



Message from the President

Dear PARBICA members and colleagues

On behalf of the Bureau I would like to welcome you to this edition of our Panorama.

First and foremost, I would like on behalf of PARBICA to offer our warm congratulations on the appointment of David Fricker, Director-General of the National Archives of Australia (NAA), as the new President of the International Council on Archives (ICA). It is wonderful to see a fellow member recognized in this way by the broader organization and I am confident that the ICA will benefit from David's experience and vision.

The NAA is a highly valued member of PARBICA and under David's leadership, the NAA continues to provide critical support for the growth of our profession in the Pacific. We also share his vision to strengthen the ICA branches and I hope that, with David as President, our members will engage more closely with ICA as a whole.

We wish David every success when he takes up this role in October.

During the first annual conference of the ICA – held in Brussels in November 2013 to the theme of *Accountability, Transparency and Access to Information* – presenter Anne Thurston delivered a paper on transparency and open government. As advancements in digital technology lead to new challenges in managing our information, it also brings new expectations that the information we manage should be open, accessible and accurate. We as records managers must play a key role. If government and

organizations are to be held accountable, data needs to be accurate. The quality of the records management system makes the data trustworthy and we have an important contribution to make. We must engage and lead this revolution or others will do it for us.

One of my colleagues attended the 2014 Memory of the World Committee for Asia-Pacific (MOWCAP) meeting held on 13-15 May 2014 in Guangzhou, China. It was wonderful to hear that submissions from Australia, New Zealand, Samoa, Fiji and the Cook Islands have been newly inscribed on the MOWCAP regional register.

Our region has been faced with so many disasters this year, like flooding in the Solomon Islands, cyclones and earthquakes. All these come with challenges that we archivists and records managers must be aware of and prepare for.

I would like to leave you with some of the key messages from the ICA conference 2013:

- We need to learn from each other.
- We need to build on our knowledge to support the work we do.
- We need to think how we position and present ourselves to those with whom we work.
- We need to talk across boundaries and with other professions.
- We have to be able to cope with the technological changes and react quickly to opportunities.

Soifua ma ia manuia



Amela Silipa

President, Pacific Regional Branch of the International Council on Archives

Assistant Chief Executive Officer, National Archives & Records Authority, Samoa

Amela Silipa

Présidente, branche régionale Pacifique du Conseil international des archives

Directrice générale adjointe, National Archives & Records Authority, Samoa

Chers collègues et membres de **PARBICA**

Au nom du Bureau, j'ai le plaisir de vous présenter cette édition de Panorama.

Avant toutes choses, je voudrais, au nom de PARBICA, transmettre nos félicitations chaleureuses à David Fricker, Directeur général des Archives nationales de l'Australie (NAA), pour sa nomination au poste de Président du Conseil international des archives (ICA). C'est merveilleux de voir un de nos collègues reconnu ainsi par l'ensemble de l'organisation et je suis certaine que l'ICA bénéficiera de l'expérience et de la vision de David.

L'organisme Archives nationales de l'Australie est un membre de grande valeur de PARBICA ; sous la direction de David, les NAA continuent à fournir un appui essentiel à la promotion de notre profession dans la région Pacifique. Nous partageons également sa vision de consolider les branches de l'ICA et, j'espère que sous la présidence de David, nos membres participeront davantage aux activités de l'ICA dans son ensemble.

Nous souhaitons à David tout le succès possible quand il prendra ses fonctions en octobre prochain.

Au cours de la première conférence annuelle de l'ICA qui s'est tenue à Bruxelles en novembre 2013 sur le thème « *Accountability, Transparency and Access to Information* » (*Imputabilité, transparence et accès à l'information*), Anne Thurston a fait une présentation sur la transparence et le gouvernement ouvert. Alors que les progrès de la technologie numérique entraînent de nouveaux défis dans la gestion des informations, ils suscitent également de nouvelles attentes quant à l'exactitude, à l'accessibilité et à l'ouverture des informations que nous gérons. En tant que gestionnaires de documents, nous devons jouer un rôle clé. Pour que les administrations et les organismes soient imputables, les données doivent être exactes. La qualité

du système de gestion des documents accroît la fiabilité des données, et nous avons un rôle important à jouer à cette fin. Nous devons participer à cette révolution et y jouer un rôle de leader sinon d'autres s'en chargeront.

Un de mes collègues a participé à la réunion du Comité régional « Mémoire du monde » pour l'Asie et le Pacifique (MOWCAP) qui s'est tenue du 13 au 15 mai 2014 à Guangzhou, en Chine. C'était un plaisir d'entendre que des propositions faites par l'Australie, la Nouvelle-Zélande, Samoa, Fidji et les îles Cook ont été récemment inscrites au registre régional de MOWCAP.

