



**PARBICA**

**11<sup>th</sup> GENERAL CONFERENCE  
Nadi, Fiji Islands, Friday 23<sup>rd</sup> September, 2005.**

**A. Opening**

Mr Jacob Hevelawa, Acting President of PARBICA, opened the Eleventh General Conference. He acknowledged the presence of former PARBICA President Michael Hoyle, and thanked PARBICA Bureau members, officials from Fiji's Ministry of Information, and PARBICA 11's Director of Studies for a very successful conference.

**B. General Business**

**1. Apologies**

Herbert Del Rosario (CNMI - Northern Marianas Islands)  
James Himphill (American Samoa)  
Bruce Roberts (Federated States of Micronesia)  
Peter Orlovich (Australia)  
Judith Hornabrook (New Zealand)  
Kelvin Smith (UK)

**2. Minute of Silence for Absent Friends**

Jones George (Federated States of Micronesia)  
Ian MacLean (Australia)

**3. Assessment of Quorum**

It was agreed that the meeting had a quorum according to the PARBICA Constitution.

**4. Adoption of Agenda**

There were no additions to the draft agenda that was circulated earlier

**5 Update from ICA Secretary-General**

A message from the ICA Secretary General was read by Ms Mahfuzah Yusuf, ICA Deputy Secretary-General (National Archives of Malaysia). Mr van Albada expressed his sympathy for the difficulties confronted by many people following the recent Indian Ocean Tsunami and Hurricane Katrina in the USA, and especially for the loss of records that are vital for people and governments in exercising their rights and responsibilities. At the same time he challenged records and archives professionals to be prepared at all times, as we are not able to stop nature claiming its toll, but must take all measures to ensure that recordkeeping for good governance will remain possible, irrespective of the losses that disaster may cause. Mr van Albada also briefed the conference on the reason for the reduction of ICA's spending capacity and the task force that will a report on avenues for improvement at the CITRA Annual General Meeting in the United Arab Emirates.

**6. ICA Report**

The theme for the next ICA Congress is "Archives, Governance and Development". It will be held in Kuala Lumpur, Malaysia in 2008.

Calls for papers will be issued from the ICA Secretariat and the PARBICA Bureau will be informed of this when it occurs

Delegates from PARBICA should attend the Congress. Plans should be set to look into ICA's strategic priority areas (such as advocacy, electronic records, and training) as some of the issues that must be presented during the Congress.

**7. Admission of Observers**

1. Karina Taylor

**8. Confirmation of the Minutes of the 10<sup>th</sup> General Conference, held in Wellington, New Zealand, 25<sup>th</sup> July, 2003**

Jacob Hevelawa reported that the Conference proceedings from PARBICA 10 had already been circulated to members. The minutes were approved as moved by Ross Gibbs (Australia), and seconded by Ulrike Hertel (Samoa).

**9. Presentation of reports on activities of PARBICA 2003 – 2005**

**9.1 President's Report**

**a) Mr. Michael Hoyle (2003 -2004)**

Michael Hoyle (PARBICA President 2003-2004) began by thanking all members of PARBICA for their support during his short tenure as President. He thanked Dianne Macaskill and staff of Archives New Zealand for their continued support. Michael reported on his attendance at the International Conference of the Round Table on Archives (CITRA) in Cape Town, South Africa, at the ICA Executive Committee in Spain and at an ICA Asia-Pacific Educators conference held in Beijing. He also noted that representing PARBICA at the ICA Annual Congress in Vienna, Austria, was a highlight.

He also reported on the distance education project that was commissioned to be undertaken by Dr Laura Miller. He elaborated on the Bureau's actions during the Niue Cyclone and also the assistance that was carried out by Archives New Zealand after the cyclone.

**b) Mr. Jacob Hevelawa (Acting President, January – September 2005)**

Jacob highlighted the efforts of the Bureau during the past few months in trying to gather funds for PARBICA 11. At the same time he thanked all the PARBICA members for their support. He also thanked National Archives Australia for the continued financial support through funding of the Bureau's monthly teleconferences.

