



PARBICA panorama ISSUE 2009/ 3

PARBICA 13

Voyaging Together: Memory, Integrity, Sustainability

A joint Conference of the Australian Society of Archivists, the Archives and Records Association of New Zealand and the Pacific Regional Branch of the International Council on Archives

Brisbane 12-17 October 2009



PARBICA participants during the Training Workshop for Pacific Island Government Officers in using the PARBICA Toolkit – Train the Trainer Guideline at the Sofitel Hotel, Brisbane

CONTENTS

<i>Conference Media Release</i>	p. 2	<i>PIALA 19th Conference</i>	p. 13
<i>Resolutions of PARBICA 13 Conference</i>	p. 3	<i>Archival Training at UPNG</i>	p. 14
<i>Recordkeeping for Good Governance</i>		<i>Nominations for MOW Register</i>	p. 16
<i>Toolkit, Part 1 what happens now?</i>	p. 6	<i>Report on CITRA Meeting</i>	p. 17
<i>Part 2: destiny outlook?</i>	p. 7	<i>News</i>	p. 17
<i>PARBICA 13 Photo Gallery</i>	p. 10	<i>PARBICA Bureau 2009-2011</i>	p. 20
<i>National Archives of Solomon Islands</i>	p. 12		



CONFERENCE MEDIA RELEASE from 24 OCTOBER 2009

Sustainability in Question: Archivists discuss impact of climate change on the archives of the Pacific

Hundreds of archivists from all over the Pacific Region gathered in Brisbane last week for a history-making international conference. Three professional bodies came together to discuss the ramifications of climate change, globalisation and working collaboratively under the umbrella theme ***'Voyaging Together: Memory, Integrity, Sustainability'***.

The archivists at the conference represented information collections covering all aspects of government, community, science, education and religion.

The conference provided an opportunity for the presidents of three professional organisations to come together to discuss issues of common concern. Jackie Bettington, President of The Australian Society of Archivists (ASA), Joanna Newman, President of Archives and Records Association of New Zealand (ARANZ), Setareki Tale, President of The Pacific Regional Branch of the International Council on Archives (PARBICA) met together with David Leitch, the Secretary General of the International Council on Archives (ICA) to develop strategies through which we can collectively meet future challenges.

Prominent in discussion was the affect on local communities of the recent tsunami in Samoa, American Samoa and Tonga, which raised concern about the physical preservation and ongoing sustainability of archives in those regions.

PARBICA members, representing over 16 Pacific countries, states and territories, noted the high risk to records and archives throughout the Pacific region and the lack of disaster preparedness and planning for records and archives, and urged archival and recordkeeping institutions to work with others to plan for shared responses to ensure the protection and survival of vital records and cultural heritage in the region.

It was noted that many collections (including digital collections) were at risk; as well as those in recognised institutions, archival collections threatened by climate change are held by families, individuals and businesses, which together provide evidence of belonging, and tell the 'story' of local communities.

For archivists working in the Pacific dealing with the impact of major natural disasters is a part of the job. In a typical ten year period the islands in the South Western Pacific will suffer fifty cyclones, ten earthquakes greater than magnitude seven, and a large destructive tsunami.

Detlev Lueth, Chair of Blue Shield Australia, provided an overview of the activities of the Blue Shield in assisting the recovery operations, and participated in disaster preparedness workshops with Pacific archivists. He said that the Blue Shield is the cultural equivalent of the Red Cross, and was established in the aftermath of WWII by UNESCO to prevent loss of cultural heritage by raising awareness of how to protect valuable collections.

Archivists agreed to continue working together in efforts to improve all aspects of records creation and preservation.

Contact websites

www.archivists.org.au
www.blueshieldaustralia.org.au
www.parbica.org
www.aranz.org.nz

RESOLUTIONS OF PARBICA's 13th GENERAL CONFERENCE

On the occasion of PARBICA's 13th General Conference and first joint conference with the Australian Society of Archivists (ASA) and the Archives and Records Associations of New Zealand (ARANZ), from 12-17 October 2009 in Brisbane, Australia, leaders of institutions and associations responsible for records and archives from throughout the Pacific:

1. **RESOLUTIONS**

- 1.1 Recalled that strong systems for the creation and management of records and the preservation of archives are key foundations of good business practice and sustainable economic development, as well as essential to support good governance and collective memory in all countries, states and territories in the Pacific region
- 1.2 Welcomed the Pacific Islands Forum Leaders' recognition of the importance of information management and recordkeeping to progress the Pacific Plan priority area to achieve stronger national development through better governance in the Communiqué of the 40th Forum held in Cairns in August 2009
- 1.3 Recognised that PARBICA members are key players in records management and keepers of memory, who can contribute to leading change in their respective countries, states and territories
- 1.4 Affirmed the importance of working in partnership with national, regional and international organisations to develop sound recordkeeping and archival systems throughout the Pacific region
- 1.5 Noted that PARBICA members have demonstrated good progress in introducing recordkeeping for good governance programmes and that these provide a highly regarded model for other regions of the world

DISASTER PREPAREDNESS AND RESPONSE

- 1.6 Expressed their deep personal sympathies to the Governments and people of Samoa, American Samoa and Tonga concerning the Pacific tsunami on 29 September
- 1.7 Noted the high risk to records and archives throughout the Pacific region and the lack of disaster preparedness and planning for records and archives, and called on Pacific governments and PARBICA members to take actions to reduce the risk to records and archives from natural disasters in their countries, states and territories
- 1.8 Noted that there are a range of threats to archives and records, from natural disasters to vulnerability of different formats, and urged archival and recordkeeping institutions to work with others to plan for shared responses to ensure the protection and survival of records and cultural heritage in the Pacific region.