Notre région a dû faire face à tellement de désastres naturels cette année, comme les inondations aux îles Salomon, des cyclones et des tremblements de terre. De tels événements représentent des défis auxquels les archivistes et les gestionnaires de documents doivent se préparer et dont ils doivent être conscients.

Je voudrais clore ce message avec quelques uns des enseignements retirés de la conférence ICA de 2013.

- Nous devons apprendre les uns des autres.
- Nous devons étendre nos connaissances afin d'appuyer notre travail.
- Nous devons réfléchir à la position que nous occupons et à l'image que nous présentons vis-à-vis de ceux avec qui nous travaillons.
- Nous devons engager le dialogue par-delà les frontières avec d'autres professions.
- Nous devons être capables de maîtriser les changements de la technologie et de réagir rapidement aux opportunités qui se présentent.

Soifua ma ia manuia

Contents

Message de la Présidente	1
Welcome to the first edition of the PARBICA Panorama Annual	2
Nous avons le plaisir de vous présenter la première édition annuelle de Panorama, publiée par PARBICA, la branche Pacifique de l'ICA	3
About PARBICA	3
Recollections of PARBICA 15	4
Highlight resolutions from PARBICA's 15th General Conference	5
Vanuatu National Library and National Archives building	6
ICAS: Vanuatu National Archives Project	7
Bureau in review	9
Les dernières nouvelles du bureau	10
FAN report	12
FIDA funding at work in Tuvalu	13
NASI strides towards digitisation	14
Embracing the Universal Declaration on Archives	15
Continuity at the Tonga Traditions Committee	16
Remote Access to Archival Collections	18
The ANU Archives' implementation of ICA-AtoM software	19
Disaster planning and recovery with SEAPAVAA	20
Digitisation Fiji's historical audiovisual footage	22

Welcome to the first edition of the **PARBICA Panorama Annual**

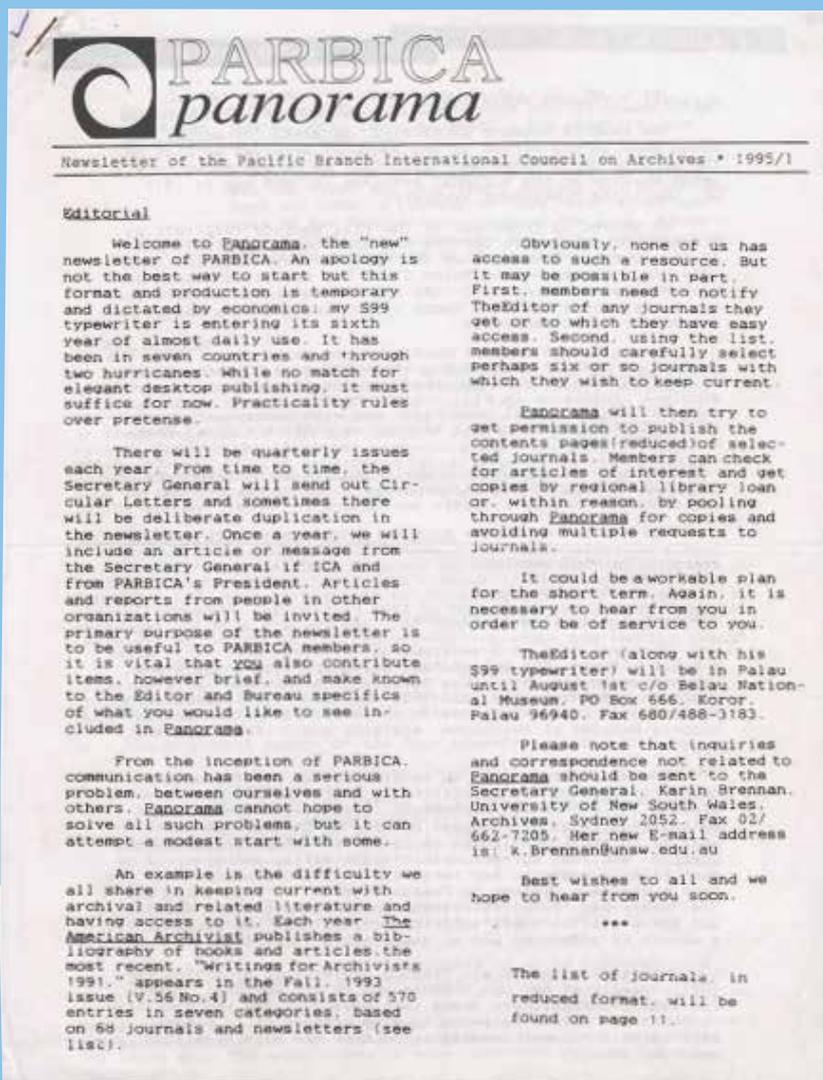
At the General Conference during PARBICA 15 (in August 2013, Solomon Islands) members agreed to use the newly upgraded PARBICA website as the main communication tool and to trial the printing of just one copy of PARBICA Panorama each year – the PARBICA Panorama Annual. This decision reflects the way that PARBICA and its members work and access information in 2013 and effectively ends 14 years of hard copy newsletters.

