PARBICA 17th GENERAL ASSEMBLY  
The Pearl Resort, Pacific Harbour, Fiji, 5 September 2017

1. Opening  
Mr Opeta Alefaio (Fiji) PARBICA President opened the 17th General Assembly at 2:45 pm.

2. General Business  
2.1. Condolences  
Opeta requested a minute’s silence to be observed in remembrance of recently passed colleagues:
- James Lindsay Cleland
- Sigrid McCausland
- Ken Scadden

2.2. Apologies  
Augustine Tevimule (Vanuatu – Category A member)

2.3. Assessment of Quorum  
Quorum achieved at 2.50pm, with a simple majority; 13 Category A members were present.

2.4. Adoption of Agenda  
The agenda was presented by Opeta Alefaio.

Acceptance of the agenda was moved by Amela Silipa (Samoa) and seconded by Helen Walker (Australia).

Agenda was accepted.

2.5. Admission of Observers  
Observers were formally welcomed to the meeting by Opeta Alefaio.

3. Confirmation of the minutes of the 16th General Assembly  
The minutes of the 16th General Assembly, held in Auckland, New Zealand in 2015, were presented to the Assembly.

Confirmation and acceptance of the minutes was moved by Noa Petueli Tapumanaia (Tuvalu) and seconded by Amela Silipa (Samoa).

The minutes were adopted.

4. Activities of PARBICA 2015-17  
4.1. President’s Report  
Presented by Opeta Alefaio, President. A full copy is attached as Appendix 1.
Opeta acknowledged the past two years had been exciting and challenging for the bureau.

Opeta reported that records management training was given to government officials in Kiribati and Tuvalu, thanks to the assistance of the Japanese International Co-operation Agency South-South Cooperation programme, and the Fiji Public Service Commission.

Opeta noted that archives education training had been delivered to various Pacific archives and records organisations, as a result of cooperative work done between the National Archives of Fiji (NAF) and the National Archives of Australia (NAA). This had also allowed NAF to improve key preservation and access processes.

Opeta reported that two UNESCO Memory of the World Programme capacity building workshops were held in conjunction with UNESCO Samoa and UNESCO Korea, providing advice for the submissions process.

Opeta noted that the Industry Advisory Committee, of which PARBICA is represented through NAF, lobbied for the reinstatement of the Library and Information Services Diploma at the University of the South Pacific, and that this could potentially have bigger influences on the whole of the sector in the Pacific.

Opeta also noted that PARBICA became involved with the Pacific Islands Forum, resulting in an invitation for PARBICA to join the Pacific Islands Forum Governance Working Group, which formally recognized the importance of establishing and maintaining good public records.

Opeta concluded by acknowledging the assistance of National Archives of Australia and Archives New Zealand to the administration of PARBICA. He also thanked Bureau members Talei Masters (New Zealand), Stefanie Lash (New Zealand), and Helen Walker (Australia), for their contribution to PARBICA, and that of all the members of the Bureau.

**4.2. Treasurer’s Report**

Presented by Helen Walker (Treasurer, Australia). A full copy is attached as Appendix 3.

Helen noted highlights from 2015/2016; chiefly that income and expenditure were very similar, and that income from membership dues had increased from the previous year. In 2016/2017, the aggregated data showed that income was significantly higher than expenditure because income from PARBICA17 had been received but expenses not yet paid out. Helen also noted that expenses thus far incurred predominantly relate to bursaries given for two PARBICA members to attend the International Council of Archives (ICA) congress in Seoul.

Helen noted that a draft 2-year budget had been prepared. Income was predicted to come from membership dues and some sponsorship for PARBICA18. Expenses forecast relate to travel and conference support, with no information available yet about bursaries for future ICA events.

Helen reported on the comparative budgets between PARBICA16 and PARBICA17. There was a significant difference in the level of sponsorship and support for PARBICA17, and as a result travel funded for PARBICA members was the largest expense.

Helen then provided updates from the recommendations of PARBICA16:

- the recommendations agreed to at PARBICA 16 extended action already taken following a review of the office of the PARBICA Treasurer, finances and membership that was undertaken in 2013.
- Treasury had not engaged an external auditor this term but unfortunately, due to personnel changes, the financial statements had not been reviewed. While PARBICA is
not required to have its finances audited, the Treasury is committed to doing so as an act of accountability to members. If the membership agreed that this is important, it will need to be pursued by the incoming Bureau

- The Treasurer had approached the ICA Secretariat on several occasions about identifying a more efficient method of collecting and paying ICA membership dues. The issue is part of a larger discussion about ICA/Branch membership and remains unresolved.

Helen noted that while financial processes had been streamlined over recent years, opportunities remain to further reduce manual handling of the high number of financial transactions and to provide more accessible services to members. Cloud based financial services were being investigated, and Paypal had been introduced as an additional payment channel for members.

Helen’s further recommendations were put to the membership:

- Agree to adopt a cloud based service, if it is suitable. Dani Wickman (Australia) moved that this motion be carried, Noa Petueli Tapumanaia seconded;
- Approve the Bureau continuing to engage with the ICA Secretariat about both value for money ICA membership for Pacific Regional Branch members and a more efficient method of collecting and paying ICA membership dues on behalf of the ICA. Katherine C’Ailceta (New Zealand) moved that this motion be carried, Amela Silipa seconded;
- Approve the Treasurers report. Opeta Alefaio moved that this motion be carried, Amela Silipa seconded; and
- Approve the Draft Budget 2017-19 noting that the Bureau will make further decisions on managing PARBICA’s funds. Noa Petueli Tapumanaia moved that this motion be carried, Opeta Alefaio seconded.

Finally, Helen then gave thanks to the Bureau and all members of PARBICA for her six years of involvement with the organisation, and said she was very grateful for the experience.

4.3. Secretary General’s Report
Written by Talei Masters (Secretary General, New Zealand) and presented in her absence by Katherine C’Ailceta (Acting Secretary-General, New Zealand). A full copy is attached as Appendix 2.

Talei noted that the last two years for PARBICA had seen a lot of activity and work happening across the Pacific region.

Talei noted that there had been several personnel changes in Bureau in the last two years. Both Talei and Stefanie Lash (Assistant to the Secretary General, New Zealand) were currently on parental leave, and their roles were being covered by Katherine C’Ailceta and Lillie Le Dorré (New Zealand). Talei noted the departure of Anna Monson (New Zealand) from the Secretary General, and Julian Chonigolo (Solomon Islands) from the Bureau, replaced by Margaret Inifiri (Solomon Islands). In the Treasury, Fiona Gunn (Australia) replaced Fleur Jamet (Australia) as Assistant Treasurer, and Talei Emberson (Australia) had been serving this role as well.

Talei offered her condolences for the deaths of James Lindsay Cleland, Sigrid McCausland, and Ken Scadden.

Talei reported that membership in all Categories A, B, D and E had remained steady, however Category C membership had increased substantially since 2015 with a 61% growth rate.
Talei reported that there were five key areas in the business planning priorities for the Bureau:

- Recordkeeping for good governance,
- Cooperation and Advocacy,
- Archival Capability,
- Governance and Membership, and
- Communication, Promotion, Fundraising and Marketing.

The business plan will be appended to the Secretary-General report.

Talei noted in August 2016 the National Archives of Australia submitted a successful project application to develop four new modules in the PARBICA Recordkeeping for Good Governance Toolkit, which deal with identifying vital records, disaster planning, response and recovery. The new guidelines will be launched in 2018 at the ICA’s annual conference.

Talei noted that Bureau members have been active advocates for PARBICA and record keeping in general, with several PARBICA members attending the ICA’s Congress in Seoul. Bursaries to attend were also awarded to PARBICA members Atarino Helieisar (Federated States of Micronesia) and Florida Tamu (Solomon Islands). Opeta was also invited to speak at a number of events around the Pacific during the term.

Talei reported that the Bureau had been engaged in discussions with MOWCAP on its proposed approach to a potential joint nomination to the Memory of the World International Register. A workshop held during PARBICA17 would initiate this process.