RECORDKEEPING FOR GOOD GOVERNANCE

- 1.9 Acknowledged AusAID, NZAid, the National Archives of Australia and Archives New Zealand for the development of the PARBICA Recordkeeping for Good Governance Toolkit, and emphasised the strong positive impact of the Toolkit on awareness and development of improved management of public sector information in many countries in the region, including the Cook Islands, Nauru, Fiji, Samoa, Palau, Papua New Guinea, Vanuatu
- 1.10 Urged that the Recordkeeping for Good Governance project be continued by developing further products in the Toolkit and by supporting its implementation through training and partnership projects in countries, states and territories in the Pacific

- 1.11 Welcomed the partnership of the Pacific Islands Forum Secretariat, United Nations Development Programme and other regional organisations and invited them to work together with PARBICA to improve recordkeeping in order to enable democratic access to information in Pacific countries
- 1.12 Called on PARBICA as a regional body of ICA to work on establishing a permanent international programme on recordkeeping for good governance
- 1.13 Noted the need for PARBICA members to be role models for best recordkeeping practice within their own communities

TRAINING AND EDUCATION

- 1.14 Recognised the need for formal education programmes in archives, records and information management to train practitioners in Pacific countries, states and territories
- 1.15 Recognised that there are a wide variety of needs for short-term and long-term training for professional recordkeepers and for those who manage records as part of their daily work.
- 1.16 Urged funding agencies to recognise and include the specialisation of archives and records management education as part of international scholarship programmes
- 1.17 Noted with enthusiasm the developments in recordkeeping training at the University of the South Pacific and the ASA through the proposed Keeping Archives continuing professional and community education programmes

COLLABORATION

- 1.18 Recognised that PARBICA already collaborates with a large number of organisations and records appreciation for that collaboration, and further noted potential for extending collaborative efforts to other bodies such as ICA regional branches.
- 1.19 Affirmed PARBICA's shared interests and strong relationships with the Australian Society of Archivists (ASA) and the Archives and Records Associations of New Zealand (ARANZ), and encouraged PARBICA, ASA and ARANZ to work together on joint projects
- 1.20 Called for development of partnerships with Pacific heritage organisations to develop initiatives in support of the Pacific Plan programmes for the preservation and promotion of Pacific cultures
- 1.21 Called on UNESCO to work with PARBICA members to strengthen the Memory of the World programme in the Pacific region with the aim of inscribing more documentary heritage from the region on the register

2. RECOMMENDATIONS FOR PARBICA BUREAU

- 2.1 Asked the PARBICA Bureau to formalise the relationship and seek partnership status with the Pacific Islands Forum
- 2.2 Urged the PARBICA Bureau to encourage non-member countries, states and territories in the Pacific to join PARBICA and share in the benefits of membership
- 2.3 Urged the PARBICA Bureau to encourage non government organisations with archival programmes in the Pacific to join PARBICA and share in the benefits of membership
- 2.4 Agreed that PARBICA should work within ICA on the implementation of the Recordkeeping for Good Governance toolkit in other regions
- 2.5 Urged the PARBICA Bureau to continue working with the Pacific Islands Forum to ensure that recordkeeping components supporting implementation of the Pacific Plan are effectively delivered.
- 2.6 Recommended that PARBICA work with Blue Shield, the Pacific Island Forum and other relevant bodies to encourage development of disaster preparedness response plans and networks for the Pacific
- 2.7 Asked PARBICA to promulgate existing Pacific plans and manuals for disaster preparedness and response to PARBICA members
- 2.8 Recommended that PARBICA develop a paper that documents the range of records and archives training needs and identifies how these needs could be met
- 2.9 Recommended that PARBICA work with the University of the South Pacific to meet some

- needs for archives and records management training in the Pacific region through development of appropriate courses
- 2.10 Recommended that PARBICA consider developing resources and guidance on sources of funding and applying for that funding for archives and records management programmes and infrastructure

3. APPRECIATION

- 3.1 Thanked Ross Gibbs and the staff of the National Archives of Australia for their well-organised hosting of this conference and warm hospitality
- 3.2 Expressed their appreciation to the following for their generous support without which this important meeting and training workshops could not have taken place:
AusAID Pacific Governance Support Program
UNESCO
International Council on Archives Secretariat
National Archives of Australia
Archives New Zealand
- 3.3 Gave special thanks for the honour of his participation and support to:
Mr David Leitch, ICA Secretary General
- 3.4 Commended the outgoing members of the PARBICA Bureau Evelyn Wareham, Ismet Kurtovitch, John C. Wright and Melody Avok for their outstanding service to PARBICA over the past two years
- 3.5 Expressed appreciation for the professionalism and commitment of staff supporting PARBICA Bureau members at the National Archives of Australia and Archives New Zealand, without whose engagement PARBICA's activities would not be possible



*ASA / ARANZ / PARBICA Joint conference Brisbane October 2009
PARBICA President, Setareki Tale, addresses the conference
Photo courtesy Jenny Scott at*

http://www.flickr.com/photos/adelaide_archivist/4022181456/in/set-72157622484677005/

PARBICA Recordkeeping for Good Governance Toolkit, what happens now?

