



**CODE OF ETHICS
REGARDING THE ACCESSIBILITY OF ARCHIVED DOCUMENTS
AT THE JOSEPH WRESINSKI ARCHIVES AND RESEARCH CENTRE AND ALL
SITES OF THE ATD FOURTH WORLD MOVEMENT AT WHICH ARCHIVES ARE
PRESERVED**

Foreword

This Code of Ethics establishes the protection and accessibility of the private archives collected at the Joseph Wresinski Archives and Research Centre and other sites of the ATD Fourth World Movement.

These archives comprise all documents – regardless of their date, their format and medium, and the location at which they are preserved – produced or received by any natural person or legal entity in the context of their work.

This heritage is a source of inspiration for all those around the world who want to commit themselves to the fight against poverty by empowering those living in extreme poverty to take the lead in this struggle.

Glossary

* The generic terms “**document**”, “**archive**” and “**archived document**” refer to anything that is collected at the Joseph Wresinski Archives and Research Centre or elsewhere, regardless of its date, format (physical or digital) or medium (written document, photo, recording, etc.).

* The term **Movement** refers to the ATD Fourth World International Movement.

* The Joseph Wresinski Archives and Research Centre is referred to by the acronym **JWC**. The generic term “Centre” refers, in addition to the JWC, to all archiving and documentation centres of the Movement around the world.

* The **JWC team** refers to the group of people working at the JWC in Baillet-en-France, whose mission is defined in 1-9. The **JWC facilitation team** refers to the individuals tasked by the International Leadership Team of the Movement with overseeing the running of the JWC team.

Contents

1 – Presentation of the Joseph Wresinski Archives and Research Centre	p.2
2 – The ATD Fourth World ethical principles on confidentiality and access to archives	p.4
3 – Accessibility and access criteria	p.5
4 – General rules relating to the use of consulted documents	p.8

1. Presentation of the Joseph Wresinski Archives and Research Centre

1-1 The Joseph Wresinski Archives and Research Centre (JWC) is an institution of the ATD Fourth World International Movement. It is rooted in the history that Joseph Wresinski shared with families living in extreme poverty and the fight that he led with them and many other citizens from all manner of social backgrounds to build a society free from poverty and exclusion, enabling those living in extreme poverty to take the lead in a process of universal change in which *“every human being carries within themselves a fundamental value that determines their human dignity”*.¹

1-2 One of Joseph Wresinski’s most significant contributions was the dedication with which he endeavoured to make the plight of those living in extreme poverty known and to keep a record of their stories and their struggles. From the outset, those involved in the Movement worked alongside him to develop a lasting heritage for humanity through writings, photos, recordings, films, works of arts and digital documents – a heritage to be enriched over time.

1-3 This heritage is preserved at the JWC and comprises three sets of archives: those passed on by Joseph Wresinski or concerning him; those produced by members of the Movement witnessing life in extreme poverty; and those relating to the history, actions and research of ATD Fourth World, as well as other material that could be relevant for understanding poverty and how to fight it.

1-4 These archives are the sources of a history of the fight against poverty, a collection of everyday material produced by men and women determined to preserve the memory of this struggle for the dignity of all. Following in Joseph Wresinski’s footsteps, these individuals want to recount, for the benefit of all, but particularly for those living in extreme poverty, the stories of their courage and their struggles, shown while fighting side by side. They want this struggle to be inscribed in the history of humanity without depriving each country or region of its own history, but by retelling it in the context of a universal struggle. The JWC is tasked with trying to establish how best to protect and make use of this legacy while maintaining the utmost respect for individuals, their culture and their dignity.

¹ The basic principles of the Movement.

2. Physical, legal and ethical protection of the JWC heritage

2.1 The JWC mostly collects archives passed on by members, persons or associations related to the Movement. These are considered ordinary acquisitions.

2.2 Members of the Movement shall relinquish their copyrights on the archives they have produced or collected to ATD Fourth World. The latter shall therefore become the owner of this heritage. It oversees the security, adequate preservation, classification and archiving of all archival holdings, as well as ensuring the legal protection of the archives in the event that they are used in contravention of the agreed conditions.

2.3 The ethical responsibility regarding access to all archives and their usage shall be assumed by an Ethics Committee, the members of which are appointed by the International Leadership Team of the Movement. This committee, which is responsible for developing the Code of Ethics, shall determine the rules governing access to the archives, affording the necessary confidentiality given the nature of these documents.