The very first edition of the PARBICA Panorama newsletter was published in 1995 by John Cotton Wright. Those of us at PARBICA 14 in Samoa will remember John's orated short history of PARBICA. John's recollections were also published in the 2011/4 and 2012/2 Special Edition of Panorama (available on the PARBICA website). From John's recollections we learnt that the first edition of PARBICA Panorama was drafted in Palau, using a battery-powered typewriter, with the assistance of Brandy the cat.

John recalled that PARBICA's evolution was slow after it first began in 1981 but at the time that he began the newsletter PARBICA was entering a new era with improved governance and energised members. It seems fitting then that the launch of the PARBICA Panorama Annual comes at a time when the Branch is again focusing on improving its governance and working to ensure it remains a sustainable and viable organisation. PARBICA is held in very high-esteem in the ICA community and as we move towards the future we should reflect on our numerous and quality achievements.

I hope that you enjoy this first edition of the PARBICA Panorama Annual and that all members will continue to submit content throughout the year for the PARBICA website. I am grateful to all the contributors of content for this edition and the website over the past year.

I am especially grateful for the energy, skill and professionalism of John Cotton Wright and Karin Brennan (editors of Panorama) and Fleur Jamet (PARBICA website manager). These three very special people have been instrumental in providing news and communication channels for members. Unlike the first edition of the newsletter, this edition has been designed and produced in digital form with articles submitted electronically. In this respect my thanks also go to the website and design teams at the National Archives of Australia that make this possible.



Above: First edition of *PARBICA Panorama* 1995/1
National Archives of Fiji

Right: Helen Walker

Congratulations to you all for your individual achievements, I look forward to bringing you more news throughout the year.

■ **Helen Walker**

PARBICA Treasurer and Director, International and Strategic Liaison at the National Archives of Australia



Nous avons le plaisir de vous présenter la première édition annuelle de **Panorama**, publiée par **PARBICA**, la branche Pacifique de l'ICA.

Lors de la Conférence bisannuelle PARBICA 15 tenue en août 2013 aux îles Salomon, les membres ont convenu d'utiliser le nouveau site de PARBICA récemment mis à jour comme le principal outil de communications et de tester la publication d'une seule édition de Panorama chaque année, le Panorama annuel. Cette décision illustre la manière dont PARBICA et ses membres travaillent et ont accès à l'information en 2013, et elle met également fin à la diffusion pendant 14 ans de bulletins d'information sous forme papier.

La toute première édition du bulletin d'information Panorama de PARBICA fut publiée en 1995 par John Cotton Wright. Les membres de PARBICA présents à la conférence PARBICA 14 à Samoa se souviendront du résumé de l'histoire de PARBICA qu'avait fait John. Les souvenirs de John furent également publiés dans les deux éditions spéciales de Panorama d'avril 2011 et février 2012 (disponibles sur le site web de PARBICA). D'après ces souvenirs, nous avons appris que la première édition de Panorama fut rédigée à Palau, à l'aide d'une machine à écrire électrique alimentée par une batterie, sous la supervision du chat Brandy.

John rappelait que PARBICA avait évolué lentement après sa création en 1981, mais qu'au moment où il avait démarré la publication de la lettre d'information, PARBICA entrait dans une nouvelle ère, avec une meilleure gouvernance et des membres plus énergiques. Il semble approprié que le lancement de Panorama sous forme annuelle survienne à un moment où la branche s'attache de nouveau à améliorer sa gouvernance et à s'assurer qu'elle demeure une organisation viable et durable. PARBICA bénéficie d'une très haute réputation au sein de la communauté ICA. Alors que nous nous orientons vers l'avenir, nous devrions réfléchir à nos réussites nombreuses et de qualité.

J'espère que vous apprécierez cette première édition annuelle de Panorama et que tous les membres continueront à nous envoyer du contenu tout au long de l'année pour afficher sur le site web de PARBICA. Mes remerciements à tous ceux qui ont contribué à cette édition et au site web au cours de l'année écoulée.

Je voudrais remercier en particulier John Cotton Wright et Karin Brennan, les éditeurs de Panorama, et Fleur Jamet, la responsable du site web de PARBICA,

pour leur énergie, leur compétence et leur professionnalisme. Ces trois personnes ont joué un rôle particulièrement important dans l'établissement de moyens de communication et de diffusion de nouvelles entre nos membres. À l'inverse de ce qui s'était passé pour la première édition de Panorama, celle-ci a été élaborée et publiée entièrement par des moyens numériques avec des articles soumis par courrier électronique. Mes remerciements vont également aux équipes de conception et de

gestion du site des Archives nationales de l'Australie qui ont rendu possible la création du site.

