

Programme

Sunday, 7 September 2008

18.00

Registration

18.30

Welcome

Professor Gérassimos Notaras,
Head of the Sub-division, Historical Archives, National Bank of Greece
Member of the Academic Advisory Council of the EABH e.V.

19.30

Tour of the Premises of the Historical Archives of the National Bank of Greece followed by a Cocktail Reception

Monday, 8 September 2008

9.00

Session 1

What are the Needs of Researchers?

Evolution from Classical Research Tools to Electronic Records Management

Margarita Dritsas, Professor of European Economic and Social History, School of Humanities, Hellenic Open University, Greece

The session will draw on past and present research experience in banking history and the use of several Greek and foreign archives. It will be a PowerPoint presentation and will focus on the desiderata of historians and scientists with regard to the function of banking sources, as well as possible pitfalls. It will supply information on special features of banking archives in Europe and will attempt to circumscribe the special rapport which is important to be established between researchers and archivists.

10.45

Coffee Break

11.00

Session 1 - continued

What are the Needs of Researchers?

Evolution from Classical Research Tools to Electronic Records Management

Margarita Dritsas, Professor of European Economic and Social History, School of Humanities, Hellenic Open University, Greece

12.45

Lunch

14.00

Session 2

The Development of Electronic Cataloguing at the National Bank of Greece.

Nikos Pantelakis, Assistant Director, Historical Archive Sub-division, National Bank of Greece

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The National Bank of Greece Historical Archive (NBG/HA) was set up for the purpose of preserving, displaying and access to information deemed to be of historical importance, possible for researchers. In order to achieve its goal, the NBG had to provide its Historical Archive with appropriate infrastructure which could guarantee proper archive safeguarding standards and facilitate easy access to the archives to anyone interested in consulting them. At the same time the NBG/HA considered that it was important to organize exhibitions, educational programs, research programs and publications on economic history in order to disseminate their work among pupils, students and the public and enhance the importance of a bank's archive as a source for the study of Greece's economy, society and culture.

This session will present in brief all the activities of the Historical Archive with emphasis on Digitization and Microfilming and the use of a powerful information system which supports all in-house archival work (acquisition, arrangement, description and creation of appropriate finding aids) based on the International Standard of Archival Description of the International Council on Archives.

15.45

Coffee Break

16.00

Session 2 - continued

The Development of Electronic Cataloguing at the National Bank of Greece – continued

Nikos Pantelakis, Assistant Director, Historical Archive Sub-division, National Bank of Greece

17.00

Close

17.30

Guided tour of the permanent exhibition on the History of the National Bank of Greece, Historical Archives of the National Bank of Greece

Tuesday, 9 September 2008

09.00

Session 3

Introduction: What kind of Historical Data do Banking Information Systems Produce?

Alexandros-Andreas Kyrtis, Professor of Sociology, Department of Political Science and Public Administration, University of Athens, Greece

Since the 1960s many of the numerical and textual data earlier recorded on paper started being recorded in digital form. This change created an unprecedented transformation of archival material and of its management. Digital storage brought new requirements for organisational and technological literacy as searching for and at the same time handling of archival material was becoming almost impossible.

Also criteria of what is destined for deleting and what should be preserved are subdued mainly to operational standards of information systems and only in relatively rare cases to legal standards. History of banks as it will be investigated in the years to come becomes to a great extent history of information systems.

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Without knowing the features of banking information systems it will be extremely difficult to construe the relevant historical information. Databases, networks, processes of document management, data-mining are terms which historians and archivists were by no means obliged to be familiar with. What also makes banking information systems a perilous ground is the fact that it does not suffice to concentrate on purely technical issues. Addressing organisational issues and understanding their history, which can be traced back through numerous system-layers, can be critical to those who want to navigate through their labyrinth in order to reach the valuable data and information they might need for their research.

Abstract for Session 3 – Part I, II, III, IV & V

The evolution over the time, the complexity and the architecture of banking systems will be presented in order to demonstrate the vital role they play in today banking business. An analysis of all basic components, specialized areas and specific requirements will also be included in the presentation in order to provide a wider coverage and understanding of the subject.

To begin with, taxonomy of information that is being stored and managed by storage and database management systems will be given. Based on this taxonomy, a summary of related technological infrastructure and software will be presented. The special features of this technology and software will be highlighted. The concepts of Information Lifecycle and Information Lifecycle Status will be explained.

After having built a fair understanding of the nature and paraphernalia of information, storage and management, the problem of information retrieval will be addressed. A quick tour to search and retrieve paradigms and methods will be given. The terms of Data Warehousing and Business Intelligence will be placed within context.

Finally, some basic concepts of Data-Mining process and analysis will be reviewed, such as Decision Trees, Probability Density Functions and Maximum Likelihood Estimation.

10.30

Coffee Break

10.45

Session 3, Part I

What are Banking Information Systems?

Dimitrios Vrailas, Director, IT Department, National Bank of Greece

12.45

Lunch

14.00

Session 3, Part II

Storage and Databases: What is Preserved and What is Deleted?

George Vlastos, Deputy Head, IT Department, National Bank of Greece

15.30

Coffee Break

15.45

Session 3, Part III

Where to find What: Strategies and Methods of Searching.