Talei noted that Opeta, Amela, Helen, and Timoci Balenaivalu (Fiji) visited Tonga to support a project for the Fund for the International Development of Archives (FIDA) that was underway there.

Talei noted that the biennial conferences continue to be our key professional development activity. Preparing for the PARBICA 17 conference had been a huge priority, and Talei extended thanks to all who have helped make the conference a success.

Talei noted that fundraising was our only source of funding for PARBICA and also thanked the many sponsors of PARBICA17. Funds raised through sponsorship were primarily used to fund conference attendance by Pacific based members and 19 members received partial support. Talei gave special thanks to Helen Walker for her direction of the Treasury in making this happen.

Talei noted that with some forthcoming personnel changes to the Bureau, the Bureau may choose to focus on foundational activities, such as PARBICA Bureau’s own recordkeeping work during 2018.

Talei requested that members help the Bureau through promotion, and look for funding opportunities in-country. This will be particularly necessary to enable the next conference to happen, and she urged members to remember to include funding for conference attendance in their annual budgets.

Finally Talei thanked fellow Bureau members for their commitment and engagement. Particular thanks were given to Helen Walker, Fiona Gunn, Talei Emberson and the National Archives of Australia, and to Stefanie Lash, Archives New Zealand and the Department of Internal Affairs.
4.4. Communications Report

Presented by Fiona Gunn (Assistant Treasurer, Australia). A full copy is attached as Appendix 4.

Fiona noted that the website, parbica.org, continues to be a strong communication tool and that 30 news items had been published in the last 24 months. She also noted that visits to the website during the period from September 2015 – August 2017 had far exceeded totals from other years.

Fiona reported that PARBICA’s Facebook account had 245 followers, and 167 posts had been made since PARBICA16.

Fiona noted that a Twitter account was established in November 2016, and currently had 114 followers, with 85 tweets thus far. The Twitter account had proven particularly useful in for sponsorship and fundraising.

Fiona noted that Panorama had been published annually, with two editions published since PARBICA16, and that this continued to be a strong vehicle for promoting the work of PARBICA.

Fiona noted that the listserv continued to be an ongoing method of communication for PARBICA members, and had 95 members and 123 messages posted in the last 23 months.

Fiona noted that PARBICA17 was promoted through all the online channels, and other fundraising initiatives were undertaken such as the Storikipa crowdfunding campaign which raised funds for the airfare of Simiang Bunem (Papua New Guinea) to attend PARBICA17. A short promotional film about PARBICA17 was also produced, and included in sponsorship requests.

Fiona noted the activities of Bureau members at international events such as the ICA Congress 2016 and the Australian Society of Archivists Conference 2016.

Fiona noted that an online survey of Category A & C members was conducted to better understand the profiles of members and their needs from PARBICA, and this had proved useful in developing PARBICA17 and for advocating for the Pacific archiving community.

Fiona then provided the following recommendations that:

- the support of the National Archives of Australia is acknowledged for the management of the PARBICA website and social media accounts, and Panorama Annuals. Opeta Alefaio moved this motion be carried, Katherine C’Ailceta seconded;
- Archives New Zealand is acknowledged in providing the PARBICA listserv. Helen Walker moved that this motion be carried, Paula Paniani (Cook Islands) seconded;
- PARBICA’s social media profile is continued to build through Facebook and Twitter. Katherine C’Ailceta moved that this motion be carried, Noa Petueli Tapumanaia seconded; and
- Members are surveyed in non-conference years to gauge their interests and needs. Noa Petueli Tapumanaia moved that this motion be carried, Margaret Terry (Vanuatu) seconded.

Finally, Fiona gave a personal thanks to Helen Walker for her work, and to PARBICA members for sharing their stories and helping to publicise PARBICA.

Fiona gave an open invitation to members for any success stories to publish in Panorama or online.
4.5. Proposed Amendments to PARBICA Constitution
Helen Walker gave an update on proposed changes to the PARBICA Constitution, which had been put forth at PARBICA16.

Helen noted that draft changes were provided to members in July 2017. The proposed wording change would match the membership section more closely with the ICA version, and would give PARBICA the option to accept non-ICA members, as the expense of ICA membership can be a barrier to joining. Helen requested that these changes are presented to the ICA.

Opeta Alefaio thanked Helen for her work on this issue. Noa Petueli Tapumanaia moved that this motion be carried and Amela Silipa seconded.

4.6. PCOM Project to produce new Toolkit modules
Helen Walker reported on the progress of the Toolkit modules. She noted that after discussion with Reference Group members it was decided that the topic of identifying current Vital Business records would not be combined with the topic of assessing records of cultural value.

Helen requested feedback on the Toolkits to be channelled through the Reference group members.

Helen also noted that the National Archives of Australia is the project manager for the Toolkits, and that the final design work was intended to be complete by May 2018, to be launched at ICA 2018.

5. Declaration/Election of Office Bearers
As a non-elected member, Helen Walker acted as the electing officer. Helen noted that all offices received only one nomination, and confirmed the following positions:

Helen confirmed the following positions:

- **President**: Opeta Alefaio (Fiji)
- **Vice President**: Amela Silipa (Samoa)
- **Secretary General**: Lillie Le Dorré (New Zealand)
- **Treasurer**: David Swift (Australia)

General Members of the Bureau:

- **Noa Petueli Tapumanaia** (Tuvalu)
- **Augustine Tevimele** (Vanuatu)
- **Margaret Inifiri** (Solomon Islands)

6. Discussion on and Adoption of Resolutions of PARBICA 17
The resolutions of PARBICA 17 were read out, and several small corrections were made as a result of discussion.
Additional resolutions were added to thank the University of the South Pacific’s Vice Chancellor for their opening remarks, the staff of the National Archives of Fiji for their assistance in organising PARBICA17, and for Fiji Water for providing bottled water during the conference.

The resolutions were adopted.

7. Honorary membership

Fiona Gunn nominated Helen Walker for Honorary Membership in recognition of her contribution to the organisation as Treasurer. Lillie Le Dorré moved that this motion be accepted, Amela Silipa seconded.

8. Current Developments Roundtable

Opeta invited Category A and C members to share updates from each of their institutions:

- Paula Paniani from the Cook Islands shared that with UNESCO funding she had been able to spend seven weeks in Wellington, New Zealand, learning about film preservation.
- Amela Silipa from Samoa noted that a cultural centre built with the assistance of the Chinese government will help improve Samoa’s archive, and that the Archive has been encouraging ministries to deposit more material with them.
- Noa Petueli Tapumanaia from Tuvalu reported that a joint venture between the Tuvalu Archives and Library for an e-library would be undertaken next year, thanks to funding from the Reef to Reef project.
- Margaret Terry from Vanuatu noted that training of records management officers was carried out by Augustine Tevimule, and that a strong focus for 2018 will be digitisation.
- Margaret Inifiri from the Solomon Island reported that their digitisation studio had been completed and should open by the end of 2018. There are also plans for extension to storage facilities, which will be funded by the Solomon Islands government.
- Tess Perez from Yap reported that their new archives building was now open. It had taken four years to build and more funding than they originally anticipated, and she extended thanks to PARBICA for support and encouragement during the process.
- Naomi Ngirakamerang from Palau reported that their new archives office had also opened. They intend to commission a glass case in which to store their declaration of independence, and need more staff to help sort all the records out in the new space.
- Atarino Helieisar from the Federated States of Micronesia thanked PARBICA for funding his attendance at ICA. He is also submitting a proposal for a new archive, library and conference centre building and will update PARBICA with its progress.
- Cristina Tuiletufuga from The National University of Samoa noted it had been 10 years since they had attended PARBICA but they now have more government support to attend and they are very appreciative of what the organisation has done so far.

9. Other Business

9.1. PARBICA representation at Pacific Manuscripts Bureau Management Committee (PAMBU)

Kari James, representing PAMBU, noted that the current PARBICA member serving on the PAMBU board can no longer continue. She requested that a new representative from PARBICA is elected to the board. Kari suggested that this could either be an existing PAMBU member, or a Category A non-office bearing member on board, perhaps on a rotation basis.