Félicitations à tous pour vos accomplissements individuels, au plaisir de vous apporter d'autres nouvelles pendant l'année.

Helen Walker

Trésorière de PARBICA Directrice, International and Strategic Liaison aux Archives Nationales de l'Australie

About PARBICA

The Pacific Regional Branch of the International Council on Archives (PARBICA) formed in 1981 and is one of 13 regional branches of the International Council on Archives (ICA).

Members include government archives, non-government archival institutions and associations, and individual members. Importantly, PARBICA provides a vital link for archivists and records managers from across this dispersed region to meet, network and support each other in advocating good records management and the effective use and preservation of the unique and irreplaceable documentary heritage of the Pacific.

PARBICA Bureau

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Amela Silipa
Ministry of Education, Sports and Culture, Samoa

Vice-President

Opeta Alefaio
National Archives of Fiji

Secretary-General

Talei Masters
Archives New Zealand

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Augustine Tevimule
National Archives of Vanuatu

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Tuvalu National Library and Archives

Joining PARBICA

Membership enquiries can be sent to parbica.secretariat@dia.govt.nz

Stay in touch with PARBICA through:

 www.parbica.org  www.facebook.com/regionalbranchparbica
 www.flickr.com/photos/67048204@N03/

Recollections of PARBICA 15

Margaret Crockett attended PARBICA 15 as representative of the International Council on Archives. The article below was written for the ICA audience and published on www.ica.org



Top: PARBICA 15 Conference attendees by the pool at the Heritage Park Hotel, Honiara, Solomon Islands, 12 August 2013.

Above: Margaret Crockett of the International Council on Archives discusses the UNESCO Digital Preservation Curriculum Project at the PARBICA 15 Conference. Photo: Flickr – Adelaide Archivist (Jenny Scott)

The Secretary General, David Leitch was invited by the PARBICA Board to attend their conference in Honiara (Solomon Islands) in August but, unfortunately for him but not for me, he had a prior engagement so I was invited to go instead. The Pacific countries that make up PARBICA pride themselves on the warm Pacific welcome and rightly so. The conference began not only with the usual distribution of conference bags but also with “garlanding” whereby all visitors were given a beautiful hand-made garland of tropical flowers.

The theme of the conference was Leading Archives into the Digital Age: Personal, Professional, Institutional and the conference proper began with an inspirational keynote speech from Ruth Liloqula, who was the first woman Secretary to Cabinet in Solomon Islands. She advocated the need not just to be a leader in one’s own field but also ‘to poke our noses everywhere else’. She also spoke about information as a powerful commodity supporting the fight against corruption and a way of holding leaders accountable and responsible. She said we needed to be ‘not just good leaders but good followers and salespeople in order to walk the team through a path, do a bit in the corner, be ready to adapt and modify plans and to let others take our ideas and own them, not worrying about receiving the credit’. I was particularly struck by what she said about the cultural heritage – the memory – of the Islanders. She said the forest where they once could walk the same path as their ancestors had done was now gone, and now the only way to ‘touch’ their ancestors was in the archives. As I said, it was inspiring to hear someone who had achieved so much appreciating the value of archives and also giving advice on how to lead not only the archives sector but also the whole heritage field and even policy makers.

Other conference sessions presented case studies and projects demonstrating leadership and working together. There was a presentation on a records management project in the Solomon Islands Government led by an Australian volunteer, Catherine Green, based in the National Archives. This was followed by a round up of the various FIDA awards that PARBICA has used for: a conservation project on a key collection in the Solomon Islands Archives; Archives New Zealand hosting interns from Palau and Fiji; and Good Governance toolkit workshops in Tuvalu. There were also sessions on the Pacific Web Archive, the Memory of the World Programme (where I was able to contribute a short presentation on the ICA UNESCO project in partnership with IRMT to develop pilot modules for a digital preservation curriculum), a round table where each country’s representative gave an account of recent developments in their archival environment and a final session on the Universal Declaration on Archives. At the end of the conference there was a visit to the National Archives which included cultural dance entertainment and a rendition of the National Archives anthem.

Highlight resolutions from PARBICA's 15th General Conference

After the conference proper the programme also allowed for three workshops on: the Good Governance Toolkit; Developing a Digitisation Strategy; and Implementing an in-Country Training Programme (based on ICA/SAE's Train the Trainer pack). There were also sessions on ICA AtoM and Opportunities to Engage with ICA, which was my own opportunity to tell them all about what the ICA has to offer as well as to encourage them to get involved.

I was struck by the community spirit amongst the participants who have grown to know one another over a number of years. The Australian and New Zealand members clearly provide a lot of practical and logistical support to the operation of the Branch but it is also obvious that there has been steady progress across PARBICA to develop the knowledge and expertise of its members. The Good Governance Toolkit is an extraordinary example of a strategic approach to the challenge of implementing records management in Island governments. It has become second nature to the longer-standing members who are now looking to gain skills in leadership and training their own staff. I was very warmly received by this branch which is the furthest away of any ICA branch and whose members can only dream of attending one of our annual conferences. They were clearly delighted to have someone from ICA HQ come to their conference and it was a real privilege to have the opportunity to meet them all and learn a little about their everyday working challenges and achievements.