George Vlastos, Deputy Head, IT Department, National Bank of Greece

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17.00

Close

17.30

Guided tour of the Exhibition on the History of Greek Banknotes, Historical Archives of the National Bank of Greece

Wednesday, 10 September 2008

9.00

Session 3 Part IV

Concepts, Practices, and Technologies of Data-Mining

Dimitrios Vrailas, Director, IT Department, National Bank of Greece

10.45

Coffee Break

11.00

Session 3, Part V

Banking History and the Social Science Approach to Information Systems and Financial Technologies

Alexandros-Andreas Kyrtis, Professor of Sociology, Department of Political Science and Public Administration, University of Athens, Greece

12.45

Lunch

15.00

Session 4

'Standards' relevant to Electronic Records Management

Stuart Orr, Head of the Document/Records Management and Archives Section, European Central Bank, Germany

A large number of standards and quasi-standards now exist that are directly or indirectly related to electronic records. These include the ISO standards on records management, metadata and information security management. The European model requirements for the management of electronic records (MoREQ 2) and the US Department of Defence's Design criteria standard for ERMS applications look at functional requirements. The Australian DIRKS methodology looks at the whole area of making records management improvements. The Quality Management standard, ISO 9000, also impacts and is impacted by electronic record keeping.

This session will:

- Examine the range and value of standards relating to electronic records management
- Provide a 'map' to simplify understanding of the key elements of some of the main standards
- Propose ways of using standards with the aim of improving the quality of information management rather than simply applying them rigidly.

16.30

Coffee Break

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17.00

Excursion –

Bank of Piraeus

Address: Aggelou Geronta 6.

The Bank of Piraeus has focused its social corporate responsibility on the preservation of Greece's industrial heritage. The guided tour of the archives will be followed by a projection of a documentary on the preservation of old Greek industries transformed into Museums of Industrial Archaeology.

19:00

Bank of Piraeus

Reception

Thursday, 11 September 2008

9.00

Session 5

Lessons learned from Major Electronic Records System Implementations

Stuart Orr, Head of the Document/Records Management and Archives Section, European Central Bank, Germany

More projects to implement electronic records management within organisations have failed than have succeeded. Some have failed because of poor project management; some for systems reasons and many have failed because they did not recognise and/or address the scale of the management of change issues. In many cases implementation of an ERM System was not the best solution to the problem – in some cases the problem had not even been defined.

This session draws on lessons learned from direct experience of two major EDRM projects and close examination of many others. It will propose practical and effective ways of:

- evaluating the need for a system; and if a need exists
- planning, implementing and managing the implementation and beyond.

10.45

Coffee Break

11.00

Session 5 - continued

Lessons learned from Major Electronic Records System Implementations

Stuart Orr, Head of the Document/Records Management and Archives Section, European Central Bank, Germany

12.45

Lunch

14.00

Session 6

Long-term Electronic Preservation

Adrian Brown, Head of Digital Preservation, The National Archives, UK

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This session will provide delegates with an introduction to the key challenges for preserving access to digital information over the medium and long term. The first part of the session will introduce theoretical approaches to digital preservation. It will examine the main drivers for digital preservation, including regulatory compliance and archival legislation. It will introduce the major obstacles to preservation, such as technology obsolescence and media degradation, and the major theoretical approaches to overcoming these challenges.

The presentation will investigate methodologies for passive and active preservation. A number of functions will be described, including integrity checking, storage management, characterisation of digital objects, preservation planning, and preservation actions, such as migration and emulation. Relevant existing and forthcoming technologies will be described, including PRONOM, TNA's technical registry, the PRONOM Unique Identifier scheme for file formats, and DROID, TNA's automatic file format identification tool.

The second part of the session will review current and emerging practice, from an international perspective. A number of initiatives at TNA will be used as case studies. These include Seamless Flow programme, which provides end-to-end services for managing born-digital records transferred to TNA, and our web archiving programme. Current work to develop a digital continuity shared service for UK government will also be reviewed. The presentation will provide an overview of current international developments. These will include key research projects, such as Planets and CASPAR, major institutional programmes, such as those in the US, UK and Australia, and relevant standards activities, such as the Open Archival Information Systems reference model and the Trusted Digital Repositories accreditation scheme.

15.45

Coffee Break

16.00

Session 6 - continued

Long-term Electronic Preservation

Adrian Brown, Head of Digital Preservation, The National Archives, UK

Question & Answer Session for delegates

16.30

Close

No evening activity planned

Friday, 12 September 2008

9.00

Session 7

Case Study on the Archives of the Banco de Portugal

Luís Nunes, Head of Documentarion, Historical Archives and Museum, Banco de Portugal.
Lisbon

In this session we will look at the strategy used to change the old document management system based on Lotus Notes to a powerful record and document management system able to interconnect with the other existing systems for example ERP, KM etc.

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We also present the evolution of the project in 2006-2008:
Starting point - past experience and future expectations
The project team
Procurement
Phases of the project;
Where we are - testing phase
Historical Archives
Long term preservation

10.30
Coffee Break

10.45
Case Study on the Archives of the Banco de Portugal
Luís Nunes, Head of Documentarion, Historical Archives and Museum, Banco de Portugal.
Lisbon

Question and Answer Session for delegates

12.00
Lunch

14.00
Session 8
How to Choose a Solution for Electronic Document and Record Management – EDRM
Luís de Abreu Nunes, Head of Documentation, Historical Archives and Museum, Banco de Portugal

This session will cover the methodology as well as some practical tips to help archivists or record managers to cooperate in the procurement process to get an adequate solution for “Electronic Records and Document Management” banking and insurance companies. Why? What ? and How? are the three main questions we will try to get possible answers for during these sessions. Bring your experience and doubts to this session. We want it as useful as possible.

17.00
End
Departure for Benaki Museum

Tour of Benaki Museum

Presentation of the “Certificates of Attendance”

Takis Arapoglou,
Chairman and Chief Executive Officer, the National Bank of Greece
Panagiotis Siafarikas,
President, Hellenic Open University
Manfred Pohl
Deputy Chairman, EABH e.V

Closing Dinner at the Benaki Museum