

# ANNEX I

## ACTIONS PLANNED UNDER THE PARTNERSHIP, ROLES AND RESPONSIBILITIES

1. **The deposit of the EU historical archives at the European University Institute (EUI)**
  - a) The original documents and files of the European Union which are a part of the 'historical archives' in the sense of article 1 paragraph 2 of the Commission decision 359/83/CECA<sup>1</sup> and article 1 paragraph 2 of the Council Regulation 354/83<sup>2</sup> as amended by Council Regulation 1700/2003<sup>3</sup>, which are over thirty years old and have been opened to the public in accordance with the applicable rules, are deposited at the EUI in accordance with the conditions stipulated in this partnership agreement.
  - b) The deposit of the historical archives of the European Union at the EUI does not in any way affect the ownership or protection of the archives as afforded by Protocol on the Privileges and Immunities of the European Union (Protocol n° 7 annexed to TFUE, article 2).
  - c) The EUI will immediately inform each of the depositing institutions<sup>4</sup> concerned about any circumstances which could put at risk the inviolability of the archives that they have deposited.
  - d) The original documents and files will be deposited at the EUI, together with a microform and/or digital copy, in annual instalments and to the extent possible under the normal archiving processing procedures of the EU institutions.
  - e) The institutions will deposit the original documents and files at the EUI together with transfer lists and/or inventories for all deposited archives. In order to simplify the work of the EUI, whenever possible, such transfer lists and inventories will be made available in digital format.
  - f) The depositing institutions retain the exclusive responsibility for the composition of the documents and files that are deposited at the EUI. The EUI undertakes to respect the principle of provenance and not to modify the classification<sup>5</sup> established by the depositing institutions nor eliminate, alter or destroy documents or files.
  - g) The EUI will return to the depositing institutions the originals of any deposited documents and files requested by these institutions. These originals will be returned to the EUI as soon as they are no longer needed by the depositing institutions
  - h) The depositing institutions and the EUI undertake to plan and coordinate the deposits.
  - i) The depositing institutions will coordinate the transport to the EUI of the archives concerned, including any related insurance costs.
  - j) Within a month after the reception of deposited documents and files, the EUI will send an acknowledgement of receipt to the depositing institutions concerned.

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<sup>1</sup> JO L43, 15.2.1983, p.14.

<sup>2</sup> JO L43, 15.2.1983, p.1.

<sup>3</sup> JO L243 27.9.2003, p.1.

<sup>4</sup> At present the European Parliament, the Council of Ministers, the European Commission, the European Court of Auditors, the European Economic and Social Committee, the European Investment Bank and the CEDEFOP deposit their historical archives at the EUI.

<sup>5</sup> "Classification" refers to the systematic identification of records and archives as defined in ISO standard 15489.

## **2. Preservation at the EUI**

- a) The deposited documents and files will be preserved in a purpose built repository at the Villa "Salviati", which has been made permanently and freely available to the EUI for this purpose by the Italian government.
- b) The EUI will take the necessary steps to ensure the preservation and protection of deposited documents and files. This preservation and protection shall comply with recognised international standards for the physical protection of archives and shall at least respect the technical and security rules that correspond with those which are used for the preservation and management of Public Archives in Italy<sup>6</sup>.
- c) The EUI recognises the right of any of the depositing institutions to request information with respect to management of its archives by the EUI and to carry out an inspection of the documents and files that it has deposited there.

## **3. Ensuring access and promoting public consultation of the archives**

- a) The archives services of the EU institutions will open the historical archives to the public in accordance with Commission decision 359/83/CECA and Council Regulation 354/83 as amended by Council Regulation 1700/2003.
- b) For this purpose the archives services of the depositing institutions undertake to identify, appraise, declassify, describe and prepare the archives for public consultation in accordance with recognised international archival standards.<sup>7</sup>
- c) The EUI will respect the copyright and intellectual property rights of the depositing institutions for their transfer lists and finding aids.
- d) The EUI shall prepare inventories and other finding aids for the archives deposited at the EUI in accordance with recognised international archival standards.<sup>8</sup> The EUI may consolidate and complement the transfer lists and finding aids provided by the depositing institutions in consultation with them. In other cases, e.g. private archives, it will produce the finding aids itself.
- e) The EUI will publish the finding aids for the EU historical archives on the internet.
- f) The EUI will provide free of charge public access to the deposited documents and files. In order to protect the originals of paper documents and files from deterioration, where possible, a microform or digital copy will be used for giving public access.
- g) The EUI will provide onsite access to the historical archives of the EU in a dedicated reading room during normal working hours as published on the webpages of the EUI. The reading room will comply with internationally recognised standards and will be suitably equipped for the consultation of digital finding aids and archives.
- h) The EUI will progressively provide online access to the EU historical archives available in digital form.
- i) In order to facilitate online access to the EU historical archives, the depositing institutions will, whenever possible, provide digital copies of the deposited paper archives and descriptions.