By Tukul Kaiku

What was a resolution for a Recordkeeping for Good Governance Toolkit initiative by PARBICA at its 11th biennial meeting in Nadi in 2005 has since become a reality. At the 13th PARBICA biennial meeting in Brisbane in October 2009 the Toolkit products were thirteen in total with the 13th product of the Toolkit being the Training of Trainers Guideline for training on the application and use of the Toolkit products.

What happens now? Is the Toolkit project now completed? If not, will we continue to develop new recordkeeping products?

For a flashback, we will begin in 2006, when after the 11th PARBICA of 2005 in Nadi, the National Archives of Australia with AusAID funding conducted a workshop at its Brisbane office where a group of Pacific archivists worked with two National Archives of Australia personnel to initiate what became the first three products toward what in future would become the PARBICA Recordkeeping for Good Governance Toolkit. In a three-day workshop and what was then known as the phase 1 of the toolkit project, ideas for a Brochure, which can also be enlarged into a Poster, and an Introduction and the Recordkeeping Capacity Checklist, were workshopped and developed.

Further work in 2007 in what was then phase 2 of the toolkit project saw the development of what is now Guidelines 2 and 3. At the PARBICA biennial conference in Noumea in 2007, the first few products were launched. With more AusAID funding for a phase 3 component of the toolkit project in 2008, a Record Plan was developed to take into account a classification system specifically for classifying Common Administrative Function Records. To develop these products the working team found themselves once more in Brisbane and then Fiji and Vanuatu.

At the conclusion and finalisation of the Common Administrative Functions Record Plan, a product area which Pacific archivists were concerned about was the Disposal and Retention Schedule. By then the products in the recordkeeping toolkit had totalled to six products, the Brochure/Poster, the Introduction to the Toolkit and Guidelines 1-4.

So when Archives New Zealand took on at the end of Guideline 4, the understanding was that the Common Administrative Function Records, Records Plan would be an ideal candidate for a Disposal and Retention Guideline. And so with NZAid funding, Archives New Zealand brought the working group of Pacific archivists to Auckland in December 2008 and Wellington in March 2009 to workshop what are now Guidelines 5-10.

In Vanuatu the working group of Pacific archivists provided ideas for further and future guidelines and a list was compiled. One of those nominated was training. And thus a draft *Training Pacific Government Officers in Using PARBICA's Toolkit, Train the Trainer Guideline* which will become Guideline 11 was developed. The draft Train the Trainer Guideline was workshopped in Port Moresby from 14th to 15th September 2009 and was facilitated by Adrian Cunningham and Mark Semmler of the National Archives of Australia and Jacob Hevelawa and Tukul Kaiku under the toolkit project phase 4 component.

As was seen in October 2009 at the 13th PARBICA biennial meeting in Brisbane, there was a total of 13 items or products in the toolkit, consisting of 11 Guidelines, 1 brochure which can be blown up into a poster and the Introduction to the Toolkit.

As it is, the Toolkit project cannot be seen to be complete as there is still further professional work to do on a regional basis and in our respective countries to adapt, simplify, modify and to also train our recordkeepers to apply and use the first lot of products already in place. As well more crucial tools or products will need to be developed. Two such candidates are Disaster Preparedness and Electronic Records.

Secondly, most of us will be aware that the Toolkit products are specific to the area of Records Management for the purpose of management and control of records at the Records Management stage of the life of records. The Recordkeeping initiative is in fact a result of a dream of Pacific archivists for organisations to effectively control and manage their current records from creation to disposal and for records of long term value to be smoothly transferred to a national archival institution thus making the Pacific archivists job

less cumbersome and to allow archivists to get on with the task of attending to core archival functions.

The Training of Trainers Guideline could not have come at a more convenient time. The area of education and training in the workplace setting in particular is an obstacle to overcome. With the Train the Trainer Guideline, training strategies or models will

have to be discovered, formulated and implemented for training of records personnel in the application and use of the Toolkit products and other aspects of records management work.

So if we are to develop new products for some time yet, what will the destiny outlook of the Toolkit be like? This question will be discussed in the next article.



Tukul Kaiku at the PARBICA 13 Training Workshop for Pacific Island Government Officers, Brisbane October 2009

PARBICA Recordkeeping for Good Governance Toolkit (2): destiny outlook?

By Tukul Kaiku

If we continue to develop new recordkeeping products, what should the future of the Toolkit look like? Do we start compartmentalising the toolkit products and whose task is it to do so?

Undoubtedly, a context for the application and use of the Recordkeeping Toolkit products may have to be developed at some point in time for the purpose of assisting records personnel to apply each of the products when managing and controlling records and also when attending to other records management tasks.

A number of suggestions are posed to stimulate and set the stage for discussion. Bear in mind, there maybe other suggestions which individuals may also have and or use as time moves on.

