

## Meeting of Experts in documents and archives management at central banks

Madrid, 16th to 18th October 2023

### Preliminar Programme

**Venue:** Banco de España, Alcalá 48, Madrid  
**Language:** Spanish (simultaneous interpreting)  
**Room:** Sala Europa - Meeting Room

#### Monday, 16<sup>th</sup> October

09:00 – 09:30 **Reception and registration**  
Banco de España, Alcalá 48, Madrid.

09:30 – 10:00 **Welcome and opening address**

- *Jaime Herrero. Deputy Secretary General, Banco de España*
- *Roberto Marino. Adviser to Director General, CEMLA*

10:00 – 10:30 **Expectations of the meeting and presentation of participants**

- *María de Inclán. Head of Archives and Document Management Division, Banco de España*

10:30 – 11:15 **Coffee break and group photograph**

11:15 – 12:00 **The main challenges facing central banks in the 21st century. The relevance of documentary policy. Introductory presentation and context**

- *Jaime Herrero. Deputy Secretary General, Banco de España*

12:00– 13:15 **Banco de España. Organisational and Service Model**

- Document and Archive Management Model in BE
- Legislation. Internal regulations
  - *María de Inclán. Head of Archives and Document Management Division, Banco de España*
- Banco de España Archive: past, present and future
  - *Elena Serrano. Head of Historical and General Archives Unit, Banco de España*

13:15- 14:00 **Discussion on CEMLA's Microsoft Teams Document Management and Archives Group.**

- Organisation, best practices and programming
  - *Moderator: José María Fernández Garrido. Document Management Expert*
  - *All participants*

14:00 – 15:30 **Lunch hosted by the Banco de España**

15:30 – 16:30 **Visit to the Banco de España's historical art collection/Visit to the Bank's documentary heritage. Archives and Library**

## Tuesday, 17 October

### 09:00-09:30 Processes for documentary series identification

- Documentary maps
  - *Paloma Gómez Pastor. Document Management Expert*
  - *Teresa Pastor Casares. Document Management Specialist*
- Identification and appraisal of documentary series
  - *Ana María Sánchez Blasco. Document Management Specialist*

### 09:30 – 10:30 Banco de España. Technological model

- Functional and technical aspects of the COSMOS Document Management System  
COSMOS and COSMOS /TEAMS Demo
  - *José Ignacio Guerrero Martín. Document Management Specialist*
- Functional and technical aspects of archive management tool. ODILO
  - *Raquel Jiménez del Cerro. Document Management Specialist*

### 10:30 – 11:00 Coffee break

### 11:00 – 12:30 Change management and dissemination

- User Services, Change Management: Training and Communication
  - *José María Fernández Garrido. Document Management Expert*
  - *Daniel Llorens Espadafor. Document Management Specialist*
  - *Teresa Urtiaga Lorenci. Document Management Specialist*
- Singular archive projects. Description and recovery of a unique collection: El Tribunal de Canje Extraordinario de Billetes de la Guerra Civil.
  - *Rosario Calleja Martín. Archive Expert*
- Dissemination projects of Historical Archive documents
  - *Patricia Alonso del Torno. Archive Expert*

### 12:30 - 14:00 Group discussion on the experience of Central Banks in services and projects of document management and archiving

*Initiatives, projects and services carried out by the Central Banks will be presented and discussed: implementation of Archive and Document Management Systems, simplification initiatives, change management projects, descriptive projects, regulatory initiatives, new services, etc.*

- *Moderator: Banco de España*
- *Bank of Colombia*  
*Mr Hector Manuel Alvarado, Director of the Document's Management Department*
- *Central Bank of Uruguay*  
*Ms. Nancy Uriarte, Analyst General Secretariat*
- *Central Bank of Chile*  
*Ms. Paula Andrades, Head of the Strategic Planning Department*  
*Ms. Sandra Contreras, Head of Information Access Unit*

- *Latinamerican Reserve Fund (FLAR)*  
*TBC*

14:00 – 15:30 **Lunch hosted by the Banco de España**

15:30 – 16:30 **Visit to the Banco de España's historical art collection/ Visit to the Bank's documentary heritage. Archives and Library**

### **Wednesday, 18 de October**

09:00 – 10:00 **E-administration services Banco de España**

- Virtual Office and Electronic Register
  - *Manuel García Ruiz. Document Management Expert*
  - *Mar Millán Millán. Specialist*
- Certified digitization
  - *Manuel García Ruiz. Document Management Expert*
- Electronic notification service (SNE)
  - *Isabel Zamora de Diego. Document Management Specialist*
- Demos: Register integration / COSMOS Integration, Electronic Register, Electronic Notification Service (SNE) / COSMOS
  - *Marta Jiménez Martín. Document Management Expert*

10:00 – 10:30 **Coffee break**

10:30 – 11:30 **Digital Transformation and Digital Preservation at Banco de España**

- Projects: Robotization, Artificial Intelligence.
  - *Ana Calleja Fernández. Head of Document Management and Policy Unit, Banco de España*
  - *Marta Jiménez Martín. Document Management Expert*
- Preservation actions
  - *José Ignacio Guerrero Martín. Document Management Specialist*
  - *Raquel Jiménez del Cerro. Document Management Specialist*

11:30 – 13:00 **Group discussion on Central Banks' experience in Digital Transformation and Preservation**

*Initiatives and projects related to digitalization, artificial intelligence, robotization, data management, e-services, etc. will be presented and discussed.*

- *Moderator: Banco de España*
- *Central Bank of Costa Rica*  
*Mr. Yayner Sruh Rodríguez, Executive from Central Archive Area, Transformation and Strategy Division*

- *Central Bank of Colombia (BanRep)*  
*Mr Hector Manuel Alvarado, Director of the Document's Management Department*
- *Central Bank of Costa Rica*  
*Ms. Sandra González Camacho, Head of Document's Management Area*
- *Central Bank of Bolivia*  
*Ms. Jimena Vaca Jurado, Deputy Manager of document management and library*

**13:00 – 13:50 Meeting Conclusions**

- *Jaime Herrero. Deputy Secretary General, Banco de España*
- *Roberto Marino. Adviser to Director General, CEMLA*

**13:50 – 14:00 Closing address**

- *Francisco-Javier Priego. Secretary General, Banco de España*

**14:00 – 15:30 Farewell cocktail hosted by the Banco de España**