

**Canadian Council of Archives  
National Archival Development Program  
Business Plan 2006-2007**

**1. Overview:**

The National Archival Development Program (NADP) is a program of the Government of Canada, administered by Library and Archives Canada, designed to assist archives in Canada to better preserve and make accessible archival holdings to the benefit of all Canadians. This program is delivered through the Canadian Council of Archives (CCA) and aims to provide support for archival activities that will both enable archives to undertake activities that have an immediate effect on the awareness and use of archives and to build capacity that will engender such activities in the future. The CCA 2006-2007 business plan for the NADP proposes a broad set of activities and services in this context to foster the development of archival institutions and organizations and to provide effective administration of archival project contribution funding. Since this is the first year of the program much attention will be spent on introducing the program and its components to the archival community and developing new processes and documentation to meet accountability requirements. The focus of the CCA business plan is to provide support to archival organizations so that Canadians experience significant improvement in their access they have to archives. All of the CCA activities are directed towards making progress on the 5 NADP objectives:

- Increase access to Canada's archival holdings through the national catalogue;
- Increase awareness and broaden use of Canada's documentary heritage;
- Increase, in Canada's documentary heritage, the representation of Aboriginal Peoples and under-represented ethno-cultural groups;
- Increase capacity of archival networks to undertake strategic and developmental activities;
- Increase capacity of archival institutions to preserve Canada's documentary heritage.

These objectives will be pursued both through project funding to individual institutions, councils or associations and through support of the Canadian Council of Archives and its activities to foster the development of the archival network. .

## 2. DEVELOPMENT OF CAPACITY:

The activities which the CCA will undertake this year support the first, second, fourth and fifth objective of the NADP; they are presented below by objective. The output and the outcomes of each activity is also included.

### Increase Access through the National Catalogue

▶ **Activity:**

Survey institutions regarding holdings and participation in the national catalogue

**Output:**

Report on progress to date, and on factors affecting the national catalogue

**Outcome:**

Facilitates strategic planning for the NADP in subsequent years

▶ **Activity:**

Strike a technical working group to assess effectiveness of the present delivery of content in the national catalogue and examine possible alternatives to enhance this process.

**Output:**

Report and recommendations on the future development and operation of the national catalogue.

**Outcome:**

Institutions are able to better participate in the national catalogue and the public has more effective access to content.

▶ **Activity:**

Maintain access to the national catalogue and provide service to the public utilizing its content

**Output:**

Reliable website is maintained and updated

**Outcome:**

Public has access to content in national catalogue

▶ **Activity:**

Identify Aboriginal content in national catalogue

**Output:**

Baseline established for future performance measurements

**Outcome:**

Enhanced ability to report on results of the program. Future planning for projects in support of this objective made possible.

**Increase awareness and broaden use of Canada's documentary heritage:**

▶ **Activity:**

Plan and organize conference to increase awareness of archives

**Output:**

Archives and You 2006 held in Calgary

**Outcome:**

Public has opportunity to learn about archives and how to use them.

▶ **Activity:**

Identify possible trade show and conference venues and plan CCA representation at selected locations.

**Output:**

CCA presence at trade shows and conferences

**Outcome:**

Various interest groups are made aware of archives and their relevance to local interests and projects.

▶ **Activity:**

Advocate for archives

**Output:**

CCA makes presentations to Ministers and Parliamentary committees

Community contacts decision makers with information on archives.

**Outcome:**

Parliamentarians will have information to assist in decision making

Awareness of archives raised with decision makers

▶ **Activity:**

Review of use by public of scanners and other technologies in archives

**Output:**

Standard guidelines created for archives so as to ensure safe and appropriate use of technology by users in archives. .

**Outcome:**

Archives are better able to accommodate user needs and ensure appropriate use of digital and other new technologies.

## Increase capacity of archival networks to undertake strategic and developmental activities

▶ **Activity:**

Develop training session for archives advisors

**Output:**

Session on best practices and information sharing held

**Outcome:**

Advisors better equipped to provide training and assist in furthering program goals.