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<sup>6</sup> See the exchange of letters between the EUI and the European Commission annexed to the contract of 17 December 1984 and notably the "Règles techniques et de sécurité prévues à l'article 5 du contrat entre les Communautés européennes et l'Institut universitaire européen de Florence".

<sup>7</sup> Such as the ICA standards ISAD(G) and ISAAR (CPF).

<sup>8</sup> Ibid.

- j) In order to promote the largest possible online dissemination of the archives, the EUI will comply with the international archival standards used by the Archives Portal for Europe project.
- k) The EUI will seek to progressively integrate online access to the EU historical archives in the Archives Portal for Europe. It will coordinate its input in the Archives Portal for Europe with the depositing institutions.
- l) The EUI will observe any data protection provisions that may apply to the historical archives of the EU institutions.
- m) The preceding provisions do not exclude that the EU Institutions give public access to their own historical archives.
- n) To promote the accessibility of the archives the EUI and the depositing institutions will endeavour to harmonise and coordinate the presentation of the archives on their respective websites and to provide links between these sites.
- o) In order to promote and facilitate access and consultation of the historical archives of the EU, the EUI will organise, alone or in joint collaboration with one or more depositing institutions, in accordance with the budgetary constraints, promotion actions such as exhibitions, symposia, programmes of grants for researchers, etc.

#### **4. The acquisition and treatment of private archives**

- a) In accordance with the joint declaration of 27 September 2004 by the President of the European Commission and the President of the institute, the EUI undertakes, in addition to the institutional archives, to acquire, describe, and prepare for public consultation private collections of individual persons, public organs or private organisations that have contributed to the construction of Europe.
- b) The acquisition of private collections by the EUI will cover the following areas:
  - personal papers deposited by former Commissioners and high level civil servants of the EU institutions. The EUI will ensure that such deposits are made in accordance with the relevant rules and regulations in force at these institutions;
  - personal papers of the MEPs, in the framework of the agreement signed by EP, EC and EUI on 17 January 2008;
  - documents deposited by high level political personalities that played an important role in the process of European integration from 1920 till today;
  - archives of historical interest deposited by European movements or political groups and parties;
  - copies of archives held by the National Archives of the EU member states related to the Treaty negotiations and the EU enlargements.
- c) The EUI will include proposals for the acquisition and treatment of private archives in its annual work programme and will inform the Commission if other opportunities to acquire private archives arise in the course of the year. The Commission will, in turn, inform the other depositing institutions concerned.
- d) The acquisition of private archives will not in any way affect the primary responsibility of the EUI to collect and provide public access to the historical archives deposited at the EUI by the EU institutions, as set out in this agreement.

## **5. Digitisation and source publications**

- a) The depositing institutions and the EUI envisage to:
  - digitise selected parts of the archives deposited at the EUI;
  - prepare, together with the EU institutions, one or more thematic publication(s) of primary sources on European integration.
- b) The EUI will include proposals for the digitisation of selected parts of the archives deposited at the EUI and for a thematic publication of source materials in the annual work programme.
- c) In their respective digitisation activities, the depositing institutions and the EUI will seek to maximise synergies and complementarities.

## **6. Annual work programme and budget**

- a) In order to take account of the timetable for the establishment of the EU budget, the EUI will submit a draft budget together with a preliminary draft work programme, no later than 15 February of the year preceding the EUI financial year concerned.
- b) The draft annual work programme will be discussed during the year preceding its implementation. The Commission will consult the other depositing institutions by 30 June of the year preceding the EUI financial year concerned.
- c) In accordance with article I.1.3 of the special conditions, the final annual work programme shall be jointly agreed by the Commission and the EUI before the start of the EUI's corresponding financial year and shall serve as a basis for the award of any grants for the year in question.
- d) The Commission shall consult the other depositing institutions on the implementation of the work programme.

## **7. Reporting**

- a) After the close of each calendar year, the EUI shall establish an annual activity report. The payment of the balance of the annual grant is subject to the approval of the annual activity report by the Commission as specified in article I.6.3 of this agreement.
- b) The EUI will send the annual activity report to each of depositing institutions.

## **8. Implementation of the agreement**

The EUI or the Commission will call a meeting, at their own initiative or at the request of one or more of the other depositing institutions, to discuss any possible problems which may arise with respect to the implementation of this partnership agreement.