■ **By Margaret Crockett**
Deputy Secretary General of ICA

Resolutions

- Asserted that PARBICA members are instrumental in leading change in their respective countries through their role in driving effective records management for good governance and keeping the memory of their nation.
- Reconfirmed that strong systems for the creation and management of records and the preservation of archives are key foundations of sustainable economic development and good business practice, as well as essential to support good governance and collective memory in all countries, states and territories in the Pacific region.
- Noted the potential of digital technology to advance the capacity of recordkeeping and archiving professionals in the Pacific.
- Reaffirmed the importance of working in partnership with national, regional and international organisations to develop sound recordkeeping and archival systems throughout the Pacific region.

Leading archives into the digital age

- Encouraged PARBICA members to seek out opportunities to highlight the leadership role that the archives profession has in achieving accountability and good governance.
- PARBICA aspires to be an exemplar organisation through its governance, accountability to members and effectiveness in supporting development in the Pacific and increasingly using digital technologies to achieve these aspirations.

Memory of the Pacific

- Acknowledged the celebrations held around the Pacific to celebrate International Archives Day and called on all Pacific countries, states and territories to celebrate International Archives Day on June 9 in order to raise awareness of the role of archives in preserving the memory of the Pacific.
- Urged Pacific countries that do not yet have Memory of the World committees to explore the possibility of establishing them.
- Endorsed the Universal Declaration on Archives and acknowledged the value of the Memory of the World program.
- Noted the work of the National Library of New Zealand, the University of Hawaii at Manoa and the National Library of Australia to archive the Pacific Web, and encouraged open dialogue with Pacific countries, states and territories on the preservation and access to this digital memory.

Training and education

- Resolved to share training resources and materials with colleagues from across the Pacific.
- Urged PARBICA members to support the practical implementation of the Recordkeeping for Good Governance toolkit in training and partnership projects in countries, states and territories in the Pacific.

Recommendations of the PARBICA Bureau

- Encouraged the Bureau to maintain the toolkit and continue to support its ongoing implementation.
- Asked the PARBICA Bureau to seek opportunities to increase material and resources available to PARBICA's francophone members.
- Asked the PARBICA Bureau to facilitate communication and knowledge sharing among PARBICA members through the PARBICA website.

Resolutions and draft **General Assembly Minutes** from PARBICA 15 at www.parbica.org

Vanuatu National Library and National Archives building

Holem taet memori blong nesen

Preserving the memory
of the nation

On 30 July 2010, and in honour of the 30th Anniversary of the Independence of the Republic of Vanuatu, Her Excellency the then Governor-General of the Commonwealth of Australia, Quentin Bryce, unveiled the foundation stone for a National Library & National Archives Building. The Australian Government on this occasion gifted AUD\$3million for the construction of this building. Then followed over three years of designing, planning, discussing and finally constructing what is now a functional, secure and accessible repository of the nation's historic archival and library treasures for current and future generations to cherish.

The official opening of the building on 23 August 2013 marked a landmark occasion not only for Vanuatu but also for the wider Pacific region. The Government of Vanuatu, working closely with the donor country Australia, delivered the National Library and National Archives Building project to a strict budget and timeline and the highest quality design and construction standards were followed. In addition, AusAID's Universal Access and Climate Resilient Infrastructure guidelines were firmly adhered to; people with a disability have ready and easy access to all parts of the building and provision in the construction has been made as far as possible to avoid damage from earthquakes and cyclones.

These three years marked a steep learning curve for National Library and National Archives staff. This is what we learned:

The 'Value Management Workshop' organized by AusAID Technical Adviser Peter Lawther prior to construction and attended by donors, government officials, building Project Manager, architects and building users was an important key to the success of the finished product. Over several days we discussed and hashed over



nails, window design, door handles, water taps, electricity fittings, tiling – you name it! Subsequently a great deal of time was saved during the actual construction process because we had worked hard to get the details right from the beginning.

Electricity costs in Vanuatu are high. The building was therefore designed to allow as much natural light as possible in the public areas (Exhibition area, National Library Reading Room and National Archives Office, for example). Air conditioning has been kept to a bare minimum (only the Film, Photo and Sound Archives are air-conditioned), with the Main Archives Storage area being fitted instead with aluminium louvers that can be opened to allow cross-ventilation during the day and closed for complete security at night. The Chief Librarian, at considerable savings on the monthly electricity bill, has installed LED lights in the Main Library Storage area.

The aluminium window louvers are also cyclone proof (no need for additional cyclone shutters).