He then went on to report on his presentation with Seta at the ICA Congress in Vienna in August 2004; this was centered on archival developments in the Pacific

Jacob also mentioned his attendance at the ICA Executive Board meeting that was held in April in Washington DC. He highlighted on some of the Board's decision to establish a Task Force on the ICA Revenue Structure and also the preparation for the 2008

International Congress on Archives and the involvement of ICA in the World Summit on the Information Society. Jacob also discussed his meeting with officials from the German Federal Archives to discuss records relating to former German colonies.

Jacob concluded by thanking everyone in the Bureau for their support and assistance and wished his successor and the next Bureau members all the best.

*The President's report was moved by Ross Gibbs (National Archives of Australia), seconded by Cassandra Findlay (State Records New South Wales)*

## **9.2 Secretary General's Report**

Salesia Ikaniwai presented a report of the activities undertaken as Secretary General from August 2003 to September 2005.

### **i) Membership and Administration**

Salesia reported on the administration and participation in Bureau meetings via teleconferences, correspondence with members of PARBICA, the Bureau and other archival institutions on PARBICA issues, work on PARBICA archives/records, liaison and updates on membership issues and, most importantly, following up with USP officials on the training proposal.

### **ii) ICA**

She reported on the Secretary-General's role in corresponding with ICA Secretariat on administrative issues and compiling reports on PARBICA's activities

### **iii) Publicity**

Salesia also reported that the National Archives of Fiji as the Secretariat of PARBICA is also collecting and maintaining all publications and articles sent to PARBICA from ICA and other records management authorities.

### **iv) PARBICA 11 and administration projects**

Salesia reported on her work as Secretary General on organization of and fundraising for PARBICA 11.

### **v). PARBICA Membership**

Salesia also acknowledged the participants attending the meeting who have shown interest in becoming members of PARBICA as a healthy sign. These were participants who were joining as individual or institutional members.

The Secretary General thanked all the Bureau members for their assistance, especially Adrian, Ken, Tonia, Trish and Helen for their help and support in administrative matters during her term. Special gratitude was directed to the National Archives Australia for meeting the costs of the numerous teleconferences and also the maintenance of the PARBICA website.

Lastly, Salesia expressed her appreciation to Setareki Tale, the staff of the National Archives of Fiji and the Ministry of Information, Communications and Media Relations for their support and help during her term as SG and also with the organization of PARBICA 11.

*The Secretary General's Report was moved by Robert Gwamuwe (PNG), seconded by George Paniani (Cook Islands)*

### **9.3 Treasurer's Report**

Adrian Cunningham reported on fundraising for PARBICA 11, which was almost to the amount of AUD \$85000. Adrian thanked the major sponsors that helped fund the meeting: the Fiji Government, Archives New Zealand, National Archives Australia, AusAid Good Governance Programme, NZAid, Commonwealth Foundation and UNESCO.

The PARBICA Income & Expenditure Statement was tabled for 2004 (Calendar Year) with total assets at AUD\$ 48,905.24.

The Treasurer also talked about membership dues to both PARBICA and ICA.

It was asked whether a draft budget could be presented during the meeting. Adrian explained that this question will have to be reserved for the new Bureau

*The Treasurer's report was moved by Setareki Tale (Fiji) and seconded by George Paniani (Cook Islands)*

### **9.4 Editor's Report**

John Wright presented his report as editor of the *Panorama* newsletter. He explained about the membership and subscriptions for the newsletter. He also emphasized some of the problems

which he faced, such as the lack of stories from the Pacific, the need to update the current mailing list and asked for suggestions on how to improve the newsletter.

Jacob suggested that the next issue of *Panorama* should feature extensive coverage of PARBICA 11.

*The Editor's report was moved by Cheryl Stanborough (Yap), seconded by Nicolas Dubuisson (New Caledonia)*

## **10. Declaration/Election of Office Bearers**

A secret ballot was held to elect the new PARBICA Bureau. The results of the ballot were as follows:

**President: Setareki Tale, Fiji**  
**Vice President: Hon Albert Vaea; Tonga**  
**Secretary-General: Evelyn Wareham, New Zealand**  
**Treasurer: Adrian Cunningham; Australia**  
**Editor: John Wright; Hawaii**

Ross Gibbs suggested that a decision be made to expand the Bureau to increase the capacity and assist the newly elected Bureau. The incoming Bureau agreed to co-opt further members and to consider constitutional changes to expand elected Bureau membership.