Dani Wickman asked why this board member needs to be Category A member, to which Kari replied that it is not actually necessary and could be a Category C member.
Kari noted that the commitment for this would be two meetings a year via teleconference. Eleanor Kleiber noted that board membership would be a great way to influence the work PAMBU does.

Dani nominated Tukul Kaiku (Papua New Guinea) for board membership. Opeta Alefaio agreed with the rotation suggestion and that Tukul would be first in the rotation.

9.2. PARBICA 18 Expressions of Interest

Naomi Ngirakamerang reported that there is a commitment already from the Palau government to support PARBICA18 to be held in Palau.

10. Closing

Opeta declared PARBICA17 officially closed.

Meeting closed 17:38.
PARBICA PRESIDENT’S REPORT

General Assembly, PARBICA 17
Suva, Fiji 5th September 2017

Bula Vinaka.

This has been a very exciting and challenging two years. It has not all been smooth sailing. Volunteer organisations face considerable obstacles, but they also comprised of committed and passionate people who are willing to go the extra mile. These two years have been very eye opening for me. It has been my great pleasure to work with the bureau to progress agreed upon areas of need.

Most of that work will be covered in the reports to follow, I will just mention here a few developments to go with PARBICA’s main body of work for the last two years.

1.0 Capacity Building
   1.1 South – South Cooperation

In conjunction with the Fiji Public Service Commission and the Japanese International Co-operation Agency (JICA) PARBICA personnel were able to deliver records management training to government officials from Kiribati and Tuvalu. This occurred under the aegis of the JICA funded South –South Co-operation programme, formally “The Project on Strengthening Implementing Capability the South –South Co-operation” a demand-based regional training programme for Kiribati, Tuvalu and Nauru – which are amongst the most vulnerable countries to climate change.

Poor recordkeeping was an area of considerable concern for Kiribati and Tuvalu. It is encouraging to see that this issue is being flagged by those outside the Archives and records Management field.

1.2 Twinning and Pacific Skills Transfer

A twinning programme between the National Archives of Australia (NAA) and the National Archives of Fiji (NAF) funded by the Australian Department of Foreign Affairs and Trade (DFAT) has enabled the transfer of skills on a number of recordkeeping concerns from NAA to NAF. This has allowed NAF to improve key preservation and access processes and to actively support archives capacity building for Pacific Island Archives. Archives education programmes have been developed and delivered through attachment of Pacific Island archivists and records managers at NAF.

Training has been provided to:

- Vanuatu National Library and Archives
- Kiribati Archives (facilitated by the Pacific Manuscript Bureau)
- Fiji Water Authority
- Office of the President, Republic of the Fiji Islands

Last updated 5 September 2015
1.3 UNESCO Memory of the World Programme

Two Memory of the World (MOW) capacity building workshops have been held to encourage and support the registration of Pacific documentary heritage on MOW registers. The first was carried out in partnership with the UNESCO Samoa office who funded the workshop and provided logistical support and facilitated by NAF, bringing together 5 Pacific Archives (Samoa, Vanuatu, Tuvalu, Papua New Guinea and Fiji) to learn the importance of “significance assessment” as a key component of making the case for successful MOW submissions.

The second workshop was generously funded by UNESCO Korea, bringing in many archives from Asia and the Pacific and resourced by a preeminent group of specialists on documentary heritage who gave a detailed explanation of the MOW programme, and what assessors are looking for in submissions. This provided valuable direction to participants, built their confidence and allowed for valuable networking and exchanges.

2.0 Education

2.1 University of the South Pacific Library Information Services (LIS) Diploma

Through NAF, PARBICA is represented on the Industry Advisory Committee (IAC) which lobbied successfully for the re-instatement of the Library and Information Services Diploma at the University of the South Pacific. PARBICA’s submission had been for a records management portion to be included. A partial victory was achieved with the decision for a Diploma in Library and Information services to go ahead. With industry support, there may be scope to explore the introduction of certificate and diploma qualifications in archives and records management.

USP directly services the tertiary education needs of a large portion of the Pacific, and thus has the greatest potential to meet the formal educational needs of our sector and the information management needs of the region.

3.0 Strategic Engagement

3.1 In 2015 the Bureau agreed to answer an open call from the Pacific Islands Forum (the regions peak political grouping) for suggestions on potential regional initiatives, with a submission calling for a regional recordkeeping initiative, a “regional approach prioritizing the role of good recordkeeping in supporting good governance and sustainable development.”
Although the submission was not able to achieve its ultimate aim, it did open a door. PARBICA was consequently invited to join the Pacific Island Forum Governance Working Group (FGWG) as part of “a platform by which implementing partners and networks could come together and …..identity collective good governance issues and initiatives that need to be brought to the attention of Forum officials/or Ministers: (FWGG briefing note, p1, 16/11/15).

The working group subsequently recognized that “in order to satisfy community expectations concerning the rule of law and governance it was important therefore to establish and maintain good public records” (FGWG Meeting Summary, p3, 27/11/15).

At this point I would like to express my sincere thanks to the National Archives of Australia and Archives New Zealand for generously assuming responsibility for communications channels in print, online and teleconferencing.

I would also like to mention Talei Masters and Stefanie Lash who have been active contributors to the Bureau, but who could not be here with us. They are now pre-occupied with much more important work.

I also acknowledge the considerable contribution of our current Treasurer Helen Walker who has given generously of her time and energy to PARBICA for a good number of years, and who will be moving on to other things.

Lastly my gratitude to the Bureau for the last two years working closely together. I think we’ve put in a good shift, and the way is now ready for the next bureau.

Vinaka Vakalevu
Opeta Alefaio
Appendix 2 - Secretary General’s Report

PARBICA Secretary General’s Report

General Assembly, PARBICA 17
Suva, Fiji, 5 September 2017

Introduction

As Acting Secretary General, I am delivering this report prepared by Secretary General Talei Masters, who could not attend PARBICA17 and sends her apologies.

We have had a busy year in the Secretariat with several personnel changes. Despite their huge contribution to the organisation of this conference and very much wanting to be here, both Talei and Stefanie Lash went on maternity leave just before this conference, so Lillie Le Dorré and I are covering their roles until they return. Talei and her husband Rob then welcomed a baby boy to their family, Arlo, in July, and Stefanie and her husband Luke welcomed Henry in August. Everyone is said to be doing very well.

It has been another good two years for PARBICA with a lot of activity and work happening across the Pacific region.

The Secretary General’s role is to plan and coordinate activities, administer Bureau meetings, manage memberships (jointly with the Treasury) and maintain relationships with members. This report provides an overview of some of the highlights from the last two years.

Bureau

PARBICA is a regional branch of the International Council on Archives (ICA) managed by an elected bureau of volunteers. During the two year term the Bureau has met regularly with 5 meetings held.

The Bureau membership for the term 2015-2017 has included the following representatives:

- **President:** Mr Opeta Alefaio (Fiji)
- **Vice-President:** Ms Amela Silipa (Samoa)
- **Secretary General:**
  - Acting: Ms Anna Monson (New Zealand) September 2015 – April 2016
  - Ms Talei Masters (New Zealand) May 2016 – June 2017
  - Acting: Ms Katherine C’Ailceta (New Zealand) July 2017 - September 2017
- **Treasurer:** Ms Helen Walker (Australia)
- **Member:** Mr Augustine Tevimule (Vanuatu)
- **Member:**
  - Ms Julian Chonigolo (Solomon Islands) September 2015 – January 2016
  - Acting: Ms Margaret Inifiri (Solomon Islands) February 2016 – September 2017
- **Member:** Mr Noa Petueli Tapumanaia (Tuvalu)
The Bureau has been supported by the following co-opted members:

- **Assistant to the Secretary General:**
  - Acting: Ms Stefanie Lash (New Zealand) September 2015 – April 2016
  - Ms Stefanie Lash (New Zealand) May 2016 – July 2017
  - Acting: Ms Lillie Le Dorré (New Zealand) July 2017 – September 2017

- **Assistant to the Treasurer:**
  - Ms Fiona Gunn (Australia) September 2015 – January 2017, August – September 2017
  - Ms Talei Emberson (Australia) February 2017 – July 2017

- **Pacific Manuscripts Bureau (PAMBU) Representative:** Ms Kylie Moloney (Australia)
  - Ms Kari James (Australia)

Secretary General Talei Masters returned from her first period of maternity leave during the term. Anna Monson, who had ably acted in the role while Talei was away, then left Archives New Zealand and her role as Assistant to the Secretary General. Stefanie Lash replaced Anna as Assistant. Margaret Inifiri has been acting for Julian Chonigolo while Julian is on study leave in Australia and there were changes in the Treasury when Fiona Gunn took over the Assistant Treasurer role upon Fleur Jamet's secondment. Talei Emberson has recently been serving in the Assistant Treasurer role as well.