2.4 The JWC also collects documents or archive groups belonging to physical or legal persons not related to the Movement. These are considered extraordinary acquisitions. In principle, the person gifts these to the Movement, the latter subsequently becoming the owner of said items. In this way, the person and the Movement enter into a contract that states that access to the archived documents is determined by this Code of Ethics.

2.5 In exceptional circumstances, the Movement shall accept temporary deposits of documents or archive groups in accordance with the terms and conditions set out in the note on deposits appended to this Code of Ethics (Appendix 1).

2.6 To ensure that this heritage has an impact and plays a role in the fight to overcome poverty, the JWC team shall oversee its **preservation** with the utmost security and its communication around the world in accordance with the ethical principles and accessibility criteria set out herein. Finding aids and a subset of this heritage are accessible online in accordance with these same principles and criteria.

Among other tasks, the JWC team is responsible for archiving. It shall initiate or support fundamental activities on reflection and research, knowledge and expertise, and evaluation that are based on the various archive groups. It is also responsible for supporting and establishing links between initiatives in these areas in different regions around the world.

3. The ATD Fourth World ethical principles **on confidentiality and access to archives**

3.1 The first principle, which should govern the aims and objectives of any consultation or study of the archives, is that of **respecting the dignity of every individual**. In the event of a dispute, this principle shall take precedence over all the others.

3.2 The second principle is that of **respecting an individual's private life**. This concerns both the private life of those in question in the archived documents and the private life of the author of the document. This principle requires a dialogue and partnership with the individuals concerned.

3.3 One of ATD Fourth World's commitments is to enable the individuals concerned to relay their story, by seeking out and valuing their narrative. This leads to the **third principle**: that of **respecting every individual's form of expression**, irrespective of the circumstances documented in the archive. The JWC endeavours to find ways of restoring the contexts (the circumstances of those in question, their commitment and intentions, etc.) that influenced the document at the time at which it was produced, so that any person that accesses these documents may recognise, attempt to understand and respect these contexts.

3.4 The narrative of every individual is inscribed in the shared history of all those who fight to overcome poverty. Hence, the **fourth principle** is to **bring this shared history to the fore**.

3.5 All research based on the documents consulted shall be carried out with the **aim of eradicating poverty. This is the fifth principle**.

4. Accessibility and access criteria

Definitions

Accessibility: A term designating the ability to consult archives in compliance with the legislation and regulations in force, and depending on their physical state of preservation, their state of classification and the existence of suitable finding aids.

Access: A term designating the quality of a document or archive group whose legal status renders it accessible to the public.

A – Documents immediately accessible

Documents published on websites managed by the JWC are freely accessible. The JWC aims to make all items published by ATD Fourth World available online, including: journals, newsletters, films and exhibitions; structural documents (general assemblies, statutes, moral and financial reports of associations); texts published on the International Movement's website, those of its country movements or those of its individual branches (Tabori, Djynamo, etc.) and posts from 17 October, International Day for the Eradication of Poverty. Note that this list is indicative.

B – Archives accessible on request

Documents published by ATD Fourth World

The Centres have free access to books and documents published by ATD Fourth World. These documents, which are indexed in the finding aids, are accessible on request.

Documents produced in a public context and not published

These archives also contain documents produced in a public context and not published, including: texts of public conferences; session recordings and documents; texts of events or public meetings; photo, audio and audiovisual montages; texts of public submissions; dossiers prepared for public officials (or authorities); studies undertaken by ATD Fourth World (unpublished for reasons other than confidentiality); and documents created in the context of ATD Fourth World and widely circulated (e.g. memorandums to friends, supporters, allies, etc.).

Any individual wishing to consult these archives shall submit a request to the team at the Centre, stating their motives.

It is the responsibility of the Centre to grant this access, given that:

- certain archives contain family names, clumsy oral expressions, inaccuracies, gaps, etc., all of which would have been amended in a published version of the document;

- most of these documents need to be put in context to be understood as their authors intended them to be and in the context of the Movement's history;
- these documents were most commonly created in a limited public domain (e.g. participants of a meeting) and therefore cannot be circulated among the wider public without the necessary precautions.

In the event that original documents are in too delicate a state to be consulted, the team at the Centre will endeavour to make a paper or digital copy available.