Suggestion 1: The Toolkit products in order of creation

Should the Toolkit products stand as they are in the order of their creation? The products so far look as follows:

1. The Brochure/Poster titled 'Good Records, Good Governance, Advice for Senior Government Officials'
2. Introduction
3. Guideline 1: Recordkeeping Capacity Checklist
4. Guideline 2: Identifying Recordkeeping Requirements
5. Guideline 3: Model Recordkeeping Policy
6. Guideline 4: Administrative Record Plan [for common Administrative Records]
7. Guideline 5: Adapting and Implementing the PARBICA Administrative Record Plan
8. Guideline 6: Developing and Implementing Record Plans for Core Business Functions
9. Guideline 7: Disposal Schedule for Common Administrative Functions
10. Guideline 8: Implementing the Disposal Schedule for Common Administrative Functions
11. Guideline 9: Adapting the Disposal Schedule for Common Administrative Functions
12. Guideline 10: Starting an Appraisal Programme
13. Guideline 11: Training Pacific Island Government Officers in Using PARBICA's Toolkit, Train the Trainer Guideline.

Suggestion 2: Relationships with other products

Should flexibility be allowed so as to allow the products to be applied to suit scheduled activities in the area of key Records Management activities?

- a) Introduction and Definitions
 - Introduction
- b) Training
 - Recordkeeping for Good Governance Toolkit, Guideline 11: Training Pacific Island Government Officers in Using PARBICA's TOOLKIT, Train the Trainer Guideline.
- c) Research, Surveys, Reports and Publications
 - Guideline 1: Recordkeeping Capacity Checklist
 - Guideline 2: Identifying Recordkeeping Requirements
- d) Legislation, Policy and Procedures.
 - Guideline 3: Model Recordkeeping Policy
- e) Outreach and Advocacy
 - The Brochure/Poster titled ' Good Records, Good Governance, Advice for Senior Government Officials'
- f) Programmes
 - Guideline 10: Starting an Appraisal Programme
- g) Control Documentations
 - Guideline 4: Administrative Record Plan [for common Administrative Records]
 - Guideline 5: Adapting and Implementing the PARBICA Administrative Record Plan
 - Guideline 6: Developing and Implementing Record Plans for Core Business Functions
 - Guideline 7: Disposal Schedule for Common Administrative Functions
 - Guideline 8: Implementing the Disposal Schedule for Common Administrative Functions
 - Guideline 9: Adapting the Disposal Schedule for Common Administrative Functions

Suggestion 3: Recordkeeping Initiatives

Should the products promote recordkeeping which is a Records Management activity concerned with the use of 'metadata' or details and particulars or information about recorded information for the purpose of preserving complete, reliable and accurate accounts of those records for evidence of business transactions? Within such a contextual framework each product will be assessed for its applicability such as where and when to apply at which stage of the management and control of

records within organisations and agencies from their time of creation to disposal. Some suggested groupings or compartments for records control points and use of the products include;

Context or Compartments

1: Recordkeeping – General

The recordkeeping products here would be those which are fundamental to and which will serve as basis for the overall management and control of records across the entire life of records from their creation to their disposal. These products would include; actual copies of Organizations legislations and accompanying lists of the sections of legislations which contain references to recordkeeping requirements, A copy of the Organisations Records Management Policy and related Policy, A Records Management Manual, A Recordkeeping Procedures Manual, Record Plans, A file index, The Records Disposal Schedule and The Records Inventory

2: Records Creation, Receipt and Despatch

Here would be recordkeeping products specific only for application and use in managing and controlling records at the creation stage of the life of records. The products here would include; Inward or Incoming Correspondence Register, Remittance Register, Outward Correspondence Register and a Messenger's Despatch Book

3: Filing and Storage

Products here would include; file covers, Minute Sheet, File Diary Register , File Index, File List and Special Records Lists

4: Records Use and Access

In this compartment would be; File Transit Sheet, File Transit Book /List or Register, File Loan Transit Replacement Sheet, File Movement Sheet, File Movement List or Register, File Loan Form Sheet, File Census Form

5: Records Maintenance

Here would be; The Records Survey Lists and Reports, Disposal Schedule and Appraisal Lists and Forms

6: Records Disposal

In this compartment would have to be products such as; The Disposal or Retention Schedule of the Organization or office, Destruction of Records Form, Destruction of Records list, Proposal to destroy scheduled records Form, Records Centre Transfer form, Records Centre Transfer Records List, Records Centre Disposal Form and so on

7: Records Management Programmes

This compartment is for programmes such as records surveys, appraisals, disposal schedules, clearing of backlog of files and records, reprography, preservation, emergency and disaster planning, outreach and public relations, training and education, and professional associations and literature and publications.

8: Electronic Records

This would have to be a compartment exclusively for electronic records and topics such as computers and recordkeeping, automation and electronic records and digitization and so on.

9: Oral and or Indigenous information

This is an area which PARBICA ventures into occasionally and is one which is concerned with indigenous information and is associated with Oral History, Culture and Museums.

The suggestions are in no way restrictive. PARBICA members may also already have their suggested groupings for the application of the Toolkit products. The question is - what will be the destiny outlook of the PARBICA Recordkeeping for Good Governance Toolkit?

Bon voyage.

PARBICA 13 - PHOTO GALLERY



PARBICA 13 participants hard at work during the Workshop (top and left) and enjoying the PARBICA Dinner at Riverlife, Kangaroo Point (below)



PARBICA 13 - PHOTO GALLERY

PARBICA 13 participants enjoying a BBQ and the post conference dinner



National Archives of Solomon Islands Archives and Records Management Awareness Workshop 5th – 16th October 2009.