As is evident, there have been a number of cases where acting roles were required in order to cover a mixture of leave for elected officials during the term. The Bureau is very grateful to those co-opted members for their support in these circumstances. I thank those who have helped to guide the new Bureau members to learn the ropes and ensure that we continue to serve the PARBICA membership.

In October 2016 honorary PARBICA member and former Secretary General Ken Scadden sadly passed away in New Zealand. Ken was an active member of PARBICA from the early years of the 1980s. He travelled to work with colleagues in the Pacific and spoke at PARBICA conferences. PARBICA members remembered Ken on our listserv with tributes noting his enthusiasm for archives in the Pacific and that he was “much respected and fondly remembered” and “a great guy and good fun”.

Just a month later, in November 2016 much loved and respected PARBICA member Dr Sigrid McCausland sadly passed away. Sigrid was a greatly valued leader in the archives and records management profession in Australia. PARBICA members remembered Sigrid through moving tributes on our Facebook page, finding her “a mentor and inspiration” and “a great advocate and a great educator”. She is fondly remembered by many for her generosity in sharing her knowledge during PARBICA conferences, as well as her warmth and intelligence.

Finally, James Lindsay Cleland passed away in August this year. Lindsay was PARBICA’s inaugural Secretary General, and President (1981-83), and Councillor (1983-85) of the Society, and I’m sure
many people here will remember him. Lindsay was a noteworthy first generation figure in Library
and Archival science, and he will be remembered for his significant contribution to these fields.
Rest in peace, Ken, Sigrid, and Lindsay.

Membership

PARBICA currently has 124 members, comprising:

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While membership numbers in category A, B, D and E has remained steady, Category C membership has increased substantially since 2015 with a 61% growth rate.

PARBICA also currently has 9 prospective members who have been approved by the Bureau but are yet to pay their membership fee (as at 31 August). These members have not been included in the above membership figures.

Fifteen members remain in arrears of two years or greater – 2 Category A members; 6 Category C members; and 7 Category D members.

**Business Plan 2015-17**

The PARBICA Business Plan includes five key areas:

- Recordkeeping for Good Governance
- Cooperation and Advocacy
- Archival Capability
- Governance and Membership
- Communication, Promotion, Fundraising and Marketing
We have made good progress in implementing the business plan. A copy including updates on progress as of September 2017 will be submitted at a later date.

Of particular mention is the progress made in Recordkeeping for Good Governance and the newest area of Communication, Promotion, Fundraising and Marketing.

**Highlights of this term**

**Recordkeeping for Good Governance Toolkit Updates**

Plans during 2014-2015 to assess how the impact of the toolkit can be measured were not progressed with Dr Gillian Oliver (Information Studies Programmes Director, at the School of Information Management at Victoria University of Wellington). The primary motivation for this research was to acquire evidence that could strengthen any attempts to gain future funding for developing the toolkit. This immediate need was superseded by a successful bid to the ICA’s Programme Commission to develop the toolkit.

In August 2016 the National Archives of Australia submitted a successful project application to develop four new modules in the PARBICA Recordkeeping for Good Governance Toolkit, which deal with identifying vital records, disaster planning, response and recovery. Through using these new modules, archives will be able to increase their disaster resilience and develop a disaster plan fit for the context and conditions of their institution. The Pacific Reference Group for the project met here in Suva just before PARBICA 17 began. The new guidelines will be launched in 2018 at the ICA’s annual conference.

The PARBICA Bureau is seeking feedback from members about which other new topics would be useful to develop toolkit modules for in future. The Bureau would like to be in a strong position to take advantage quickly of any funding opportunities that may arise.

**Co-operation and Advocacy**

**Advocacy activities**

In October 2016 Helen Walker attended the International Council on Archives’ Congress. The ICA congress takes place every four years and this year the theme was “Archives, Harmony and Friendship”. Helen promoted the achievements of archives through FIDA funding in the Pacific. Opeta Alefaio and Fiona Gunn co-wrote a paper on the NAA-NAF Twinning Programme, which Fiona presented at the ICA Congress. PARBICA member Brandon Oswald celebrated the culture of the Pacific in the Aloha Archives and PARBICA member Jason Fello discussed building an archive with help from friends across the waves in Music to my Ears. Bursaries to attend were awarded to PARBICA members Atarino Helieisar from the Supreme Court Library of the Federated States of Micronesia, and Florida Tamu from the Solomon Islands National Museum. All of this activity generated some useful content that could be shared on the PARBICA website with PARBICA members. Many of us do not have the resources to attend international conferences, but remember that ICA members get a log-in to access member-only content on the ICA website and this can include presentations delivered at ICA conferences and congresses.

I’d like to thank the funding support of PARBICA for Atarino and Florida’s attendance at the 2016 ICA Congress.
Our President Opeta Alefaio was invited to speak at a number of events during the term, which gave him the opportunity to raise the profile of PARBICA’s interests. In May 2016 Opeta spoke at the Pacific History Association conference in Guam. His presentation was so well received that Victoria University of Wellington then invited Opeta to deliver it in Wellington, New Zealand. During the same visit Opeta was invited to a roundtable at Archives New Zealand to discuss the use of social media to increase awareness of collections. Archivists, curators and librarians were also present from institutions such as the Alexander Turnbull Library, Te Papa Tongarewa Museum of New Zealand, Archives New Zealand, and Ngā Taonga Sound and Vision.

Opeta was also asked to speak for The Genda Project in Fiji in March 2017, which led to an invitation to speak at TEDx Suva. Opeta took the opportunity to promote PARBICA and discuss the importance of effective information governance.

**UNESCO Memory of the World Committee for Asia Pacific (MOWCAP) co-operation**

The Bureau has been engaged in discussions with MOWCAP about progressing initiatives that can benefit both organisations. MOWCAP consulted the PARBICA Bureau on its proposed approach to a potential joint nomination to the Memory of the World International Register. Potential participants will be approached about this in due course.

PARBICA and MOWCAP also collaborated to arrange a workshop for PARBICA 17. In July 2015 UNESCO unanimously adopted a "Recommendation on preservation of, and access to documentary heritage, including digital heritage".

"The Recommendation aims to assist Member States both, at national level through identification of documentary heritage and policy measures ensuring preservation of and access to it, and at international scales through bilateral or multilateral research projects and publishing guidelines, policies and best practice models. This new normative instrument will also help build partnerships for identifying appropriate solutions to threats such as the ravage of time, natural disasters, human behaviour, technology obsolescence, mobilizing resources, so that valuable collections and records may never be lost.

Hence, the new instrument clearly recommends that Member States initiate appropriate steps in order to align it with their specific contexts, disseminate it widely across their national territories, and facilitate its implementation through the formulation and adoption of supporting policies, strategies and legislation. It was also decided that every four years Member States will report on the action undertaken to give effect to this Recommendation."¹

UNESCO is now working with countries and regions to draw up action plans for implementing the Recommendation and a workshop for the Pacific will be held tomorrow to begin this process.

**Archival Capability**

**Regional strategic approach to work placements for archivists and records managers**

This proposal from Archives New Zealand and the National Archives of Australia was discussed further by the Council of Australasian Archives and Records Authorities (CAARA) in 2016. CAARA reviewed a paper that outlined a proposed regional strategic approach to short term attachments for archivists and records managers. However, CAARA did not support further work at this time as

it did not fit with the priorities of all CAARA members. Archives New Zealand would still like to progress this concept independently of the CAARA projects framework, but capacity has not allowed for this in the last year.

