

ICA Workshop Running Sheet

Workshop:	Workshop 12 - Universal Declaration on Archives		
Date:	Monday 20 August		
Time:	1.30pm to 5.00pm		
Registrations	24	Maximum	24
Location / Venue:	Room M8, Brisbane Convention and Exhibition Centre, South Brisbane		
Venue information	Room M8 is on the Mezzanine level. Take the escalator from the main foyer, and follow the corridor to the left		

Name	Position	Organisation
Presenters		
Kim Eberhard	Archivist	Franciscan Order of Friars Minor, Holy Spirit Province (Australia, New Zealand, Malaysia, Singapore, Brunei, Papua New Guinea)
Colleen McEwen	Archives consultant	
Workshop assistant		
Provided by PARBICA		
Sponsor and other acknowledgements		

Speaker profiles
Kim Eberhard
Kim Eberhard is a professional archivist with over 15 years' experience in non-government archives. She has worked extensively with independent schools, religious orders and community organisations such as charities, historical societies and professional associations. Kim was President of the Australian Society of Archivists (ASA) from 2006 to 2008, and served on Council for a total of five years. Kim has been a member of the International Council on Archives since 2004 and Chair of the Section on Archives of Churches and Religious Denominations from 2008-2012. Kim co-authored the ASA's Records retention schedule for non-government schools. In 2009 she received an ASA Mander Jones award for her work as part of the team which wrote and edited Keeping Archives, 3rd edition. Kim was a member of the international working group responsible for the development of the Universal Declaration on Archives.
Colleen McEwen
Colleen McEwen completed formal archival qualifications from the University of New South Wales in 1977 and has been engaged in professional archivist since that date. She has worked as an archivist at the State Archives of South Australia (1977-1982), the Noel Butlin Archives Centre at the Australian National University (1982-1992), the Department of Defence (1992-1997) and at the National Archives of Australia (1997-2007). In 2007 she set up a records and information management consultancy business in Canberra. Colleen has contributed to professional activities including serving as a Councillor between 2001 and 2003 and was the ASA's representative on the Steering Committee of the ICA Section of Professional Associations between 2004 and 2012, holding the position of joint secretary from 2008. Colleen was the Project Manager of the international working group responsible for the development of the Universal Declaration on Archives.

Draft Running Sheet

Time	Activity	Notes
1.30pm	Workshop commencement time	
1.35pm	Workshop assistant invites first presenter to speak	
3.00pm	Break for afternoon tea	
3.15pm	Workshop assistant calls participants back to the workshop room.	
5.00pm	Workshop assistant thanks the presenter, invites participants to tomorrow's opening ceremony, advises participants to collect certificates, and closes the workshop.	