

**PARBICA 11**  
**Recordkeeping for Good Governance**  
**Programme**

<b>Day 1</b>	<b>Monday 19 September 2005</b> <b>Opening Ceremonies</b> <b>The Importance of Recordkeeping for Good Governance</b>
9.00	<b>Opening Ceremonies</b> <ul style="list-style-type: none"> <li>➤ <b>Ms Salesia N. Ikaniwai</b>, <i>Secretary General, PARBICA</i>, Welcome to distinguished guests and PARBICA 11 participants; Introduction of official representatives</li> <li>➤ <b>Hon. Marieta Rigamoto</b>, <i>Minister for Information, Communications and Media Relations</i>, Opening address and welcome on behalf of the Fijian Government and National Archives</li> <li>➤ <b>Mr Ross Gibbs</b>, <i>ICA/CITRA Representative for Asia and Oceania, National Archivist of Australia</i>: Response on behalf of the International Council on Archives (ICA) and CITRA</li> <li>➤ <b>Mr Jacob Hevelawa</b>, <i>PARBICA President, National Archivist of PNG</i>, Response on behalf of the PARBICA members</li> </ul> <b>Official Photographs</b>
10:15	BREAK
10:45	<b>The Importance of Recordkeeping for Good Governance</b> Chair: <b>Ms Dianne Macaskill</b> , <i>Chief Archivist of New Zealand</i> <ul style="list-style-type: none"> <li>➤ <b>Dr Anne Thurston</b>, <i>OBE, Director, International Records Management Trust</i>: Repositioning Archives to Support Recordkeeping for Good Governance</li> </ul>
11:15	<b>Panel Discussion: Promoting Good Governance Principles and Practice in the Pacific: An overview of current programmes to improve governance in the Pacific region and how recordkeeping can support these initiatives.</b> <b>Speakers: Mr Semiti Ravatu</b> , <i>Pacific Islands Forum</i> ; <b>Ms Dani Wickman</b> , <i>Corporate Governance, National Archives of Australia</i> ; <b>Mr Shashikant Nair</b> , <i>Governance Specialist, United Nations Development Programme</i> , and others...
12:30	<b>LUNCH</b>
13:30	<b>Leading Recordkeeping for Good Governance in the Pacific</b> <ul style="list-style-type: none"> <li>➤ <b>Ms Evelyn Wareham</b>, <i>Facilitator, PARBICA 11</i>: Overview of Workshops Programme</li> </ul>
14:00	<b>PARBICA Current developments and Strategic Issues (part 1)</b> <b>Round Table of PARBICA Participants:</b> Introductions and Current Developments: Each participant shares one achievement and one challenge since PARBICA 10 (2003) Chair: <b>Mr Jacob Hevelawa</b> , <i>PARBICA President</i>
15:00	BREAK
15:30	<b>Open Discussion: Moving Forward Together. PARBICA, The Decade Ahead</b> Chair: <b>Mr Jacob Hevelawa</b> , with <b>Mr Richard Overy</b> and others <ul style="list-style-type: none"> <li>➤ Strategic Issues for PARBICA's Future</li> <li>➤ Introduction of process for discussing strategic issues during PARBICA 11 and appointment of PARBICA members as rapporteurs to gather views on what PARBICA should do in the areas of: <ul style="list-style-type: none"> <li>○ Training and Education</li> <li>○ Communications</li> <li>○ Governance and Secretariat</li> </ul> </li> </ul>
19:30-21:30	Informal Evening Session #1