PARBICA contribution to Tonga Traditions Committee FIDA Project

In May 2017 PARBICA President Opeta Alefaio and Vice-President Amela Silipa, along with Helen Walker of the National Archives of Australia and Timoci Balenaivalu of the National Archives of Fiji, travelled to Tonga to support a FIDA Project that was underway there. Opeta assisted with advocacy and strategic capability and Amela ran a practical workshop based on the Recordkeeping for Good Governance Toolkit.

PARBICA 17

The biennial conferences continue to be our key professional development activity. Preparing for the PARBICA 17 conference has been one of the biggest priorities for the PARBICA Bureau throughout the past year. Between finding a host, negotiating venues and accommodation, attracting sponsorship, arranging speakers, dignitaries and workshops, organising cultural visits and social events, and arranging travel for sponsored delegates, it is a lot of work to organise a conference. I thank the Bureau members and the local organising committee in Fiji for their dedication to putting on another successful networking and training event for PARBICA members.

Communication, Promotion, Fundraising and Marketing

Fundraising for PARBICA 17

Fundraising was our only source of funding for this conference, so the Bureau put even more effort into this activity. For PARBICA 17 the Bureau developed the concept of sponsorship packages that was initiated for PARBICA 16. This year each package was named with terminology local to the conference host country. For example, the purchase of a “duavata” package by a sponsor supports the attendance of a Pacific archivist at the conference. In Fijian language, duavata means “united, or stand together”. This added a strong Pacific character to our sponsorship approach and provided context to how PARBICA works as an organisation. Invitations to sponsor were sent to 75 organisations and the Bureau was pleased with the results. For the first time, this year the Bureau also prepared a short online film to advertise the conference.

The funds raised through sponsorship were primarily used to fund conference attendance by Pacific based members and I’m pleased to report that the Bureau was able to provide partial support to over 19 members.

The crowd-funding approach that was trialled in 2015 has been continued. In 2016 the “Storikipa” campaign raised enough funds for an airfare to Suva for Simiang Bunem, a records manager from the Department of Implementation and Rural Development in Papua New Guinea.

In a new initiative, inspired by the successful silent auction at PARBICA 16, the Bureau ran an online auction in November 2016. Two beautiful fabrics from Tonga were auctioned online on eBay.

Thank you to the PARBICA 17 sponsors:

Memory of the World Committee Asia Pacific
Programme Commission of the International Council on Archives
I'd particularly like to thank the National Archives of Australia who have given a significant level of support. To all our sponsors, support has enabled the PARBICA family to get together, establish and refresh professional connections, celebrate our success and leave reinvigorated to tackle the challenges we face at home.

The PARBICA Bureau has taken a more professional, co-ordinated and polished approach to fundraising and marketing in the latest two terms. It has enabled PARBICA members to continue to access development opportunities, despite the lack of one or two major funding sources, and it has assisted the Bureau in profile-raising. I would like to acknowledge the considerable contribution of the Treasury in this, under Helen Walker’s direction – thank you Helen.

Marketing at the Australian Society of Archivists (ASA) Conference 2016

In October 2016 in Parramatta PARBICA representatives staffed a PARBICA stand at the ASA conference. There were three key messages:

- Information about PARBICA activities
- Promoting the benefits of ICA/PARBICA membership
- Generating support for PARBICA 17

The stand carried reference copies of PARBICA publications such as Panorama and the Toolkit, information about PARBICA 17, and provided the opportunity for visitors to have some fun in a photo booth for a small donation to PARBICA 17.

Reflections on next steps for PARBICA

The Bureau is about to go through some significant change, with the departure of some members from office and new members learning the ropes. As a result, in the coming “non-conference year” of 2018 the Bureau may choose to focus on some foundational activities, rather than ‘big bang’ projects. These foundational activities, such as PARBICA Bureau’s own recordkeeping work, need to be undertaken to keep PARBICA running effectively and to enable smooth handovers of office.
Members of the Bureau work hard to complete funding applications and continually look for new avenues for funding. To capitalise on the hard work of the Bureau it is important that members are responsive. Members can demonstrate this by ensuring they respond to requests from the Bureau in a timely manner, look for funding opportunities in-country and take a leadership role within your own country. You should look to use some of the skills learnt at this conference to seize opportunities to raise the profile of archives and our role to make sure your contribution and value-add is known.

The next PARBICA conference will be held in 2019. It is very likely that it will still be difficult to secure funding for members to participate. I actively encourage you all to look for ways to include, at least partial, funding into your budgets to enable you to attend PARBICA 18.

In addition to events and conferences, PARBICA needs to think about how we can ensure we are spending our limited resources wisely to deliver the most benefit to the most members. It will be a challenge but I think we are up for it.

**Thanks from Katherine C'Ailceta**

Finally, I would like to thank my fellow Bureau members for their commitment and engagement. It has been a wonderful experience to work with you all, especially with both Lillie and I being new to the Secretariat in 2017.

I would like to pay particular thanks to Helen Walker, Fiona Gunn, Talei Emberson and the National Archives of Australia. The work that you do, often unseen, keeps PARBICA alive. Without your generous support PARBICA would face a much tougher challenge. On behalf of the membership I extend our thanks to you and the National Archives of Australia.

I also extend my thanks to Archives New Zealand and the Department of Internal Affairs for their continued support of the PARBICA Secretariat. In particular, I would like to thank Talei Masters for her dedicated service as Secretary General from 2015-17, and to Stefanie Lash for her hard work as Assistant to the Secretary General during this time. Their encouragement and knowledge of PARBICA has been invaluable to both Lillie and I, and we truly could not have done this without you.

As my involvement with PARBICA has deepened over this last year I have had the opportunity to learn not only how the organisation operates, but also to observe how it serves such diverse Pacific communities and creates very real bonds between its members. I am very proud to be a part of this extraordinary community.
He waka eke noa - A canoe which we are all in with no exception

Katherine C’Ailceta
Acting PARBICA Secretary General
PARBICA is a regional body of the International Council on Archives. PARBICA's activities, decision-makers and the public will understand that effective records and archives management is essential for efficient government, good governance, strengthening culture and access to information.

PARBICA will achieve this by:
- Taking the lead role to support and promote good practice for records management and archiving in the Pacific Region.
- Strengthening the technical leadership skills of archivists and record keepers in the Pacific Region.

This business plan is divided into two approaches; three key focus areas and business as usual. Full detail is provided in the table below. Items in bold represent priorities added at PARBICA 17.

1: Recordkeeping for Good Governance Toolkit
- Support and promote the ongoing implementation of the Recordkeeping for Good Governance Toolkit
  1.1.1. Develop module criteria for critical heritage records (archival holdings)
  1.4. Support disaster preparedness through the creation of new guidelines for disaster planning, response and recovery, and vital records

2: Archival Capability
- Progress 'Train the trainer' (Guideline 11 of the Recordkeeping for Good Governance) initiatives for raising the standard of recordkeeping and archiving within countries
  2.1.1. Determine how to contextualise the Toolkit for each country/organisation
  2.1.2. Share success stories and business cases
  2.6.1. Pursue and promote opportunities for education and training for Pacific archivists and recordkeepers
  2.6.2. Collate and make available information to support funding and design work for archive building projects
  2.6.3. Provide information to members about best practice storage conditions for archives
  2.6.4. Publish articles from PANORAMA on PARBICA website to increase accessibility
Explore options to use AToM (Access to Memory) Software

3: Cooperation and Advocacy

- Strengthen cooperation with Pacific heritage organisations
- Promote awareness of the role of archives and recordkeeping
- Work with UNESCO (United Nations Educational, Scientific and Cultural Organisation) to strengthen the Memory of the World programme in the Pacific region
- Connect with SEAPAVAA (The Southeast Asia-Pacific Audiovisual Archive Association) to determine what relationships can benefit Pacific audio-visual holdings