By Bernard Rizu, Records Management Officer – NASI

The National Archives of Solomon Islands (NASI) has conducted an awareness workshop for government officers from the 5th to 16th of October 2009.

With the objectives of raising awareness on the importance of records management and the importance of archiving, the sessions were based on the Solomon Islands Government Records Management Guidelines 2007 and the PARBICA toolkit for good governance with the message of good recordkeeping as an essential for good governance, transparency and accountability. Held at the National Archives, the awareness workshop saw the attendance of 130 participants from 23 government ministries ranging from junior to senior officers with each workshop day for different ministries.

The general feedback received from the participants was the realization of the importance of good records management as some of the recordkeeping responsibilities of government officers were highlighted. A lot of the participants have only just realized the role of the National Archives and their and also the need for more training of government records officers in the field of records management.

The National Archives of Solomon Islands is looking at carrying out a similar workshop this year.



Participants presenting their points on a group activity on the reasons for good recordkeeping



Participants listening to a presentation during the group activity session

PIALA 19th CONFERENCE, November 16-21, 2009, Pohnpei State, FSM

By Naomi Ngirakamerang, Palau National Archives

The successful PIALA (Pacific Islands Association of Libraries, Archives and Museums) 19th Conference held at Pohnpei State, FSM on November 16-21, 2009, had over 60 participants from the Micronesian region including Hawaii, American Samoa, Kiribati, New Caledonia and Papua New Guinea. The Conference was organized by the Libraries, Archives and Museum of Pohnpei State, FSM association (LAMP).

The Honorable local guests for the Conference opening ceremony were Reverend Henry Wilson, Honorable John Ehsa, Governor of Pohnpei State and Father Francis X. Hezel of the Micronesian Seminar.

Dr. Rufino Mauricio, Director of (NACH) National Archives, Culture and Historic Preservation Office gave an updates and information sharing of their office. He related that the NACH needs to collaborate with the states of FSM for their Archival records and become globalized with UNESCO, ICOMOS, PARBICA and other local organization for their (MDG) Millennium Development Goals. Their Archival equipments are all obsolete now and they are scanning their archival records and seeking funds to build a multipurpose building on the land just across their office.

The program presentation of guests speakers were all about Libraries. Funding for most of the PIALA participants comes from PREL, Pacific Resources for Education and Learning. The post conference for Friday and Saturday was about the Pacific Digital Library Project that most participants attended in May 2009 at Pohnpei State, FSM.

The Conference participants had the opportunity to tour the Micronesian Seminar Center, Pohnpei State Library, Learning Resource Center and the Congress Library at the College of Micronesia. I also toured the National Archives, Culture & Historical Preservation Office.

Bruce Robert was able to assist me with my presentation using his laptop. The participants didn't ask any questions regarding the PARBICA Recordkeeping for good governance but were excited to become PARBICA members again so they can participate in its conferences. Their concerns were about their accumulated unpaid membership fees, which I told them that I will ask the Bureau officers about it. The PARBICA Recordkeeping for good governance toolkit power point that Mark Crookston sent to me was also included with my presentation to be downloaded and be forwarded to all participants.

The PIALA 20th Conference will be held in Chuuk State, FSM, while American Samoa will host the 2011 Conference.



Front L to R: Tukul Kaiku, Naomi Ngirakamerang and Vicki Puipui at the PARBICA 13 Workshop in Brisbane, October 2009

Report on Archival Training at the University of Papua New Guinea October 2009

By Karina Taylor, Pacific Archivist, ANU Archives Program

The Australian National University (ANU) has had a long relationship with the University of Papua New Guinea (UPNG). Since the establishment of UPNG in 1969, scholars and researchers from both Universities have worked or been involved in exchange programs between the two Universities. This relationship was furthered through my visit providing archival training for librarians and records management staff in the New Guinea Collection (NGC) at UPNG in October 2009.

My trip was in response to the National Library of Australia sponsored visit of NGC Librarian Josepha Kapa, in 2007. Josepha spent two weeks at the ANU Archives Program learning basic archival skills of arrangement and description. During Josepha's visit we discussed the possibility of me coming over to Port Moresby to provide archival training to the rest of the NGC staff, so that they would have the skills to work with the archival collection. After various negotiations and funding requests we arranged my trip for the end of October 2009 after the students had finished their studies at the University.

The NGC is based in the UPNG Michael Somare Library building in Port Moresby. The NGC is responsible for the closed reserve books for the Library and an important archival collection of papers vital for understanding the history of Papua New Guinea. The collection consists of personal papers of prominent Papua New Guineans, foreigners (mainly Australian) who have worked in Papua New Guinea including Patrol Officer reports, records of PNG organisations, companies and churches.

My preparation for the training was not as well planned as I had hoped; UPNG had had no internal email access for 2 months, so Josepha did not know my visit was confirmed until a week before when I rang since my emails had gone unanswered. When I arrived on the Monday to start working with Josepha and her 3 staff, I discovered the training had been extended to include 11 librarians from the University Library, some records management staff and a librarian from the National Research Institute (NRI).