A special mention was made for John Wright as Honorary Member of ICA by Dick Overy. He highlighted the tremendous work John has done in the Pacific, especially in Tuvalu and Kiribati.

## **11. Resolutions /declarations of PARBICA 11**

### **12. Adoption of Resolutions and Action Plan on Recordkeeping & Good Governance.**

The following resolutions were moved by Ross Gibbs (Australia) and seconded by Setareki Tale (Fiji).

*On the occasion of PARBICA's 11<sup>th</sup> General Conference, from 19 to 22 September 2005, archivists and records managers from throughout the Pacific meeting in Nadi, Fiji, send greetings to colleagues across the world through the auspices of the ICA and resolve as follows:*

#### **1. PARBICA DECLARATION ON RECORDKEEPING FOR GOOD GOVERNANCE**

- 1.1 *Recognising the extreme importance of well managed recordkeeping systems as a fundamental pillar for good governance*
- 1.2 *Recalling that the creation and management of records as evidence of decisions and actions is essential to accountability, transparency and efficiency*
- 1.3 *Concerned at the condition of recordkeeping systems in some Pacific countries as a result of administrative change, electronic technologies and cultural factors*
- 1.4 *Emphasising the role to be played by national, state and territory archives and records authorities in leading and supporting the development of effective recordkeeping systems across their respective governments*

#### **GOOD GOVERNANCE AND THE PACIFIC PLAN**

- 1.5 *Urge that recordkeeping be recognised as a core component of good governance in intergovernmental strategic plans, policies and standards for the Pacific region, including the Pacific Islands Forum's Pacific Plan*
- 1.6 *Call on Pacific governments to establish national recordkeeping strategies in support of transparent, accountable and efficient governance, and to include recordkeeping in national policies and legislation on governance and access to information*
- 1.7 *Call on intergovernmental organisations and aid agencies to include records management in the terms of reference for governance projects and to ensure that consultants involved have the necessary competence in records management*
- 1.8 *Call on the Pacific Islands Forum to ensure that requirements for records are considered in the development of information and communication technologies (ICT) initiatives pursued under the auspices of the Pacific Plan*

#### **ASSESSING RECORDS MANAGEMENT CAPACITY**

- 1.9 *Call for strong cooperation between archives authorities and audit offices to assess capacity for recordkeeping in Pacific governments and to reinforce the critical importance of recordkeeping as an essential enabler of accountability*

## **ADVOCACY FOR RECORDKEEPING**

- 1.10 Call on archives authorities in the Pacific to raise awareness at government and public level of the importance of recordkeeping for good governance and of the role to be played by archives authorities in supporting improvements to records management systems*

## **RECORDS MANAGEMENT TRAINING**

- 1.11 Emphasise the fundamental importance of training in records management for the public service, and call on Pacific governments to work with archives authorities and appropriate training providers to deliver practical training in good recordkeeping to government officials*

## **EMERGENCY PLANNING AND RESPONSE**

- 1.12 Call on governments in the Pacific to include provisions for the protection and recovery of vital records of governance in disaster plans for their respective countries, states and territories*

## **2. PARBICA: THE DECADE AHEAD**

### **EDUCATION AND TRAINING**

- 2.1 Call on the PARBICA Bureau to assemble information on the various opportunities and avenues for education and training that are available to Pacific archivists and records managers and to make this information available to PARBICA members regularly through a variety of means.*
- 2.2 Thank the University of the South Pacific for its interest in developing and delivering recordkeeping training in the Pacific. PARBICA welcomes USP's acceptance of PARBICA's proposal to establish a Certificate programme and offers to continue to provide professional input into USP's deliberations and planning, but calls on USP to pursue funding and work with other education and training providers for course development and delivery.*
- 2.3 Call on PARBICA member institutions to support and mentor individuals who are pursuing training and education.*
- 2.4 Request that the PARBICA Bureau develop a five year strategic plan of priority steps for building the capacity of each archives in the region, based on a needs assessment for Pacific archives*

## **COMMUNICATIONS**

- 2.5 *Call on the PARBICA Bureau to improve and increase communications to members about the activities and deliberations of the Bureau.*
- 2.6 *Call on PARBICA members to actively share information with each other and the Bureau through:*
- *contributions to Panorama and the PARBICA website;*
  - *correspondence by email and regular mail; and*
  - *development of partnerships between institutions.*

