

Dear Speaker

I would like to invite you to write a paper for the Archives and Records Education Stakeholders (ARES) Forum, to attend the Forum and contribute to the discussion; and, to speak briefly to the paper along the lines described below.

The ARES Forum is being organised by the Australian Society of Archivists (ASA) and the Records Management Association of Australasia (RMAA). It will be held at the Public Record Office of Victoria (PROV) in Melbourne on 12-13 June 2003.

The Forum is intended to focus on education within a broad range of practices including archives, records, records management and recordkeeping. It will focus on the need to sustain specialist education within these fields rather than other areas which might be related to or necessary to support the education of an archives or records professional.

The ASA and the RMAA believe that there should be minimum educational qualifications to become a professional practitioner in their respective fields. The two associations also take the view that professional education includes a broad range of activities pursued over a professional working life. They are concerned to ensure that such education is sustained in a climate of considerable change in the educational landscape in Australia and New Zealand.

The aims of the Forum are:

1. to ensure that all stakeholders understand the current environment for professional education
2. to ensure that stakeholders understand each others' views on education
3. to develop a shared agenda for professional education which will benefit all stakeholders
4. to develop a list of actions for implementation which will sustain professional education which is valued by all stakeholders.

Attendance at the Forum will be by invitation. It is intended that all stakeholder groups, educators, employers, employees, regulators (for example archival institutions which are responsible for recordkeeping across government) and professional associations will be well represented. It is estimated that there could be 60 participants.

The ARES Forum Committee will provide a background paper by mid-April which will cover some of the issues of concern from the viewpoint of the ASA and RMAA. Speakers are asked to provide papers by mid May so that they can be available in advance through the ASA and RMAA websites. At the forum there will be a session

for each stakeholder group. Those who have prepared papers will be asked to open the session by speaking to their papers for 5 – 10 minutes. Discussion, which will be facilitated by a professional facilitator, will follow. There will be 2 or 3 opening speakers for each 1 ½ hour session. The educators' session is likely to have more introductory speakers and more time allocated. It is expected that suggestions for actions will arise during these sessions. Time will be allowed at the end to review all discussions and suggestions and to develop an agenda for implementing actions which are agreed by the Forum.

On behalf of the ARES Forum Committee I would like to invite you to contribute a paper to which you would speak briefly in the XXXXX session. You may like to consider issues such as but, of course the purpose of the paper is to put your views to the Forum within the context of [insert stakeholder group]. It would also be very valuable if you were able to canvass and consider the views of other [insert stakeholder group] in the course of preparing your paper.

I would be grateful if you would let me know by whether you would be willing to prepare a paper and participate in the Forum.

I am, of course, very happy to discuss the Forum with you or to answer any questions you may have before you make a commitment. I look forward to hearing from you.

With best wishes

Jill

Jill Caldwell
Convenor
ARES Forum Committee