I was given a welcome lunch hosted by the University Librarian, the Pro-Vice Chancellor, Professor Alan Easton and the Head of Human Resources, Dr Bernard Minol. By this stage I was wondering how I was going to be able to provide training for a large group, which I had never done before! Luckily the ANU Archives Program had donated the NGC a copy of *Keeping Archives* and I was able to use relevant sections of that to provide them with the archival basics.

On Tuesday morning I arrived to find 17 people had turned up for the training, but as the week progressed I realised this was a good thing – the enthusiasm of the librarians and records management staff to work with archives was encouraging and made the training a lot easier as it was so well received.



Training in action - staff study 'Keeping Archives'

After a morning of archival basics from *Keeping Archives* we moved on to a practical task of arrangement and description. Josepha had identified the papers of the Anglican Church of Papua New Guinea that had been donated as needing archival identification, documentation and re-housing for future access and preservation. The staff broke into twos and worked on a box each - the logistics of 17 people working on an A & D project, really improved my management skills!

This task allowed them to learn “hands-on” what A&D involved – listing, basic conservation of removing pins, re-folding and re-boxing. By the middle of the week the collection had been listed, and re-boxed ready to be accessed by future researchers.



UPNG Records Staff, describing archives



Making boxes



Anglican Church of PNG Archives – Completed!

We then moved on to managing photographs in an archival collection. They listed and re-housed several years' worth of graduation photographs into archival albums provided by the ANU Archives Program. The staff were particularly interested in how to manage digital photographs; I could see an opportunity for one of the Library IT staff who attended the training to learn some new skills which would help the NGC in the future.

At the end of the week I was very lucky to have a New Ireland style mumu prepared for my farewell lunch. As we ate lunch we discussed the week and the enthusiasm for archives was still there; the NGC librarians were planning to spend the rest of the year working on the archival collection; the records management staff identified the need to appraise their records (they currently hold all staff and student records since the establishment of UPNG in 1969) to identify those to be retained as University Archives. The Human Resources Manager, Dr Bernard Minol also recognised the need for a University Archivist at UPNG.

I left with a sense of achievement – the week had been a success, both for the NGC and myself. There were a large number of people who now felt confident to work with the archives, with many of the librarians volunteering to help out in the NGC. I had experienced a great deal of personal development through training and managing a large group – of enthusiastic trainees.

Calls for New Nominations for Memory of the World International Register

22-10-2009 (Paris) from the ICA List serve 28 October 2009

UNESCO is inviting new nomination proposals for inscription on its Memory of the World International Register, a list of library collections and archive holdings of world significance, which was established in 1997 to promote documentary heritage of universal value.

Nominations should ideally be submitted through the National Commission for UNESCO or the Memory of the World National Committee in the country where it is located. Proposals should be based on the selection criteria listed in the General Guidelines to Safeguard Documentary Heritage, which stipulates that the most important criterion for inscription on the register is the universal significance of the documentary heritage.

The deadline for the submission of nominations is 31 March 2010 and no late submissions will be accepted. They should be submitted to UNESCO's Memory of the World Secretariat:

* by mail accompanied by an electronic version on diskette, CD-Rom or USB key (addressed to Joie Springer, Memory of the World Programme, Information Society Division, 1, rue Miollis, 75732 Paris Cedex 15, France);

* by email to [j.springer\[at\]unesco.org](mailto:j.springer[at]unesco.org).

Nominations are posted on the Programme's Website and illustrations such as photographs or slides (TIFF, GIF, JPEG formats), and sound recordings (real-media) can be included to help describe the proposal. As the images submitted may often be used by the Memory of the World Secretariat in publicity material, an authorization for their reuse for non-profit purposes should also be included. A copy of this form can be downloaded here

http://portal.unesco.org/ci/en/ev.php-URL_ID=13809&URL_DO=DO_TOPIC&URL_SECTION=201.html

At present, a total of 193 collections submitted by 76 different countries, 3 international organization and one private foundation are inscribed on the International Register of the Memory of the World Programme. Regional registers have been created for the MOWCAP and MOWLAC committees and an increasing number of countries have now established national registers. Assessment for inscription on the Register is determined by a panel of experts, the Register Sub-committee and the International Advisory Committee (IAC) whose recommendations are forwarded to the Director-General for final decision.

The announcement on the next round of inscription will be made in 2011.

UNESCO launched the Memory of the World Programme to guard against collective amnesia calling upon the preservation of the valuable archive holdings and library collections all over the world ensuring their wide dissemination. The Programme is intended to protect documentary heritage, and helps networks of experts to exchange information and raise resources for preservation of and access to documentary material.

Source: http://portal.unesco.org/ci/en/ev.php-URL_ID=29240&URL_DO=DO_TOPIC&URL_SECTION=201.html

President's Report on Citra Meeting

Presented at the PARBICA Bureau Meeting, 2 December 2009

Setareki Tale, PARBICA President, reported on a busy and successful CITRA meeting held in Malta from 17-21 November: Altogether 250 participants attended from 90 countries. Central issues for discussion at the conference were Education and Training issues.

PARBICA's revised constitution was tabled at the Executive Board meeting and PARBICA is now awaiting written confirmation of its approval from the Executive Board.