All shelving (precision made and with a lifelong guarantee) is bolted to the floor, with adjustable horizontal shelving to accommodate the different sizes of Archives boxes and Library items.

Attractive yet functional surroundings are important to any work place:

- The simple landscaping outside the building is eye-catching but easily manageable for a small staff.
- The Exhibition area doubles as a National Art Gallery, with the result that there are numerous works of art to enjoy on the way in to either the Library or the Archives!
- The interior walls are painted a light (washable!) grey throughout and serve as a very pleasant background in all areas of the day's various activities.

ICAS: Vanuatu National Archives Project

A report on Island Culture Archival Supports' archiving project in Vanuatu

I arrived in Port Vila on 1 April 2014 and headed straight to the motel that was conveniently located right next door to the Archives. Although the idea of resting after a long trip from Los Angeles seemed ideal, I was too excited to see the new archives building which opened in August 2013. I rushed over to the archives for a tour.

It is a two-story building with the Archives on the first floor, and the Library on the second floor. As one enters the building, he/she is immediately introduced to a gallery that will also be used as an exhibit area. At the back of this exhibit area a door leads to the archives office. There are two repositories one on each floor with ample room for the archives collections and books respectively. Overall, perhaps most significantly, this truly magnificent building will stand as a model for other Pacific Islands nations who are interested in creating a new archives building.



Above: Vanuatu National Library and National Archives building. Photo: Brandon Oswald

At the official opening the Honourable Prime Minister of Vanuatu described the National Library and National Archives Building as providing a new benchmark for buildings in the Pacific region: one founded upon vision and teamwork. On the same occasion His Excellency the Australian High Commissioner to Vanuatu described the building as an exemplar of international development, with a highly efficient and transparent use of public aid funds.

We users feel it is a wonderful privilege to have been part of this team and landmark project. All things are possible...

■ By Anne Naupa

Chief Archivist, Vanuatu National Archives



Top: NLAB team

Above: Archives shelving



The next day is when we eagerly started our project that we titled: The Accessioning and Preserving Colonial Records at the Vanuatu National Archives Project. Together with two archives staff, the goal of this project was to:

- train the Archivist Assistant and Library Assistant on preservation procedures and practices
- assist in cleaning and conserving historic records
- aid the National Archivist in accessioning and arranging records.

Although historic records at the Vanuatu National Archives are considered ones that were created before independence in 1980, we decided to concentrate our focus and preservation training on historic Land Records. This collection is one of the most important, and currently, is one of the most accessed in the archives. Land issues are a contentious topic in Vanuatu that is home to 113 distinct cultures and languages, as well as to three official languages of Bislama, French, and English. This diversity can make land ownership complex and ripe for manipulation by governments and foreign powers. For Ni-Vanuatu, the control of land means to control their lives. When they lose the land, they become commodities selling their labour and their culture to survive. Thus, the information that this collection contains is highly needed, as disputes often arise. In fact, there is a terrific saying throughout the country, *Graon Hemi Laef*, or Land is Life.

As the boxes were already listed, the time had come to perform some conservation work with the documents, especially since this collection is heavily used. Our motto was, *Yu no rush*, as these documents were very brittle and frail. The assistants learned how



Above: Augustine Tevimule and Nellie Caleb conserving documents

Below: National Library Reading Room

to clean the documents and remove a plethora of metal fasteners. This took a little coordination and patience, as the slightest slip can easily tear the document. Certain techniques were shown on how to remove the metal fasteners that would help minimize any accidental tears. Also, during this time, we replaced torn and dirty folders with clean, acid-free ones. Some documents were straightened and unfolded. Special items such as hand-drawn maps and hand-written letters were placed in polyester folders to protect them when they are being handled by users. Additionally, we repaired small tears in documents and folders that needed to be kept using Japanese paper.

Overall, the project went very well. The trainees were engaged, and very enthusiastic about the development of new preservation skills. As it was a hands-on training project, we believe we came across many different types of conservation scenarios during the three weeks. Plus, it was another step to allow better access to the records. Finally, the Archives has future plans to digitize certain collections, and we truly felt that this project was needed so that one day their digitization ideas will come to fruition. With such a small staff, it may take some time to preserve all the historic boxes in the repository. Nevertheless, the foundation is there to apply this newly found knowledge to other records, as well as to train subsequent staff members, or volunteers.

Editor's note: ICAS is a non-profit organisation dedicated to providing voluntary archival help to cultural heritage organisations in the Pacific. For more information about ICAS, details of previous projects or to contact them, visit their website www.islandarchives.org.

■ **By Brandon Oswald**
Island Culture Archival Support (ICAS)

Ténā koutou, welkam and warm Pacific greetings PARBICA colleagues. I am pleased to be able to contribute this update from the Bureau.

