

# MEETING OF EXPERTS ON CENTRAL BANK DOCUMENTATION AND ARCHIVES.

## Towards improving the management and digitalisation of document processes and archives, and modernising our institutions.

2-4 November

### Aim and content

The aim of the meeting is to describe and analyse the current best practices in central bank documentation management, on the understanding that appropriate management in this area contributes to the greater efficiency of each institution and improves the use of its resources.



For this purpose, different experiences will be analysed, examining the best models for processing and developing information, such as electronic documentation, with a particular emphasis on document modernisation and digitalisation processes. In particular, the meeting will examine the importance of properly managing and organising central bank processes and archives and optimising resources, and the progress made towards digitalisation and electronic archives. Some of the specific features of the processes relating to the transparency of public information, personal data protection or third-party access to information will also be analysed.

In addition, emphasis will be placed on the importance of historical archives insofar as they are the living memory of institutions, and on the need to endow them with the means, procedures and resources required for research work. The meeting will also analyse the importance of the corpus of documents as a whole and of those considered to have historic or artistic value.

On this occasion, the meeting will specifically analyse the effects of the COVID-19 pandemic on documentation policy, the processing and management of archives (particularly electronic archives) and the resulting acceleration of digitalisation and electronic administration processes at our central banks.

### Professional profile of attendees

The meeting is targeted at professionals from CEMLA member Latin American central banks who have knowledge of any of the following: documentation or information management; general archives or records; document digitalisation; electronic administration; processes relating to public information transparency, personal data protection or third party access to information; historical archives or any other topic relating to documentary heritage collections.

### Organisation and format

The meeting will be organised by the Banco de España and the Banco Central de Costa Rica, in collaboration with CEMLA. It will be held in Spanish.

There will be expert speakers from the Banco de España's General Secretariat, the Banco Central de Costa Rica and other experts in attendance, who will provide an overview of how such operational frameworks have impacted on the modernisation of our institutions.

Participation is by invitation only. Registrations will be processed by CEMLA.