

Daina Kļavina

Date of birth - December 6th of 1951

Work experience –

From January 1991 till now - Director of the State Archives of Latvia

Name and address of employer - General management of archives of Latvia, Šķūņu Street

Main activities and responsibilities –

Development of standards and program documentation

Management

Budgeting, monitoring, and control

Human resource management,

Project management

Organization of seminars and conferences

Education and training

Dates	1970-1975 1999-2001
Title of qualification awarded	Master of History Master of Business Management
Principal subjects/occupational skills covered	History Economics and Business Management
Name and type of organisation providing education and training	University of Latvia
Level in national or international classification	Institution of higher education