Bureau changes

The new Bureau was elected at the General Assembly in Honiara on 16 August 2013. We were sad to farewell Dianne Macaskill and Karin Brennan, who stepped down; members expressed their deep gratitude for their dedicated contributions to PARBICA. We were pleased to welcome new members Augustine Tevimule (Vanuatu) and Ane Teilauea (Tuvalu) to the Bureau. Opeta Alefaio (Fiji) moved from Member to Vice President.

In February, Anna Gulbransen left Archives New Zealand and sadly had to resign from the position of PARBICA Secretary General. Anna's value to PARBICA was evident in the many good wishes she received from members on her departure. I was fortunate to be appointed by the Bureau as Anna's replacement. As members will know from our last Panorama edition, I was previously assisting the PARBICA Secretariat.



I am also pleased to say that Anna Monson, Senior Archivist/Archives Advisor in the Disposal and Acquisition team at Archives New Zealand (pictured left) has agreed to assist me with the work of the Secretariat as the new assistant to the Secretary General.

Left: Talei Masters and Anna Monson, Archives New Zealand

Bureau updates are now a regular feature on the PARBICA website; we hope this gives members a clearer idea of what the Bureau is working on between conferences and provides the opportunity for you to contact us for more information if you wish.

PARBICA 15

I have fond memories of attending the 15th PARBICA Conference, *Leading Archives into the Digital Age: Personal, Professional, Institutional*, in Honiara last August. The programme included plenary sessions, practical workshops, and visits. In total there were 63 participants, with 40 per cent of those being local records staff. Fourteen nations were represented and it was wonderful to hear from members about the progress that continues in our region, from new archive buildings to freedom of information policies.

From the feedback provided by participants, many headed home full of enthusiasm and new knowledge. Thanks and congratulations go to the presenters, Bureau members and hosts, who went to every effort to make participants feel welcome, informed and entertained all week.

Business planning

After PARBICA 15 the Bureau built the feedback from PARBICA members at the General Assembly into an updated business plan to carry us to the next conference in 2015. We are currently working to implement the recommendations from the Treasury and Membership Review, reviewing our recordkeeping framework and developing our digital channels of communication. Early preparations for PARBICA 15 will also commence shortly.

2nd Annual Conference of ICA

The second Annual Conference of the ICA will take place 11–15 October 2014 in Girona, Spain. PARBICA will be represented by President Amela Silipa. A paper outlining PARBICA's administration and governance practices will be delivered as part of the professional programme and a PARBICA Recordkeeping for Governance workshop will be delivered. This strong presence at ICA is a wonderful acknowledgement of PARBICA's place in the global professional network.

PARBICA 16

Our biennial conferences are the key event for keeping our network strong and successful. They enable us to meet and share approaches, successes and challenges. The 16th PARBICA Conference will be held in 2015; the PARBICA website and Facebook page will keep you up-to-date with conference information. If you are interested in being involved in PARBICA conferences as a host, speaker, or supporter, please contact me.

Our previous sources of funding are under extreme pressure now. Given the likely difficulty in securing funding for members to participate, the Bureau encourages members to start planning their funding now. Please look for ways to include some funding in your next budget to enable you to attend PARBICA 16.

Communications

PARBICA's strength is its network. To foster the network we need to communicate regularly. We have seen this over the last year through the recordkeeping questions and answers shared on the listserve and messages of support for colleagues who suffered floods, earthquakes and cyclones. Our listserv, Facebook, website and Flickr accounts provide great opportunities to stay connected.

Best wishes for the year and meeting members again in 2015. Ténā koutou, ténā tātou katoa.

Talei Masters

PARBICA Secretary General

Ténā koutou, welkam et salutations chaleureuses du Pacifique à nos collègues de PARBICA. J'ai le plaisir de vous donner des nouvelles du Bureau.

Changements intervenus au Bureau

Le nouveau Bureau a été élu lors de l'Assemblée générale à Honiara le 16 août 2013. C'est avec tristesse que nous disons au revoir à Dianne Macaskill et à Karin Brennan, qui ont cessé leurs fonctions; les membres tiennent à exprimer leur profonde gratitude pour leur dévouement à PARBICA. Nous avons eu le plaisir d'accueillir de nouveaux membres au Bureau, Augustine Tevimule, de Vanuatu et Ane Teilauea, de Tuvalu. Opeta Alefaio de Fidji est devenu Vice président.

En février, Anna Gulbransen a quitté Archives New Zealand et a dû malheureusement démissionner de son poste de Secrétaire générale de PARBICA. Les vœux nombreux formulés par les membres à Anna au moment de son départ démontraient la valeur de sa contribution pour l'organisation. J'ai eu la chance d'être nommée à sa place par le Bureau. Comme les membres le savent à la lecture de la dernière édition de Panorama, j'apportais déjà de l'aide au Secrétariat de PARBICA.

