

## MEETING ON DOCUMENT AND ARCHIVES MANAGEMENT AT CENTRAL BANKS

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

5-8 October

### **Aim and content**

The aim of the meeting is to present and analyse best practices in central bank documentation management, based 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 and the best models will be examined from the standpoint of processing data and developing it as electronic documentation, attaching great importance to the processes of document modernisation and digitalisation. 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 documentary 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 Banco de España in collaboration with CEMLA. It will be held in Spanish, with the possibility of translation into English if required and technically feasible. There will be expert speakers from the Banco de España's General Secretariat and renowned external speakers who will provide an external view and approach on the impact of COVID-19 on all the issues addressed at this meeting, particularly the modernisation of our institutions.

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