

**Von:** "Ohnesorge Krystyna BAR"  
**An:** "Jäggi Monika BAR",  
"Leuthold Jérémie BAR"  
**Gesendet am:** Wed, 9 Jul 2008 15:09:15 +0100  
**Betreff:** WG: Visite to Canada: Monika Jäggi and Jérémie Leuthold

1. fyi
2. diesmal habe ich eine Bestätigung erhalten, dass mein Email in Canada angekommen ist ☺  
also die Planung geht weiter...

Freundliche Grüsse

**Dr. Krystyna W. Ohnesorge**  
Ressortchefin

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**Von:** Ohnesorge Krystyna BAR  
**Gesendet:** Mittwoch, 9. Juli 2008 16:05  
**An:** 'fabio.onesi@lac-bac.gc.ca'  
**Cc:** Comment Jean-Marc BAR  
**Betreff:** Visite to Canada: Monika Jäggi and Jérémie Leuthold  
**Wichtigkeit:** Hoch

Dear Fabio,

First of all, thank you for your invitation to my colleagues, Monika and Jérémie for the talks in Canada! (It seems that either my previous email got lost in the internet, or that my first mail arrived during your vacation time...)

To make it easier for us all to plan our visit to Canada, I'd like to clarify a few points regarding our concerns.

Monika and Jérémie are young staff members at the Swiss Federal Archives (SFA) and work in my department "Innovation and Conservation" in two different teams:

1. **Monika** is a member of the "Records Management" team and this year took over the direction of the project "Electronic Business Management (GEVER) – Management Guidelines".
  - Each year, we conduct records management training for the employees of the federal government (seminar with 5 modules; duration of each module: 2-3 days). This year 2 such training sessions will be conducted parallel to one another, in which we will train 50-60 government employees. Monika is one of our consultants and instructors during these training sessions.
  - In addition, starting next year, we would like to organize a series of presentations / events for the executive staff (directors and managing directors of the agencies / departments plus the general secretariat = vice minister).

We have learned from Andreas that you offer this type of training for the top management of the Canadian administration.

Question 1:

What interests us with respect to Monika's visit to Canada are concrete questions regarding **"Records Management Training" for the top management** of the

administration: How many times a year? What themes are of greatest interest to the top managers? What is less interesting? etc.

Question 2:

Would it be possible to obtain a copy of your manuals for the training sessions or events for top management? For example, the announcement of the training sessions, etc.

We are presently preparing a list of questions for our visit to Canada that we would like to send you in advance. If it would be possible to receive your manuals during the next days, it would help us very much to formulate our questions more precisely.

Question 3:

I've learned from Andreas that you are conducting this type of training session for top management in the fall. I would be very interested to know when it will take place, its duration (1/2 day? or just 2-3 hours?) and if Monika might be able to take part in the session.

2. **Jérémie:** works in the area of "Digital Archiving" and took over two important functions this year. He is the application owner of the "Archiving Information System" (in accordance with the OAIS model: Data Management System) which manages all necessary indexing information with the help of which, for example, research is conducted in our archived holdings. In addition, he took over the project direction "company organization" in our strategic program ARELDA (for archiving electronic data and records).

- The projekt ARELDA will be successfully completed at the end of 2008 and the new (and young) company organization will take over the operating responsibilities at the beginning of 2009.
- Beginning next year, we would like to organize a workshop / training course in digital archiving for government employees who will be delivering electronic dossiers or data from relational data banks to us as well as for project directors who will be meeting archival demands and requests with new IT applications.

Question 1:

What we are interested in with respect to Jérémie's visit are operational questions regarding your organization of the acquisition process for digital documents. We are looking forward to meeting with you (!) and are also interested in observing your day-to-day operations so that we might have a better idea how we can better optimize our operational work here in Switzerland.

Question 2:

If you also have a concrete training process for Canadian centers and agency regarding the consignment of digital deliveries to the archive, I would be very interested in an exchange of know-how also in this area.

Question 3:

If you are planning to conduct a training session in digital archiving in the fall, I would be very interested to know when this will take place and if Jérémie could take part.

For Jérémie's visit to Canada, too, we are preparing a list of questions that we would like to send you in advance. If we could have a look at your documents also in this area of activity, it would help us very much to better prepare our questions.

A few closing comments:

- Monika and Jérémie both speak very good English and French (and German ☺)
- Their visit to Canada does not necessarily have to take place at the same time, but can, by all means, follow one after the other.
- I can imagine that we should plan 2 or 3 days for Monika's visit and up to a maximum of 3 or 4 days for Jérémie. What do you think, Fabio?
- From July 11, 2008 until August 11, 2008 I will be absent from the BAR (vacation). During this time, the planning and coordination of our trip to Canada will be taken over by my deputy, Jean-Marc Comment (his email is on the list).

Once again, thank you very much for your response and your willingness to meet with us in Canada.

With my very best wishes,

Freundliche Grüsse

**Dr. Krystyna W. Ohnesorge**

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