

Scientific Archivists Group Conference

1-2 May 2014

NH Hotel, Nice, France



Scientific
Archivists Group

We hope you will be able to join us for our 2014 Annual Conference at the NH Hotel, Nice, France. This event will take place over Thursday and Friday 1/2 May and will include presentations, discussions, networking breaks and our conference dinner.

Programme Committee:

Eldin Rammell, Rammell Consulting Ltd; Gail Dams, Quotient Bioresarch; Richard Pennicard, Selcia; Reinhard Schoebitz, UCB

Event Coordinator:

Gail Dams, Quotient Bioresarch

SAG Directors:

Chris Jones (Chair), Svetla Churchman-Zlatkova; Gail Dams (Event Coordinator), Mary Paul (Business Development), Russell Joyce (Sagacity), Neil Gow (Membership), Richard Pennicard (Treasurer), Eldin Rammell (Secretary), Leigh Tate



Conference Overview

The topics covered by our conference agenda are very broad on this occasion. We have considered what issues seem to be raising most concerns and which are creating a “buzz” on LinkedIn groups and other networking forums. We’ve pulled together what we think is a varied programme to try to tackle some of these topic head-on!

So you will find sessions on electronic archiving and electronic signatures; challenges of managing electronic mail; coping with 21st century stresses at work; digitization of paper records; putting records into the cloud.

We still have a couple of sessions to fill but I think you’ll agree that this is an agenda not to miss!

08:30 Registration and welcome coffee

09:00 WELCOME & INTRODUCTION
Chris Jones, Chair SAG

Electronic Archiving – A SAG Guide
Eldin Rammell, Rammell Consulting Limited

09:10 A Working Party within SAG has been working on the production of a guidance document for electronic archiving. We will provide an overview of the final content and highlight particular topics for which we feel the guide will prove invaluable.

09:50 Electronic Archiving Solutions
Peter McNaney, CIO, Phlexglobal Limited
Phlexglobal has recently developed a solution for the long-term archiving of clinical trial records. This presentation will review the challenges faced by industry and how standards such as XML and PDF can alleviate some of those difficulties.

10:30 Refreshment break

11:00 Archiving Electronic Mail
Gary Hodgkinson, InovoOlution
It remains a challenge to ensure that your archive is a complete record of all documentation relating to your business, including emails & attachments. This presentation will show what technologies are currently available to help you address this, and how the PDF/A standard can be used with them.

12:00 Regulatory Inspection Experiences
Panel Discussion led by Richard Pennicard & Eldin Rammell
We will review a summary of inspections carried out recently by the MHRA and will discuss information related to inspections conducted at member organisations where these have been provided to us.

12:30 Lunch (1 hour)

Closing an R&D Site – Issues for the Archivist

Frank Hultschig & Mary Paul

13:30

Many archivists and records managers have been involved in product divestiture activities or mergers/acquisitions. But the closure of a whole R&D site presents many different issues. This presentation will review some of the challenges, based on real experience.

Clinical Archiving – A Non-commercial Perspective

Clive Stubbs, Birmingham NHS

14:15

The understanding of archiving requirements by non-commercial trial sponsors has been evolving and how we react to the impact of new regulations has changed too. This presentation gives an insight into archiving from a non-commercial perspective.

15:00

Refreshment break

All Crows are Black..... Aren't they?

Russell Joyce, Heath Barrowcliff Consulting Limited

15:30

Document scanning has long been presented as a solution by which to achieve paper-light document management, to utilise technology to improve information sharing and collaboration. This presentation will consider the regulatory and legal compliance requirements related to document scanning, focussing on best practice processes and quality control measures to better ensure reliance on -and the evidential value of- scanned images

Scanning Hard-copy Records – A Case Study

Reinhard Schœbitz, UCB

16:15

Using scanning of AE folders as a case study, this presentation will review how challenges were overcome. We will also review the impact of this activity on records management and archiving processes

17:00

Close of Day 1

19:30

Drinks Reception followed by Conference Gala Dinner

08:30 Registration and welcome coffee

09:00 WELCOME & INTRODUCTION
Chris Jones, Chair SAG

09:05 Cloud Computing – A Case Study
Uwe Fischer, UCB
The migration of systems into the cloud bring many advantages but also many risks to an organization. Through a case study from UCB, we shall review how these issues were overcome.

