



*ARCHIVING-BY-DESIGN*  
*SUB-GROUP TO THE EUROPEAN ARCHIVES GROUP.*  
TERMS OF REFERENCE

## **1. BACKGROUND**

The subgroup was created by the European Archives Group in September 2019 on a temporary basis to carry out the tasks set out below.

The subgroup shall report to the European Archives Group.

For any aspect not explicitly mentioned in these terms of reference, the sub-group shall operate in compliance with the terms of reference and rules of procedure of the European Archives Group and the Commission's horizontal rules on expert groups ('the horizontal rules')<sup>1</sup>.

## **2. TASKS**

The sub-group's tasks shall be:

- (a) to bring about an exchange of experience and good practice in the field of archiving by design.
- (b) to obtain new insights on opportunities and experiences with early intervention with ICT systems development to achieve sustainable accessibility of data, persistent/authoritative data and ensuring data protection across European countries – also known as Archiving by design.
- (c) to develop principles and methodologies to help National Archives and public sector organisations implement Archiving by design. The principles and methodologies should be developed so that market vendors could apply them in their services and products offered to public sector organisations in the single market.
- (d) to draft proposals for effective means of dissemination of knowledge and experience.
- (e) to develop guidelines and a platform to exchange tools and experience.

## **3. MEMBERSHIP**

1. The sub-group shall be composed of 8 to 20 members.
2. Members shall be Member States' authorities or other public entities.

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<sup>1</sup> C(2016) 3301.

3. Member States' authorities/organisations and other public entities shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise.
4. Members shall be appointed for the duration of the work of the subgroup.

Done in Brussels on 26 April 2022.