki Ok Kim

Director General, Government Archives and Records Service

Ministry of Government Administration

Macao

Mr Isau Santos

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