4: Business as Usual

- Support in-country leadership for recordkeeping for good governance
- Monitor the use of and effectiveness of the Recordkeeping for Good Governance Toolkit through Institutional, State and Country Reports
- Maintain and update the Recordkeeping for Good Governance Toolkit as required
- Share training resources and materials with colleagues from across the Pacific
- Support Pacific digitisation and digital library initiatives
- Continue to support other ICA regions to use the Recordkeeping for Good Governance Toolkit
- Strengthen links with Pacific organisations with a focus on those that depend on good recordkeeping to achieve their objectives
- Ensure the branch continues to run effectively
- Maintain a strong relationship with the International Council on Archives
  - Increase membership
  - Communicate relevant information to members and facilitate knowledge sharing
  - Promote/market PARBICA activities and events
  - Fundraise for member participation in relevant/useful and PARBICA supported/owned events, e.g., conferences

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<td><strong>1: Recordkeeping for Good Governance</strong></td>
<td>1.1.1 - Provide assistance to countries as funding is made available</td>
<td>PARBICA Bureau to coordinate</td>
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<td>1.1.2 - Re-visit the draft Communications Plan created for discussion at PARBICA 15</td>
<td>PARBICA Secretariat to lead and PARBICA Bureau to discuss</td>
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<td>1.2.1 - Development of new guidelines for disaster planning, response and recovery, and vital records</td>
<td>PARBICA Bureau with assistance of Pacific Island Reference Group</td>
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<td><strong>2. Archival Capability</strong></td>
<td>2.1.1 - Determine how to contextualise the Toolkit for each country/organisation</td>
<td>PARBICA Bureau</td>
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<td>2.1.2 - Identify countries that have successfully used Guideline 11 (‘train the trainer’) of the toolkit and ask them to provide overviews/summaries of their experience for publication on the PARBICA website</td>
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<td>and promote opportunities for education and training for Pacific archivists</td>
<td><strong>2.2.1</strong> - Promote training, programme, conference and grant opportunities via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed</td>
<td>PARBICA Secretariat and Treasury</td>
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<td>and make available to support funding and for archive building</td>
<td><strong>2.2.2</strong> - Review the opportunities for formal professional development available to PARBICA members</td>
<td>PARBICA Bureau</td>
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<td><strong>2.2.3</strong> - Share links to useful new global training resources with members via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed</td>
<td>PARBICA Secretariat and Treasury</td>
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<td>and make available for archive building</td>
<td><strong>2.3.1</strong> - Ensure that PARBICA members communicate any experiences with developing new archives buildings</td>
<td>PARBICA Bureau</td>
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<td><strong>2.3.2</strong> - Share success stories and business cases with PARBICA members</td>
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<td>Establish and promote funding needs across Pacific archives and recordkeepers to members to readily applying is available</td>
<td><strong>2.4.1</strong> - Request information from members on their funding needs; maintain register of funding needs</td>
<td>PARBICA Secretariat and Treasury</td>
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<td><strong>2.4.2</strong> - Continue to provide feedback on funding applications for funding grants (e.g. for The International Fund for</td>
<td>PARBICA Bureau</td>
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<td>Archival Development (FIDA) populated by PARBICA members</td>
<td>2.5.1 - Use the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed to link Pacific archivists and recordkeepers to tools that will develop archival capability e.g. Archives New Zealand community archives tools</td>
<td>PARBICA Secretariat and Treasury</td>
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<td>Maintain and promote information about recordkeeping systems being used in</td>
<td>2.6.1 - Update the existing content on the ‘Conservation’ section of the PARBICA Website</td>
<td>PARBICA Treasury</td>
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<td>2.6.2 - Publish articles from PANORAMA about storage conditions on PARBICA website</td>
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<td>2.6.3 - Publish preservation tips on PARBICA website</td>
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<td>2.7 Explore options to use AtoM</td>
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<td>Focus Area 3: Cooperation and Advocacy</td>
<td>3.1.1 - Have a Pacific Manuscripts Bureau (PAMBU) member continue to be an observer at PARBICA bureau meetings</td>
<td>PARBICA Bureau</td>
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<td>(PAMBU member)</td>
<td>3.2.1 - Create an 'International Archives Day' section on the PARBICA website that can be used to both promote 'International Archives Day' and a place for PARBICA members to upload content based on their celebrations of the day</td>
<td>PARBICA Treasury, PARBICA Bureau members and National Archivists/PARBICA Members</td>
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<td>3.2.2 - Continue to share examples of national advocacy of archives and recordkeeping through PANORAMA (PARBICA's annual newsletter)</td>
<td>PARBICA Secretariat and Treasury</td>
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<td>3.3.1 - Promote the programme on the PARBICA website</td>
<td>PARBICA Treasury</td>
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<td>3.3.2 - Assist members with accessing advice on making a nomination or establishing a national Memory of the World Committee</td>
<td>PARBICA Bureau</td>
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<td>3.3.3 - Broker international partnerships for nominations</td>
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<td>3.3.4</td>
<td>Encourage PARBICA members to sign the Universal Declaration on Archives register</td>
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<td>discussing a potential research proposal (looking at ‘surface evidence’ and ‘deeper evidence’) to assess the impact of the Recordkeeping for Good Governance</td>
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<td><strong>4.2.2 - Request responses to ‘Institutional, State and Country Report Template’ every two years</strong></td>
<td>PARBICA Bureau</td>
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<td><strong>4.3.1 - Develop and publish guideline on Critical Records (archival holdings)</strong></td>
<td>PARBICA Bureau with Pacific Island Reference Group</td>
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<td><strong>4.4.1 - Upload presentations by PARBICA members at conferences/training events on the PARBICA website</strong></td>
<td>PARBICA Treasury</td>
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<td><strong>4.5.1 - Use the PARBICA website, Facebook page and Twitter feed to disseminate information about advice and resources for digitisation activity</strong></td>
<td>PARBICA Secretariat and Treasury</td>
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<td><strong>4.6.1 - Create a PARBICA Stakeholder Engagement Strategy based on the draft Communications Plan created for discussion at PARBICA 15</strong> Some relevant organisations to include in a Stakeholder Engagement Strategy are: Blue Shield, Memory of the World Committee for Asia and the Pacific (MOWCAP), South East Asia Pacific Audio</td>
<td>PARBICA Bureau</td>
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<td>Visual Archives Association (SEAPAVA), Pacific Manuscripts Bureau (PAMBU), Secretariat of the Pacific Regional Environment Programme (SPREP), Pacific History Association (PHA), Pacific Digital Library, Pacific Islands Forum, Pacific Islands Forum secretariat, Transparency International Pacific Association of Supreme Audit Institutions (PASAI), Public Service Commissioner's Network, Pacific Ombudsman's Alliance, United Nations Development Programme and central banks</td>
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<td><strong>4.7.1</strong> - Take opportunities as they arise</td>
<td>PARBICA Bureau</td>
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<td><strong>4.8.1</strong> - PARBICA Bureau will meet quarterly every year (approximately every 3 months)</td>
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<td><strong>4.8.2</strong> - Draft budget to be prepared for each biennial meeting</td>
<td>PARBICA Treasury</td>
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<td><strong>4.8.3</strong> - Continue to develop a records management plan including a records policy, a file plan and a disposal schedule</td>
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<td>Maintain a strong relationship with the International Council on ICA</td>
<td>4.9.1 - Ensure that members are aware of ICA funding sources and timeframes via the PARBICA listserv (PARBICA Secretariat), the PARBICA website, Facebook page and Twitter feed (PARBICA Treasury)</td>
<td>PARBICA Secretariat and Treasury</td>
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<td>4.9.2 - Ensure that ICA receives a copy of PANORAMA (PARBICA’s annual newsletter)</td>
<td>PARBICA Treasury</td>
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<td>Promote increased membership</td>
<td>4.10.1 - Continue to encourage new members</td>
<td>PARBICA Bureau</td>
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<td>4.10.2 - In particular, encourage audio visual archives in the Pacific to join PARBICA</td>
<td>PARBICA Bureau</td>
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<td>Communicate relevant information to members and facilitate knowledge sharing</td>
<td>4.11.1 - Continue to disseminate relevant information to members via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed</td>
<td>PARBICA Secretariat and PARBICA Treasury</td>
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<td>4.11.2 - Continue to maintain PANORAMA as a key tool for communicating with members</td>
<td>PARBICA Treasury to lead and</td>
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<td>Secretariat and Bureau Members to</td>
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<td>contribute</td>
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<td>Promote/market PARBICA activities and events</td>
<td>4.12.1 - Promote PARBICA activities and events to members via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed</td>
<td>PARBICA Secretariat and Treasury</td>
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<td>Fundraise for member in relevant/useful and supported/owned events, e.g. conferences</td>
<td><strong>4.13.1</strong> - Continue to use crowdfunding campaigns as a means of securing funding for PARBICA members attendance at conferences</td>
<td>PARBICA Bureau</td>
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Appendix 3 - Treasurer’s Reports

PARBICA 17 General Conference
Treasurer’s Report

Highlights from 2015/2016 Financial Summary

- As can be expected in non-conference years, income and expenditure were very similar
- The most significant income and expenses related to PARBICA16.
- Income from membership dues came to $8,939.19 up from $7,233.64 in the previous year.