<b>Day 2</b>	<b>Tuesday 20 September 2005</b> <b>Key Issues for Recordkeeping in Good Governance</b> <b>Assessing the State of Recordkeeping</b>
09:00	<b>Key Issues for Recordkeeping in Good Governance</b> <b>Chair: Mr Ross Gibbs, National Archivist of Australia</b> <ul style="list-style-type: none"> <li>➤ <b>Mr Ikbal Jannif</b>, <i>Founder of Transparency International Fiji Chapter</i>: Transparency and Accountability</li> <li>➤ <b>Mr Abel Caine</b>, <i>Communication &amp; Information Adviser for the Pacific, UNESCO (Apia)</i>: Digital Era Governance and Information Societies</li> <li>➤ <b>Ms Mahfuzah Yusuf</b>, <i>National Archives of Malaysia</i>, Electronic Records Management for Efficient Governance in Malaysia</li> <li>➤ <b>Mrs Verenaisi Bavadra</b>, <i>Fiji Human Rights Commission</i>: The Right of Access to information</li> </ul>
10:30	BREAK
11:00	<i>Key Issues for Recordkeeping in Good Governance (cont.)</i> <ul style="list-style-type: none"> <li>➤ <b>Mr Adrian Cunningham</b>, <i>National Archives of Australia</i>: Good Governance, E-Government and Best Practice Recordkeeping</li> <li>➤ <b>Ms Cassandra Findlay</b>, <i>State Records New South Wales</i>: Implementing the International Standard for Records Management (ISO15489)</li> </ul>
11:45	<b>Open Discussion on Good Governance and Recordkeeping in the Pacific:</b> Experiences of public sector reforms, roles and activities of archives authorities, visions for archives and records management. <b>Chair: Hon. Albert Tu'ivanuavou Vaea, PARBICA Vice-President, Chair Tonga Traditions Committee</b>
12:30	<b>LUNCH</b>
13:30	<b>Assessing the State of Recordkeeping: Interactive Workshop</b> <b>Dr Anne Thurston</b> , <i>International Records Management Trust</i> , and <b>Mr Michael Hoyle</b> , <i>Seattle-based Recordkeeping Consultant</i> will convene a workshop on evaluating recordkeeping capacity, where participants can share experiences from their respective countries and test available tools for assessing records management capacity, including the software applications recently launched by the International Records Management Trust. The group will discuss how to use the results as a basis for policies and action plans. <b>Mr Eroni Vatuloka</b> , <i>Auditor General of Fiji</i> : Assessing the State of Recordkeeping: Measuring Progress Towards Better Systems  <b>Case Studies:</b> Experiences with evaluating recordkeeping across government <b>Ms Dianne Macaskill</b> ( <i>New Zealand</i> ); <b>Ms Naomi Ngirakamerang</b> ( <i>Palau</i> ) and 1-2 other PARBICA members...
15:00	BREAK
15:30	<i>Assessing the State of Recordkeeping (cont.)</i>  Workshop continues...  <b>Closing Comment: Mr Eroni Vatuloka, Auditor General of Fiji</b>
19:30-21:30	Informal Evening Session #2 / Sponsor: Lundia Shelving NZ

<b>Day 3</b>	<b>Wednesday 21 September</b> <b>Advocacy to Support Recordkeeping</b> <b>Meeting on USP Programme Proposal</b>
09:00	<b>Advocacy to Support Recordkeeping: Strategies for Getting Leaders to Listen</b> <i>Ms Evelyn Wareham, Archives New Zealand and Ms Helen Onopko, South Australia</i> will convene an interactive workshop, which will be an opportunity for participants to improve their advocacy skills through scenarios played out in dialogue, and to discuss strategies and materials for raising awareness of the benefits of recordkeeping.  <b>Case studies:</b> Lessons learnt and recommendations from experiences with advocacy <b>Ms Justine Heazlewood (Australia, Victoria); Mr Opeti Alefaio (Fiji); M. Nicolas Dubuisson (New Caledonia)</b> and 1 other PARBICA member...
10:00	BREAK
10:30	<i>Advocacy to Support Recordkeeping (cont.)</i> <b>Methods for advocacy and awareness-raising</b> <ul style="list-style-type: none"> <li>➢ <b>Mr Ewan Maidment, Pacific Manuscripts Bureau:</b> Using Bilateral Partnerships to Support Pacific Archives</li> <li>➢ <b>Mr Ken Scadden, Heritage Consultant New Zealand</b></li> </ul> <b>Awareness raising materials:</b> Participants will work together in small groups to develop promotional materials based on examples from various countries.
11:30	<b>Meeting on Proposed University of the South Pacific Training Programme on Records and Archives</b> with <b>Mrs Joan Yee, Deputy University Librarian, USP</b>
12:30	<b>LUNCH</b>
13:30	<i>Free afternoon</i>  Optional Tour: Tavuni Hill Fort (built by a Tongan chief in the 18th century, fee F\$12 per head)
	Free evening