Seta pointed out that PARBICA should develop a new business plan. In general concerns were raised at CITRA that branches are not utilising the available funding options enough. Seta outlined the following three main funding streams:

- PCOM (Programme Commission) Funding. This is for specific projects with specific outputs. <http://www.ica.org/en/programme>
- Branch Funding. Up to 7,500 Euros may be available for specific projects relating to Branches. (no link available)
- FIDA (Fund for International Archival Development). This fund is currently being finalised. Its purpose will focus on capacity building for developing archival institutions. (no link available)

Calls for project proposals will be sent out to branches very early in the New Year. The deadline for proposals will be around March 2010.

On behalf of PARBICA members Seta wrote to David Leitch, ICA Secretary General, expressing our appreciation of the Secretary General's attendance at PARBICA 13 in Brisbane. It was received and reciprocated. David Leitch noted in CITRA that PARBICA one of the ICA's most active and outstanding branches.

NEWS

Future Perfect: Digital Continuity Conference 2010

The Southern Hemisphere's Premier Digital Preservation Event

Monday 3 - Wednesday 5 May 2010

Wellington Convention Centre, Wellington, New Zealand

To register or just to find out more visit our website at: <http://bit.ly/6a59YE>

Workshops: Archives New Zealand, 10 Mulgrave Street, Wellington

Conference: The Wellington Convention Centre, CBD, Wellington

BarCamp: Mac's Brewery Bar, 4 Taranaki Street, Wellington

8th European Conference on Digital Archiving 2010 28-30 | 04 | 2010 Geneva

150 renowned experts and practitioners from Switzerland and abroad will discuss the latest achievements, projects and prospects in the field of digital archiving in over 100 sessions.

In addition to classic lectures the programme will also include workshops and poster sessions to provide an opportunity for experts to go into specific themes in greater depth.

Full details of the conference can be found at www.eca2010.ch

ECA 2010, Federal Department of Home Affairs FDHA, Swiss Federal Archives SFA, Archivstrasse 24, CH-3003 Bern, eca2010@bar.admin.ch

8^e Conférence européenne sur l'archivage digital 28-30 | 04 | 2010 Genève

150 intervenants, venus d'Europe et d'ailleurs, présenteront les dernières évolutions en matière d'archivage numérique dans plus de 100 contributions scientifiques. En plus des sessions traditionnelles, workshops et présentations de posters seront proposés afin d'approfondir certains thèmes de façon interactive.

Inscriptions et informations supplémentaires: www.eca2010.ch
ECA2010, Département fédéral de l'intérieur
DFI, Archives fédérales suisses AFS,
Archivstrasse 24, CH-3003
Berne, eca2010@bar.admin.ch

Call for papers: Future Proof: Resilient Archives 2020 and Beyond

Australian Society of Archivists Conference, Melbourne 2010
The ASA conference committee is inviting proposals for papers and other contributions to the annual conference, to be held in Melbourne, Australia from Wednesday 13 October to Saturday 16 October 2010. This conference will examine generational change in archives and the wider social context and consider how the archives profession might respond to challenges and opportunities on offer. It will explore how archivists and archives services can achieve sufficient flexibility and resilience to thrive in the future, and examine implications of changes to traditional understandings of what an archive is and does. Measuring the worth of archives and their contribution to social capital will also be a major theme.

The deadline for submission of proposals is COB 1 March 2010. Please forward your proposal to antonina.lewis@vu.edu.au or kathryn.dan@adm.monash.edu.au

2010 Islands of History Conference

Norfolk Island, 18 - 25 July 2010
Topics cover: writing convict history, South Pacific maritime history, history for heritage, Polynesian migration, South Pacific history, Pacific missions and issues and practice of public history. The conference will include site visits, island orientation and free time to explore the diverse heritage of the island. For more information see <http://www.phansw.org.au/documents/conference2010.html> or contact secretary@phansw.org.au

Archives without Borders

August 30 and 31, 2010 in the Peace Palace in The Hague, The Netherlands
VVBAD, the Belgium association for archivists, and the KVAN, the Dutch association for archivists, are holding an International Congress titled *Archives without Borders* on. This Congress commemorates the first international archives conference, which took place in Brussels a century ago in 1910. The Congress will focus on the importance of archives for good governance in an international context where their significance

transcends national boundaries in the globalized information society. Sessions will be organized on the themes 'Archival Solidarity', 'Human Rights and Archives', 'Cross-border Archives', and 'Archives: Formation of the Nation State and National Identity'. The Congress is supported by the Section for Professional Associations of the International Council on Archives. For more information, we invite you to visit the Congress website: <http://www.archiveswithoutborders.org>.

Image and Develop your project!

The ICA Programme Commission is launching a new call for projects: do not miss this opportunity and submit your ideas by the **28th February 2010!**
All you should know about application process is available on the [PCOM page](#).

Imaginez et créez votre projet !

La Commission de programme lance un nouvel appel à projets : ne manquez pas cette occasion et soumettez vos idées d'ici le **28 février 2010!**

Pour tout savoir sur les modalités de soumission, rendez-vous sur la [page PCOM](#)

Christine Martinez

*Deputy Secretary General (Programme)/Secrétaire générale adjointe (Programme)
International Council on Archives/Conseil international des Archives*

Investing in the Future, 2010: Research, Records and Preservation

The Wellington Branch of ARANZ (Archives and Records Management Association of New Zealand) are delighted to invite you to be a part of the 2010 National ARANZ Conference 'Investing in the Future, 2010: Research, Records and Preservation' in the Capital City, 25-27 August 2010.