▶ **Activity:**

Preparation of reports on RAD2, Copyright Primer, and Standards Database

**Output:**

New tools for strengthen archival practice

**Outcome:**

Archives are better prepared to participate in national and international information systems.

▶ **Activity:**

Plan and implement assistance to National Archival Appraisal Board.

**Output:**

NAAB services standardized and more easily accessed by archival institutions.

**Outcome:**

Donors of cultural property are able to benefit from tax receipts for their donations to Canadian archives.

▶ **Activity:**

Manage archival communication tools for archives community

**Output:**

Arcan-L, newsletters, and provincial websites are effective information resources for archival professionals and institutions.

**Outcome:**

Archivists are able to access most up-to-date information and be linked to national network

▶ **Activity:**

Deliver support for Board, Committees, and General Assembly meetings

**Output:**

Board, Committees, and General Assembly make effective use of meeting time

**Outcome:**

CCA able to manage business, complete projects, and take on new initiatives

▶ **Activity:**

Meeting with Provincial/Territorial Representatives to review operation of the first year of NADP and recommended adjustments.

**Output:**

Report of progress on alignment of archival projects with NADP objectives.

**Outcome:**

The CCA provides LAC with effective, nationally based advice, and councils and institutions from coast to coast are better informed and engaged.

▶ **Activity:**

Contribute to the development of performance measurements for the NADP.

**Output:**

Progress is made on developing processes and implementing procedures to collect baseline data for NADP

**Outcome:**

NADP generates data for program management and evaluations.

▶ **Activity:**

Review training needs in order to meet succession planning challenges in archival institutions.

**Output:**

Report on training needs

**Outcome:**

Archival institutions and organizations are able to develop strategies to ensure effective operations.

▶ **Activity:**

Identify opportunities for ancillary activities and building blocks that will contribute to NADP objectives

**Output:**

Activities aligned with NADP objectives and funding sources identified

**Outcome:**

Acceleration of NADP objectives and incremental planning put in place

▶ **Activity:**

Represent the Canadian archival community in various initiatives by related non-profit and heritage organizations.

**Output:**

Information sharing and increased collaboration with other heritage related organizations, on an issues-by-issue basis.

**Outcome:**

Increased visibility for the archival community and enhanced strategic alliances to the mutual benefit of the whole heritage sector.

**Increase capacity of archival institutions to preserve Canada's documentary heritage**

▶ **Activity:**

Review of global assessment methodologies

**Output:**

Updated common tool for global assessments

**Outcome:**

Comparable data available for priority setting

▶ **Activity:**

Complete study of fund raising for preservation of holdings

**Output:**

Guidelines available to community for fund raising

**Outcome:**

Institutions better able to access outside funding to assist in preservation work

▶ **Activity:**

Identify methodology for collecting performance indicators for preservation objective

**Output:**

Procedure chosen for collecting baseline data

**Outcome:**

Progress against preservation objective possible

3 **ADMINISTRATION OF FUNDING FOR ARCHIVAL PROJECTS**

▶ **Activity:**

Adjudication of archival project applications

**Output:**

Recommendations forwarded to LAC

**Outcome:**

Funding for archival projects allocated through a transparent and efficient process.

▶ **Activity:**

Administer program including contribution agreements with recipients of funding, distribute funding, monitor progress of projects and manage financial and performance reporting.

**Output:**

Signed contribution agreements, report on updating of CCA and provincial council websites to support the NADP, new work processes and databases.

**Outcome:**

Accountable administration of NADP funding.

▶ **Activity:**

Adjust and/or develop financial and administrative processes, documentation and systems to administer a new program.

**Output:**

Program material, new work processes and databases.

**Outcome:**

Program can be managed in compliance with the Transfer Payment Policy.

▶ **Activity:**

Analyse alignment of 2006-2007 projects with program objectives and indicators.

**Output:**

Advice to LAC on course corrections to the program

**Outcome:**

Effective use of public funds to make better progress against program objectives.