09:50 Electronic Signatures – What Happens in Practice
Simon Coles, Amphora Research Systems
This presentation will provide an overview of the some of the issues that need to be addressed when implementing electronic signature solutions. We will look at integration issues, legal issues, as well as the impact on the long-term retention of signed records.

10:30 Refreshment break

11:00 Health and Safety
Sam Alexander, AM H&S Limited
Our 21st century technology and change in working practices such as working from home has brought about a change in the potential health and safety risks that we face on a day-to-day basis. This workshop will identify what those risks are and how we can mitigate them.

12:15 **SAG Update**
An update will be provided on various SAG initiatives. This will include the current revision of the GCP Guide and our strategy for delivering a comprehensive training programme for records managers and archivists.

12:30 Lunch (1 hour)

Life-cycle management

Olivier Paris, Ennov

13:30

We take the records life-cycle for granted but what exactly do we mean by “record life-cycle” and what should be our role within the organisation?

Environmental Monitoring of Archives – Is it Worth the Hassle?

Jeff Goddard, EPL Archives

14:15

We are accustomed to monitoring environmental conditions within our archives but what is really necessary? Some evidence suggests that for most archives, changes in environmental conditions has minimal impact on the integrity of our documents. This presentation will review the evidence.

15:00

Close of Conference

To minimise our costs and streamline our processes, conference reservations are only taken online at <http://sagroup.eventhq.co.uk>

Please note that during the booking process you may choose to pay for your conference booking immediately by credit or debit card (personal or company card) or to request an invoice for payment by BACS or cheque. To guarantee your conference place in the event of high demand, we recommend that you pay online by credit/debit card.

Conference Fees (includes 2-nights accommodation)

Early-bird Discount – Deadline 4th April 2013

	Full Price	<i>SAG Member Price</i>
Full conference	£500.00	<i>(£440.00)</i>
Day 1 st May	£170.00	<i>(£149.60)</i>
Day 2 nd May	£170.00	<i>(£149.60)</i>

SAG Member Rates

Fully-paid SAG members can benefit from a 12% reduction on the standard conference fees (figures in italics above). When booking online, enter discount code **SPR2014** to receive the SAG Member rate. You will also be required to enter your SAG membership number (found on your membership certificate) for verification purposes.

Standard Registration Fees (after 4th April)

	Full Price	<i>SAG Member Price</i>
Full conference	£625.00	<i>(£550.00)</i>
Day 1 st May	£215.00	<i>(£189.20)</i>
Day 2 nd May	£215.00	<i>(£189.20)</i>

Please remember to book early as SAG may need to release unoccupied rooms. Your registration will not be guaranteed until full payment is received. No conference bookings can be taken after **18th April 2014**.

The Scientific Archivists Group has reserved hotel rooms for all full-conference delegates at the **NH Hotel**, 2-4 Parvis de l'Europe, 06300 Nice, France. The conference fee is inclusive of **two** night's hotel accommodation with arrival on Wednesday 30th April, including the drinks reception and conference dinner on Thursday 1st May, and breakfast and lunch on both conference days. The day delegate fee includes refreshments during the conference sessions (including lunch). Day delegates will need to make their own accommodation arrangements if needed directly with the conference hotel or an alternative hotel.

Please Note:

Hotel rooms will only be held until Friday 18th April. If conference reservations are not confirmed and paid for by this date, your accommodation at the conference venue cannot be guaranteed and you may be required to book as a day delegate and make your own accommodation arrangements.

Please note that it is standard policy at hotels that you cannot check in to your room until after 3:00 pm. No special dispensation has been granted to conference delegates to check-in any earlier than usual. Dinner is NOT included on 30th April.

Cancellation Policy

Cancellations received before 18th April: Full refund less a 25% administration fee. Cancellations received after 18th April: No Refund. Delegate name change: £25 administration charge.

Where appropriate, please ensure that you have appropriate cancellation insurance cover.

Queries

If you have any queries regarding the conference, please send them by email to conference@sagroup.org.uk