<b>Day 4</b>	<b>Thursday 22 September</b> <b>Training for Recordkeeping across Government</b> <b>Emergency Planning and Response</b>
09:00	<b>Training for Recordkeeping across Government</b> <b>Mr Jacob Hevelawa</b> , <i>National Archivist of PNG</i> , and <b>Mr Setareki Tale</b> , <i>Government Archivist of Fiji</i> will lead a workshop on how to promote records management and train staff at different levels across government. <b>Panel Discussion:</b> Records Management Training: 'Lessons learned' and recommendations from experiences of training overseas and in-country <b>Ms Ulrike Hertel Akuino</b> ( <i>Samoa</i> ) and 2 other PARBICA members...
10:30	BREAK
11:00	<i>Training for Recordkeeping across Government (cont.)</i> <b>Opportunities for Training</b> <ul style="list-style-type: none"> <li>• <b>Ms Trish McCormack</b>, <i>Archives New Zealand</i>: Courses and Support in New Zealand</li> <li>• <b>Ms Karin Brennan</b>, <i>Archives of the University of NSW</i>: Courses and Support in Australia</li> <li>• <b>Mr Azemi Aziz</b>, <i>National Archives of Malaysia</i>, Courses and Support in Malaysia</li> </ul> <b>Training materials: What to use?</b> On the basis of models and examples, small groups will look at the materials that can be used, or should be developed, to support records management training.
12:30	<b>LUNCH</b>
13:30	<b>Emergency Planning and Response for Records across Government</b> <b>Ms Jocelyn Cuming</b> and <b>Mr Tharron Bloomfield</b> , <i>National Preservation Office, New Zealand</i> and <b>Mr Taito Raione</b> , <i>Conservator, National Archives of Fiji</i> will chair a workshop on the role that should be taken by archives in emergency planning and response for records across government, and the development of strategies and disaster plans. <b>Mr Mali Voi</b> , <i>UNESCO Pacific States Office (Apia)</i> : UNESCO's Role in Cultural Heritage Disaster Preparedness <b>Case Studies:</b> Recent experiences with disaster preparedness, response and recovery. <b>Speakers:</b> <b>Ms Joan Ta'afa</b> ( <i>Niue</i> ); <b>Mr Luke Eta</b> ( <i>Solomon Islands</i> ); <b>Mr Kele Kelekolio</b> ( <i>Tokelau</i> ); <b>Ms Cheryl Stanborough</b> ( <i>Yap</i> ). <b>Mr John C. Wright</b> , <i>Why You Must Make an Emergency Plan</i>
15:30	BREAK
16:00	<b>Meteorological Office, Nadi Tropical Cyclone Centre:</b> Professional Visit, Presentation and Discussion
19:00-22:30	CONFERENCE DINNER

<b>Day 5</b>	<b>Friday 23 September</b> <b>Recordkeeping for Good Governance: Taking Action</b> <b>PARBICA Strategy Session and General Conference</b>
09:00	<b>Taking Action</b> In the closing workshop session, participants will review the week and develop strategies for action at individual, national and regional level. Chair: <b>Ms Evelyn Wareham</b> , <i>PARBICA 11 Facilitator</i> <ul style="list-style-type: none"> <li>• Evaluation of workshop: round table of participants, completion of evaluation form</li> <li>• Development of national strategies and new approaches</li> <li>• Formulation of resolutions for action</li> </ul>
10:30	BREAK
11:00	<b>PARBICA Informal strategy session</b> Reports on discussions over the week on: <ul style="list-style-type: none"> <li>• Training and Education (nominated rapporteur)</li> <li>• Communications (nominated rapporteur)</li> <li>• Governance and Secretariat (nominated rapporteur)</li> </ul> Chair: <b>Hon. Albert Tu'ivanuavou Vaea</b> , <i>PARBICA Vice-President, Chair Tonga Traditions Committee</i>
12:30	LUNCH
13:00	<b>PARBICA General Conference</b> Chair: <b>Mr Jacob Hevelawa</b> , <i>PARBICA President, National Archivist of Papua New Guinea</i> . Secretary: <b>Ms Salesia Ikaniwai</b> , <i>PARBICA Secretary General, National Archives of Fiji</i> <ul style="list-style-type: none"> <li>• Regular business, Reports, Election</li> <li>• PARBICA strategic vision and action plans</li> <li>• Formal approval of resolutions for action to support recordkeeping for good governance</li> </ul>
15:00	BREAK
15:30	<i>PARBICA General Conference continues</i>
16:30	<b>Closing Ceremonies</b>