



Swiss Chapter



Cooperation between ARMA Swiss Chapter and the Association of Swiss Archivists (ASA)

Declaration

Committee members of both associations have agreed to cooperate on several fields of activities due to the fact that the records management community in Switzerland is small and a minimal set of coordination is necessary. From the side of ASA, the committee acts as strategic collaboration partner and the Working Group "Records Management & Digital Archiving" acts as partner for organizational and topical collaboration; from the side of ARMA Swiss Chapter the board (president, vice-president and treasurer) is responsible to manage the relationships.

The following points have been fixed (to be updated on an annual basis):

Membership fees

Mutual arrangements in terms of a double membership with reduced fees are currently not possible. However in case the Swiss Chapter of ARMA will decide to raise additional fees for its members in the future there is a possibility to grant mutual privileges on each side.

Logos

The usage of both logos is welcomed from both parties. The placement may depend from case to case (events, publications, flyers etc.).

Publications

An interest in editing common publications in the field of records and information management has been identified (Journals, Web, Newsletters etc.).

Events

Annual and early planned coordination of the dates of major events in order to avoid overlappings. Common events are a possible option (common sponsorship, exchange of speakers etc.).

Further education / Professional Courses

Mutual advertisement and information of upcoming courses (Webinars, class-room, eLearning etc.) will be effected on the platform or Newsletter of each association. Special topic courses based on mutual needs may be planned and organized on a one time basis.

Planned events in the near future

- Common event of ARMA and the Working Group "Records Management & Digital Archiving" in Q1 or early spring time (format of ERFA-Meeting)
- Common activities to support the "Swiss Paper Free Day" (October 2012)" (based on the WPFDF of AIIM)
- possibly supporting the "Swiss Security Day" together with InfoSurance (March 7th, 2012)