Highlights from 2016/17 Aggregated Financial Summary

- Income significantly higher than expenditure – predominantly because income from PARBICA 17 sponsorship/contributions received, but PARBICA 17 expenses not yet realised.
- The expenses incurred predominantly relate to the bursaries to send 2 PARBICA members to the ICA Congress in Seoul, South Korea in September 2016.

Draft Budget 1 July 2017 – 30 June 2019

A draft 2-year budget has been prepared for the information of members.

Income – 2018 and 2019 membership dues, modest sponsorship targets for PARBICA 18
Expenses – recurring and expected costs (President’s travel, PARBICA conference support), no prediction about additional opportunities such as bursaries for future ICA international events.

PARBICA 16 and 17 Conferences

The PARBICA 16 income and expenditure statement was finalised in early 2016, the budget was $38,521.53

- PARBICA 16 income:
  - Sponsorship and support (including Crowdfunding) came to around $21,500
  - Registrations brought in around $11,500
  - PARBICA contributed just under $5,200

- PARBICA 16 expenditure:
  - Registrations paid to ARANZ (both self-funded and PARBICA funded) came to a little under $18,000 for 56 people
  - Funded travel came to around $18,500

In an indicative comparison, PARBICA 17 is tracking a budget of $62,500. The income and expenditure statement will be finalised towards the end of 2017.
- PARBICA 17 anticipated income as of 18 August:
  - Sponsorship and support is sitting at around $49,500
  - Registration look set to bring in around $10,000
  - PARBICA may need to contribute around $5,000

- PARBICA 17 anticipated expenditure as of 18 August:
  - Funded travel is the largest expense at around $44,200
  - Catering and sponsored dinners will be around $18,200

**Update on recommendations agreed to at PARBICA 16**

The recommendations agreed to at PARBICA 16 extended action already taken following a review of the office of the PARBICA Treasurer, finances and membership that was undertaken in 2013.

The Review aimed to: Streamline financial processes; Ensure accountability to members and the ICA; Minimise expenses; Ensure expenditure is in the interests of the membership; and Identify opportunities to increase revenue.

As agreed, the Treasury did not engage an external auditor but unfortunately, due to staffing changes at the National Archives of Australia, the financial statements have not been reviewed. PARBICA is not required to have its finances audited but the Treasury is committed to doing so as an act of accountability to members. If the membership agrees that this is important, it will need to be pursued by the incoming Bureau. Financial statements, lists of transactions, bank statements and so on are always available for review or audit by a PARBICA member.

The Treasurer has approached the ICA Secretariat on several occasions about identifying a more efficient method of collecting and paying ICA membership dues. The issue is part of a larger discussion about ICA/Branch membership and remains unresolved.

**Opportunities**

Financial processes have been streamlined over recent years. There remains further scope to reduce manual handling of the high number of financial transactions and to provide more accessible services to members.

- The Treasury has begun to investigate cloud based financial management services that are fit for PARBICA’s purposes. This is likely to incur a modest fee for PARBICA but we strongly believe that it will improve governance and accountability as well as workload into the future as PARBICA grows.
- Paypal has been introduced as an additional payment channel for members. To date it has been used as an additional option for members to pay their dues. The Treasury is investigating Paypal’s effectiveness in processing PARBICA payments.
- PARBICA finances are healthy and I encourage members to submit ideas to the Bureau for activities that will benefit the membership.

**Attachments:**

1. Treasurer's Report Attachment 1 – Unaudited Financial Summary 2015-16
2. Treasurer's Report Attachment 2 – Unaudited Financial Summary 2016-17

**Recommendations**
The Office of the Treasury recommends that members:

1. Agree to adopting a cloud-based financial management service if one can be identified that delivers efficiencies, is cost-effective, is fit for PARBICA’s purposes and provides adequate security.
2. Approve the Bureau continuing to engage with the ICA Secretariat about both value for money ICA membership for Pacific Regional Branch members and a more efficient method of collecting and paying ICA membership dues on behalf of the ICA.
3. Approve the Treasurer’s Report.
4. Approve the Draft Budget 2017-19 noting that the Bureau will make further decisions on managing PARBICA’s funds.

Submitted by Helen Walker, Treasurer 2015-17.
### Treasurer’s Report Attachment 1 – Unaudited Financial Summary July 2015 to June 2016

#### PARBICA Financial Summary
**July 2015 to June 2016**

<table>
<thead>
<tr>
<th>Balance b/f</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARBICA Membership dues</td>
<td>$8,939.19</td>
</tr>
<tr>
<td>ICA Membership dues</td>
<td>$10,164.95</td>
</tr>
<tr>
<td>Interest</td>
<td>$508.20</td>
</tr>
<tr>
<td>PARBICA 16 – sponsorship/contributions</td>
<td>$12,020.71</td>
</tr>
<tr>
<td>PARBICA 16 – registration fees</td>
<td>$11,592.21</td>
</tr>
<tr>
<td>PARBICA 16 – expenses¹</td>
<td>$532.05</td>
</tr>
<tr>
<td>Panorama sponsorship</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Donations</td>
<td>$139.39</td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
<td><strong>$45,396.70</strong></td>
</tr>
<tr>
<td>PARBICA funded travel</td>
<td>$19,276.77</td>
</tr>
<tr>
<td>PARBICA funded registrations</td>
<td>$17,943.19</td>
</tr>
<tr>
<td>PARBICA 16 – self-funded registrations</td>
<td>$975.00</td>
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<tr>
<td>PARBICA 16 – expenses</td>
<td>$7,334.62</td>
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<tr>
<td>Memberships</td>
<td>$150.00</td>
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<tr>
<td>Publishing expenses</td>
<td>$1,290.30</td>
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<tr>
<td>Bank fees</td>
<td>$120.00</td>
</tr>
<tr>
<td>GST paid</td>
<td>$150.10</td>
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<tr>
<td><strong>Total expenditure:</strong></td>
<td><strong>$47,239.98</strong></td>
</tr>
<tr>
<td><strong>Closing Balance</strong></td>
<td><strong>$59,844.40</strong></td>
</tr>
</tbody>
</table>

The above financial statement has been prepared in Australian dollars.