## **GOVERNANCE AND SECRETARIAT**

- 2.7 *Call on the PARBICA Bureau to review the PARBICA Constitution for consistency with the revised ICA Constitution (2004) and for consistency with the wishes of the PARBICA membership.*
- 2.8 *Call on the PARBICA Bureau to co-opt additional members in order to expand the capacity of the Bureau and to ensure wider representation of the views of members.*
- 2.9 *Call on the PARBICA President, in his/her capacity as a member of the ICA Executive Board, to strongly support applications by French Pacific territories to achieve Category A membership of the ICA.*

## **RECORDKEEPING FOR GOOD GOVERNANCE**

- 2.10 *Call on the PARBICA Bureau to analyse the various recommendations for actions to support recordkeeping for good governance put forward by participants at PARBICA 11 and develop an action plan.*
- 2.11 *Call on the PARBICA Bureau to consider establishing projects to develop basic templates, guidelines and tools for recordkeeping in Pacific organisations. These tools might cover recordkeeping capacity assessment, benchmarks and basic manuals for recordkeeping and training packages and modules.*

## **3. MOTIONS OF THANKS**

- 3.1 *Express their satisfaction with the successful conference sessions and workshops conducted within this meeting on the importance of recordkeeping for good governance, assessing records*

*management capacity, advocacy to promote recordkeeping, training for records management across government and emergency planning and response.*

3.2 *Express appreciation for the generous support for local costs and participation of delegates, without which this important meeting could not have taken place, from:*

- *Government of Fiji, Ministry of Information, Communications and Media Relations*
- *Archives New Zealand*
- *AusAid Good Governance Programme*
- *Australian Society of Archivists Inc*
- *National Archives of Australia*
- *NZAid*
- *Commonwealth Foundation*
- *UNESCO*

*And also the contributions made by:*

- *Aqua Pacific*
- *Fiji Water*
- *Lundia Shelving*
- *Metal Edge Archival Storage Supplies*
- *Meteorological Office, Namaka, Nadi*
- *Nomads Skylodge Hotel Management and Staff, Nadi*
- *NZ Micrographic Services Ltd*
- *Paradise Canyon Systems*
- *Taina's Travel Services Ltd*

3.3 *Give special thanks to the following for the honour of their participation and their support:*

- *Hon. Marieta Rigamoto, Minister for Information, Communications and Media Relations of Fiji*
- *Dr Anne Thurston, OBE, Director, International Records Management Trust*
- *Mr Semiti Ravatu, Pacific Islands Forum*
- *Mr Ikbal Jannif, Founder of Transparency International Fiji Chapter*
- *Mr Abel Caine, UNESCO Pacific States Office*
- *Ms Mahfuzah Yusuf and Mr Azemi Aziz, National Archives of Malaysia*
- *Mrs Verenaisi Bavadra, Fiji Human Rights Commission*
- *Mr Kaveni Takalevu, Deputy Auditor General of Fiji*

3.4 *Express their appreciation to Evelyn Wareham, as Director of Studies, and the PARBICA Bureau for their magnificent efforts in*

*bringing together a groundbreaking and significant programme on the theme of 'Recordkeeping for Good Governance'.*

3.5 *Convey their deep gratitude and appreciation to Setareki Tale, Salesia Ikaniwai and the team from National Archives of Fiji and the Ministry for Information, Communications and Media Relations for their gracious and well-organised hosting of this conference and for the splendid Fijian hospitality they arranged.*

### **13 Location and Theme of PARBICA 12**

Tonga and New Caledonia expressed interest in hosting PARBICA 12

### **12 Other Business**

Robert Gwamuwe moved that a condolence message on behalf on PARBICA be sent to Tom Sakias's family in Vanuatu on the recent death of his mother.

George Paniani congratulated the old Bureau members for the work and the successful Conference and wished the new Bureau all the best.

Karin Brennan thanked the outgoing Bureau for all the work done.

Setareki Tale thanked everyone for his election as President of PARBICA and wished everyone all the best and a safe journey back to their home countries.

..... **- Conference Ends -** .....