We are interested in the following topics:
New developments in researcher experience, stories from the front line

Online and offline communities; increasing collaboration, relevance, and connectivity
User investment in archival institutions (Web 2.0)

Cooperative preservation - personal, community, organisation (analogue and digital)
Disaster preparedness - preventive measures for long term protection

Investing in good record keeping now for good archives in the future

Public Records Act Audits 2010

Measuring record keeping performance
Media user engagement and public relations
Digital Rights Management and re-use of information

Standards - accessibility, control and management of information
ARANZ encourages formats of proposals that may include:
Traditional (plenary style) presentations (15 minutes to 55 minutes)
Panel Discussions/Roundtables
Works in progress (new research, not project reports)
Workshops (practical session designed to teach or refine skills)
The deadline for submission of abstracts is 1st March 2010. Guidelines for contributors can be found on the ARANZ website at <http://aranz.org.nz/Site/events/Conferences/>
Submissions can be emailed to the Conference Convenor, Sean McMahon: sean.mcmahon@natlib.govt.nz

Born Digital Records: transfer, preservation and access

In October 2008 the Danish National Archives hosted a symposium about the transfer, preservation of and access to born digital records, based on Danish experiences. The manuscripts from the presentations at the symposium are now available as a PDF-publication which can be downloaded from the homepage of the National Archives: [http://www.sa.dk/media\(3009,1033\)/Symposium_about_the_Transfer%2C_Preservation_of_and_Access_to_Digital_Records.pdf](http://www.sa.dk/media(3009,1033)/Symposium_about_the_Transfer%2C_Preservation_of_and_Access_to_Digital_Records.pdf)
(source ICA list serve 24 November 2009)

Marshallese-English Online Dictionary (MOD)

<http://www.trussel2.com/MOD/>
Abo, Takaji, Byron W. Bender, Alfred Capelle, and Tony DeBrum. 1976, Marshallese-English dictionary. Honolulu: University of Hawai'i Press, Revised ed., 2009 (source PIALA Listserve 15 Dec 2009)

CORRECTION

We would like to acknowledge

Vicky Puipui, PNG National Archives as author of the report on the

PARBICA Recordkeeping for Good Governance Toolkit, Train-the-Trainer Workshop, Port Moresby, PNG, 14th – 15th September, 2009,

published in our last issue of *Panorama* 2009/2 and incorrectly attributed. Our sincere apologies go to Vicki and Thomas for the mix-up. Please keep your good reports coming!



PARBICA Bureau 2009-2011

President

Setareki Tale
National Archives of Fiji
Government Buildings P.O. Box 2125, Suva, Fiji
telephone: +679 3304 144 - fax: +679 3307 006
email: stale@govnet.gov.fj

Vice-President

Dianne Macaskill
24 Lohia Street
Khandallah
Wellington, New Zealand
telephone: +64 4 9702368
email: dianne.macaskill@paradise.net.nz

Secretary General

Mark Crookston
Archives New Zealand
PO Box 12-050, Wellington, New Zealand
telephone: +64 4 499 5595 - fax: +64 4 495 6210
email: mark.crookston@archives.govt.nz

Treasurer

Adrian Cunningham
National Archives of Australia
PO Box 7425, Canberra Mail Centre 2610, ACT,
Australia
telephone: +61 2 6212 3988 - fax: +61 2 6212 3989
email: adrian.cunningham@naa.gov.au

Member

Naomi Ngirakamerang
Palau National Archives
Bureau of Community Services
PO Box 1886, Koror, 96940 Republic of Palau
telephone: +680 488 4720 - fax: +680 488 3354
email: archives@palaunet.com

Member

Amela Silipa
Ministry of Education, Sports and Culture
Malifa
PO Box 1869 Apia, Samoa
telephone: +685 32354 – fax: +685 21917
email: a.silipa@mesc.gov.ws

Member

Julian Chonigolo
Solomon Islands National Archives
PO Box 781, Honiara, Solomon Islands
telephone: +677 24897 - fax: n/a
email: chonigolo_julian@yahoo.com.au

Editor

Karin Brennan
University of New South Wales Archives
Sydney NSW 2052, Australia
telephone: +61 2 9385 2906 - fax: +61 2 9385 1228
email: k.brennan@unsw.edu.au

Note: Unless otherwise indicated the PARBICA 13 photographs in this issue have been provided by staff of the National Archives of Australia and Karin Brennan

PARBICA website – www.parbica.org

PARBICA panorama is the quarterly newsletter of the Pacific Regional Branch of the International Council on Archives (PARBICA). It may include material, usually identified, the copyright for which is not held by PARBICA. Such material and that identified as “Used with permission” must not be copied or reprinted without first obtaining new permission from the source. Articles submitted to panorama are considered the property of the author(s) and unless otherwise stated have not been edited or abridged. PARBICA announcements, news, and commentary may be used, citing the relevant source or issue. Anyone having need to republish material appearing in the newsletter should contact the Secretary General or the editor. Enjoy the newsletter and feel free to submit news items or articles at any time. *Mahalo!*

Annual subscriptions to the newsletter for those not members of PARBICA are \$US15, to be sent to the Treasurer. For further information about membership contact the Secretary General.