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1 Return of cash withdrawn for float
This aggregated financial summary has been prepared in Australian dollars.
Treasurer’s Report Attachment 3 – Draft Budget 2017-2019

PARBICA Draft Budget
1 July 2017 – 30 June 2019

<table>
<thead>
<tr>
<th>Balance b/f</th>
<th>$87,475.96</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Income</strong>¹</td>
<td></td>
</tr>
<tr>
<td>201 &amp; 18 Dues Category A (Australia, New Zealand, Hawai‘i)</td>
<td>$560</td>
</tr>
<tr>
<td>201 &amp; 18 dues Category A (other)</td>
<td>$220</td>
</tr>
<tr>
<td>201 &amp; 18 dues Category B ($25,000 +)</td>
<td>$560</td>
</tr>
<tr>
<td>201 &amp; 18 dues Category B ($10,000 to $25,000)</td>
<td>$300</td>
</tr>
<tr>
<td>201 &amp; 18 dues Category B ($0 to $10,000)</td>
<td>$150</td>
</tr>
<tr>
<td>201 &amp; 18 dues Category C (Australia, New Zealand, Hawai‘i)</td>
<td>$400</td>
</tr>
<tr>
<td>201 &amp; 18 dues Category C (other)</td>
<td>$160</td>
</tr>
<tr>
<td>201 &amp; 18 dues Category D</td>
<td>$120</td>
</tr>
<tr>
<td>ICA &amp; 18 dues</td>
<td>$24,000</td>
</tr>
<tr>
<td><strong>PARBICA 17 – sponsorship (2017/18 portion)</strong></td>
<td>$14,250</td>
</tr>
<tr>
<td><strong>PARBICA 17 – registration fees (2017/18 portion)</strong></td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>PARBICA 18 – sponsorship</strong></td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>PARBICA 18 – registration fees</strong></td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Term deposit interest</strong></td>
<td>$1,200</td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
<td><strong>$91,450.00</strong></td>
</tr>
</tbody>
</table>

**Anticipated Expenditure**

- Print Panorama Annual (2017 & 2018 editions) | $2,700
- Blue Shield Australia contributions | $300
- Bank fees | $250
- ICA funded travel² | $8,000
- PARBICA funded travel ³ | $20,000
- PARBICA 17 conference expenses | $14,400
- PARBICA 17 delegate support expenses | $33,000
- PARBICA 18 conference expenses | $10,000
PARBICA 18 delegate support expenses $15,000

Total expenditure:

$103,650.00

Anticipated Closing Balance

$75,275.96

PARBICA Budget has been prepared in Australian dollars.

- Based on membership numbers as of 30 June 2017
- The ICA caps its travel support for Branches and Sections at €2,500 per year
- ICA Business Meetings, member bursaries
Appendix 4 - Communications Report

PARBICA 17 General Conference
Communications Report

This report summarises the Bureau's activity in the area of communication and knowledge sharing since PARBICA 16 in Auckland, New Zealand.

The PARBICA website - www.parbica.org

The website continues to be a strong communication tool for PARBICA with news, funding and professional development opportunities being posted. Over 30 news posts since PARBICA 16 have promoted opportunities available through FIDA and the Memory of the World, PARBICA-initiated opportunities such as calling for contributions to the Panorama Annual, professional development and bursaries, and general information for the archives and records management sector.

There have been 41,220 visits to the PARBICA website since September 2015, with 31,601 being unique visits. This has far exceeded the number of visits in previous years. In the period August 2013 to June 2015 the lowest number of visits was recorded in December 2013 (214 visits) and the highest number recorded was in June 2015 (826). In the similar time period since PARBICA 16, the lowest number of visits was recorded in July 2016 (1,081) and the highest in September 2015 (3,184).

PARBICA on Facebook

The PARBICA Facebook page, established in August 2013, continues to go from strength to strength. The page is administered by the PARBICA Treasury and, as of 14 August 2017, has 245 followers.

Since PARBICA 16, there have been 167 Facebook posts which have included reposting achievements of members, promoting opportunities for members, referring back to news stories on the PARBICA website and generally communicating the work of PARBICA and the ICA.

Posts with the largest reach have included: introducing the new PARBICA Bureau (4.7K reach); announcing NAA's sponsorship of PARBICA 17 (2K reach); the launch of the sponsorship promotional film for PARBICA 17 (1.7K); and launching the Storikipa crowdfunding campaign (1.7K). Posts announcing Fiji as the venue for PARBICA 17, and PARBICA 17 sponsorship by the University of the South Pacific reached 1.4K each.

PARBICA Facebook page followers are mostly women (61%). Highest numbers of followers come from Australia (71), New Zealand (40) and Fiji (34), with the Solomon Islands, Samoa, Tonga, Vanuatu and Cook Islands also represented. Other followers come mostly from USA and India (9 each).

PARBICA on Twitter

In November 2016, PARBICA Treasury established a Twitter account for PARBICA. While work still needs to be done to build PARBICA’s following on this medium, PARBICA currently has 114 followers and has made 85 tweets to date.

Only a few PARBICA members are on Twitter, but the medium serves a useful purpose in illustrating the work of PARBICA and its members to the academic sector and broader international archives community. Twitter has also been particularly useful in reaching out
for sponsorship and fundraising – almost half of the contributors to the Storikīpa crowdfunding campaign were targeted through Twitter.

**PARBICA Panorama Annual 2016 and 2017**

As agreed at PARBICA 16 Panorama continues to be produced as an annual high quality newsletter. The 2016 edition was published in September 2016, and the 2017 Panorama Annual edition is currently being printed and will be mailed out to all members in the coming weeks. Printing and postage of the 2016 edition was sponsored.

The Panorama Annual continues to provide an opportunity for PARBICA members to profile their achievements and write about their observations, experiences and the work they are doing.

**PARBICA listserv**

The PARBICA listserv remains an ongoing method of communication for PARBICA, and is administered by Archives New Zealand. The listserv currently has 95 members, with 123 messages being posted between September 2015 and August 2017.

**PARBICA 17 communications**

PARBICA 17 was promoted through updates on the PARBICA website page, Facebook and listserv. In the lead-up to the conference, other communications initiatives were undertaken to raise funds to support delegates to attend the conference.

*Pozible crowdfunding campaign*

Following the success of the crowdfunding campaign to support Augustine Tevimule’s attendance at PARBICA 16, the Storikīpa crowdfunding campaign was launched in late 2016. Through this crowdfunding campaign, funds were raised towards the airfare of Simiang Bunem (Department and Implementation and Rural Development, PNG) to attend PARBICA 17. A number of the supporters were from outside the Pacific region, further raising PARBICA’s profile.

*Sponsorship promotional film*

Also to support the fundraising efforts for PARBICA 17, a short promotional film about PARBICA 17 was produced using photographs from previous PARBICA conferences. This film is on the PARBICA website and was launched through Facebook and Twitter. Links to the promotional film were included in the 75 outreach letters sent to possible sponsors of PARBICA 17.

**Other communications activity**

*Ica congress 2016*

PARBICA was well-represented at the quadrennial ICA Congress held in Seoul, South Korea in September 2016. Conference papers and posters were accepted from Opeta Alefaio, Fiona Gunn, Brandon Oswald and Jason Flello. Helen Walker presented a special paper on FIDA funding in the Pacific which profiled the work of many PARBICA members to an international audience.

Atarino Helieisar from FSM and Florida Tamu from the Solomon Islands also attended the ICA Congress as the PARBICA bursary recipients and have written about their experiences for the PARBICA website and the upcoming 2017 Panorama Annual.

*Trade stand – Australian Society of Archivists Conference 2016*
PARBICA was represented with a trade stand at the Australian Society of Archivists Conference in Parramatta, New South Wales from 19-20 October 2016. The stand - donated by the National Archives of Australia - was situated in the lunch room and allowed the opportunity to talk to ASA members about the work of PARBICA during conference breaks.

Category A & C member survey
PARBICA Treasury conducted an online survey of Category A & C members in 2016, as a way of understanding the profile of the membership, training and professional development needs, and preferred methods of engagement with members. The response rate was very strong, with just over half of the membership responding to the survey.

The results from this survey have assisted the Bureau in programming this conference, reaching out to members, and advocating the needs of the Pacific archiving community in the international sphere.

Recommendations
I recommend that the membership:

- Acknowledges support from the National Archives of Australia for the management of the PARBICA website and social media accounts, and publication of the 2016 and 2017 PARBICA Panorama Annuals.
- Acknowledges the support of Archives New Zealand in providing the PARBICA listserv.
- Agrees to continue to build PARBICA’s social media profile by sharing news stories through PARBICA’s Facebook and Twitter account.
- Agrees to survey members in non-conference years to gauge the interests and needs of Members, acknowledging that these are measured in conference years through the Institutional, State and Country Reports, and business meetings.

Fiona Gunn
PARBICA Assistant Treasurer

18 August 2017