C – Archives accessible under certain conditions

A section of the archives comprises documents that concern the personal life and actions of identifiable individuals, whether involved in ATD Fourth World or not. These archives include activity reports², correspondence, notes, summaries and audiovisual records³ of internal meetings (activity meetings, training sessions, etc.), General Assemblies of the Volunteer Corps and other internal sessions, Fourth World People Universities, surveys and interviews, writings or speeches made by ATD Fourth World members in an internal context, journals, logbooks, travel reports, film rushes, photos, etc. These documents are all accessible under certain conditions. The team at the Centre shall decide which documents to register as such and shall indicate this information on the finding aids.

Consultation of these archives may be undertaken under the following conditions:

- a) It is granted to the authors of the documents and the persons mandated by the Movement.
- b) It may be granted to people undertaking research that contributes to the objectives of the Movement.
- c) The request for authorisation, specifying the desired documents and the purpose of this consultation, is submitted to the Centre, which, if necessary, will refer the request to the Ethics Committee. This committee shall ensure consistency.

The Centre is responsible for granting access to the archives.

Any individual granted access to archives that are accessible only under authorisation shall sign a confidentiality agreement, the text of which is appended to this Code of Ethics. Furthermore, they shall commit to carrying out their work in the spirit of the aforementioned ethical principles.

² These refer to the personal monthly reports prepared by members of the Movement.

³ Images, sound and video, copies of tape recordings, etc.

D - Archives accessible under very specific conditions

Since the early 1960s, ATD Fourth World volunteers and other members of the Movement have produced daily written accounts of lives shared with families living in extreme poverty. To ensure that every individual can write with absolute freedom and to respect the private lives of those for whom life is very difficult, leaders of ATD Fourth World have always guaranteed that these documents will only be made accessible in exceptional circumstances. This is a guarantee the Centre continues to uphold.

These documents include: daily written accounts from ATD Fourth World members and documents of a similar nature, such as notes, recording transcriptions and knowledge meeting reports, as well as correspondence and personal documents that the authors wish to remain confidential.

Once digitised (or if originally digital), these archives shall be safeguarded using suitable techniques.

Consultation of these archives may be undertaken under the following conditions:

- a) Consultation is granted to individuals who receive an authorisation from the International Leadership Team of the Movement to this effect. This authorisation clearly sets out the aim of the consultation and the documents to be made accessible. Where possible, the International Leadership Team shall discuss the matter with the author of the documents and relay the consultation authorisation to them.
- b) The author of a document is authorised to consult it without prior authorisation during the 10 years following its entry into the archives. After this period, however, they must request authorisation.

Insofar as possible, the staff at the Centre who have access to these archives shall relay information requested by individuals regarding their life and that of their direct relatives, if possible, with the help of people who have known said individuals or their families. Those who request information cannot be granted access to confidential archives that contain information relating to the private life of other individuals, in addition to information concerning them.

Any individual with access to these confidential archives shall sign a confidentiality agreement, the text of which is appended to this Code of Ethics. Furthermore, they shall commit to carrying out their work in the spirit of the aforementioned ethical principles. Insofar as possible, all work undertaken based on these documents shall be carried out in partnership with the individuals concerned, in keeping with the third principle.

The JWC shall collaborate with the ATD Fourth World teams around the world to ensure that these archives are preserved, classified, used and communicated with the utmost security and confidentiality.

5. General rules relating to the use of consulted documents

5.1 Copies of documents

Any document consulted with authorisation may only be copied, reproduced or published with the agreement of the Centre.

5.2 Modification of documents

Persons who consult the documents are not authorised to make the slightest modification or annotation to them. However, the authors and stakeholders of certain documents (as well as any competent individuals) are encouraged to report any errors or omissions they notice (e.g. incorrect dates or names, errors in translations or recording transcriptions, etc.) using a form designed for this purpose, or to draft a “context note” that enables people to understand, with hindsight, the context in which this document was produced.

5.3 Protection of identity

With regard to the ethical principles outlined in chapter 2, the question of whether persons mentioned in the documents may be identified or not in the work carried out based on the Centre’s archives should be considered with the team at the Centre and, if required, with the consent of the persons concerned.

5.4 Restrictions on the use of consulted documents

Any person who consults unpublished documents shall agree to only use the information and knowledge acquired through said documents for the purpose for which consultation of the archives was authorised. If the person wishes to use this information and knowledge for an alternative motive, they should request and obtain a similar authorisation to that which they obtained for consulting the documents.

5.5 Publication

Any publication that is based, in any capacity, on the Centre’s archives shall cite it in the references.

5.6 Any piece of work undertaken based on the archives of the Movement should be communicated to the JWC (provision of two copies, if possible), irrespective of the medium in which it is undertaken, and even in the event of limited publication, for further reference and availability.