<div align="center">**QUESTIONNAIRE**</div>

GENERAL INFORMATION:

Country: *Switzerland*

Organization(s) or entity (s) responsible for the preparation of the report:
UNESCO Section at the Federal Department of Foreign Affairs FDFA, with the help of the Swiss Federal Archives (Schweizerisches Bundesarchiv BAR)

Officially designated contact person/institution:
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Name(s) of designated official(s) certifying the report:
Nicolas Mathieu, Chief of UNESCO Section of the FDFA

Brief description of the consultation process established for the preparation of the report:
n/a

REPORTING ON THE SPECIFIC PROVISIONS 0F THE RECOMMENATION:

General support:

1. Has the Recommendation been promulgated to appropriate ministries and institutions? (Section 1)
   n/a

2. Has the Recommendation been translated into the national language(s) (if applicable)?
   No

3. Has your country created a supportive, participatory, enabling and stable environment for all parties? (1.1, 1.2, 3.1, 4.5, 5.1, 5.2)
   No

4. How, if at all, has your country applied international standards and curatorial best practice (2.4, 2.7, 2.8, 2.9, 4.2, 5.1, 5.2, 5.5)?
   n/a

5. What consultation mechanisms does the government maintain with stakeholders in the documentary heritage sector (national and private memory institutions, professional Associations, relevant NGOs)? (1.2)
   n/a

6. What actions has your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms?(1.1, 1.2, 2.2, 2.3, 3.2)
   n/a

7. What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often? (2.4, 2.7, 2.8, 2.9, 5.1, 5.2)
   n/a

Legislation and mandates:

8. What legislation does your country have in place to:

- define the authority, mandate, independence and governance structure of your national memory institutions? (3.1, 4.5)

The tasks and responsibilities of the Swiss Federal Archives are set out in the Federal Act on Archiving (ArchA) of 1998. The Act also sets out the archiving obligations of federal bodies and other public or private law bodies that fulfil executive tasks delegated to them by the Confederation.
ArchA establishes a right of access to archive records without restriction and free of charge. It also sets out closure periods stipulating when documents become accessible without a request to consult records. You can submit such a request to the Federal Archives if you wish to consult documents that are subject to a closure period.

- guarantee the ability of memory institutions to take unhindered preservation action on documents in their collections? (3.5 to 3.7)

- promote and facilitate maximum inclusive access by empowering memory institutions? (3.2)

- support memory institutions providing access to material whose copyright status cannot be clarified? (3.5 to 3.7)

- ensure statutory deposit of documents in memory institutions? (4.6)

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4.1)
n/a

10. What long term investment in analogue and digital documentary preservation has been made? (4.1)
The Federal Archives has since 2009 a functioning digital archive. It covers both organisational and technical aspects. In digital archiving, context information (metadata) is as important as the content of the documents themselves. During acquisition, it is decoupled from its specific IT environments (applications, database and operating systems, hardware) and archived in archivable formats. Where necessary to preserve readability, it is also converted into new formats (migration process).

11. What encouragement has been given in thé development of open source software and access to proprietary codes by memory institutions? (4.7, 4.8)
The Federal Swiss Archives receive funds for the projects in context with open source software SIARD, which is a software developed by the Federal Archives to simplify archiving of relational databases. It complies with international standards and is used in over 50 countries around the globe. It is provided by the Federal Archives free of charge.

Identification and preservation status of documentary heritage

12. Do all national memory institutions have published collection development, preservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage? What policies have been developed recently? (1.1)
In regard to the Swiss Federal Archive: The Swiss Federal Archive have published collection development, preservation and access policies (ArchA). For the Swiss Federal Archive are also established policies, mechanism and criteria for selecting, acquiring and de-selecting documentary heritage (ArchA).

13. What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies? (1.3, 2.7, 5.5)
In individual responsibility the Swiss Federal Archive undertake deacidification and digitization for the preservation of heritage documentary.

14. What arrangements are in place to protect the documentary heritage from danger? (5.4)

Based on the archival law, archived information, both analogue and digital, will be preserved intact and in a usable form.
Transfer/safeguarding: The Federal Archives will accept all information that is of archival value and secure it automatically as far as possible.
Preservation and conservation: The information in the Federal Archives will remain intact and usable over the long term.
Long-term storage/ digital archiving for third parties: The Federal Archives will also offer their expertise, services and infrastructure for the storage and archiving of information to third parties

15. What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1.3, 4.3)

It undertakes to obtain archives and bequests from persons under private or public law that are of importance to Switzerland as a whole. It may enter into contracts for the acquisition of such archives.

Capacity-building

16. What specific steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions? (2.1, 2.7)

The Swiss Federal Archive is working together with national and international archive organisations.

17. What training schemes have been developed? (1.5)

n/a

18. What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2.9)

n/a

19. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2.2, 3.4, 4.2)

n/a

Memory of the World programme

20. Is there in your country a national Memory of the World committee? If not, what plans exist to establish one? (4.10, 5.6)

No, and there's no plan in establishing one.

21. What recent nominations have been made to Memory of the World registers (international, regional, national)? (1.4)

No recent nominations since the Program is on hold.

22. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage? Please give examples. (3.7)

The Swiss Commission for UNESCO is currently setting up a network with all the Swiss institutions that are on the MoW Register + the international organisations in Geneva having collections on the Register. Plans include to enhance the visibility of the program on the Swiss Commission website & to create a brochure.