J'ai également le plaisir de vous annoncer qu'Anna Monson, Archiviste principale/Conseillère aux archives dans l'équipe de cession et d'acquisition d'Archives New Zealand a accepté de m'aider dans le travail du Secrétariat, en tant que nouvelle assistante auprès de la Secrétaire générale.

Les nouvelles du Bureau sont maintenant affichées régulièrement sur le site web de PARBICA. Nous espérons ainsi donner à nos membres une meilleure idée sur l'activité du Bureau entre les conférences, et leur donner l'opportunité de nous contacter pour de plus amples informations.

PARBICA 15

J'ai de bons souvenirs de ma participation à la 15^e conférence de PARBICA, intitulée « Leading Archives into the Digital Age: Personal, Professional, Institutional », à Honiara, aux îles Salomon en août 2013. Le programme comprenait des séances plénières, des ateliers pratiques et des visites. Au total, il y avait 63 participants, dont 40 % de personnel des archives locales. Quatorze nations étaient représentées ; c'était merveilleux d'entendre les communications sur les progrès réalisés dans notre région, qu'il s'agisse de nouveaux bâtiments abritant les archives ou de politique sur la liberté d'information.

Si l'on en juge par le feedback donné par les participants, nombre d'entre eux sont rentrés chez eux très enthousiastes et avec de nouvelles connaissances. Nos remerciements et compliments aux présentateurs, aux membres du Bureau et à nos hôtes qui ont fait tout ce qu'il fallait pour que les participants se sentent bienvenus, soient bien informés et soient divertis tout au long de la semaine.



Back/ À l'arrière: Augustine Tevimule, Margaret Crockett, Anna Gulbransen, Opeta Alefaio, Helen Walker, Dianne Macaskill.
Front/ À l'avant: Talei Masters, Ane Teilauea, Julian Chonigolo, Amela Silipa, Fleur Jamet.

Plan d'action

À la suite de PARBICA 15, le Bureau s'est appuyé sur le feedback reçu des membres de PARBICA à l'assemblée générale pour élaborer un plan d'action actualisé qui nous amènera jusqu'à la prochaine conférence en 2015. Nous sommes en train de mettre en œuvre les recommandations issues de l'examen portant sur les finances et l'adhésion, de revoir le cadre de la tenue de nos dossiers et de développer les moyens de communications numériques. Les premiers préparatifs pour PARBICA 15 commenceront bientôt.

Préparation de la 2^e conférence annuelle de l'ICA

La deuxième conférence annuelle de l'ICA se déroulera du 11 au 15 octobre à Gérone, en Espagne. PARBICA sera représentée par sa présidente Amela Silipa. Une présentation sur les pratiques administrative et de gouvernance de PARBICA sera faite dans le cadre du programme professionnel ; un atelier sera organisé sur la tenue des dossiers

(Recordkeeping for Governance). Cette forte présence à l'ICA est une fantastique reconnaissance de la place occupée par PARBICA dans le réseau mondial de la profession.

PARBICA 16

Les conférences bisannuelles constituent l'évènement clé qui assure la force et la réussite de notre réseau. Elles nous permettent de nous rencontrer et de partager nos défis, nos approches et nos réussites. La 16^e conférence PARBICA se tiendra en 2015. Le site web et la page Facebook vous tiendront au courant de l'organisation de la conférence. Si vous êtes intéressés à participer aux conférences PARBICA en tant qu'hôte, conférencier ou supporter, veuillez me contacter.

Nos sources de financement antérieures sont soumises à d'énormes pressions. Au vu des difficultés à obtenir des financements pour la participation de nos

membres aux conférences, le Bureau vous encourage à planifier votre recherche de fonds dès maintenant. Il est recommandé de rechercher les moyens d'inclure un financement dans votre prochain budget pour vous permettre de participer à PARBICA 16.

Communications

La force de PARBICA repose sur son réseau. Nous devons communiquer de manière régulière afin de promouvoir ce réseau. Nous l'avons constaté au cours de l'année écoulée, par le biais des questions sur la tenue des dossiers posées sur la liste de diffusion et les réponses apportées, et par les messages de soutien envoyés aux collègues qui ont souffert des inondations, des tremblements de terre et des cyclones.

Nos meilleurs vœux pour l'année et au plaisir de rencontrer les membres en 2015. Ténā koutou, ténā tātou katoa.

■ Talei Masters

Secrétaire générale de PARBICA

The ICA Annual Conference 2013 in Brussels included a milestone meeting of the Forum des Archivistes Nationaux, more commonly known as FAN. This was the first meeting of the group under the ICA's new constitution and was attended by over 80 national archivists representing 60 countries including Samoa, New Zealand and Australia.

The role of FAN is defined in article 15 of the ICA constitution. It 'meets within the framework of the ICA Annual Conference and develops high level strategic responses to the contemporary challenges of managing archives'. Two key questions were posed to the meeting – what form should the 'strategic responses' take; and what were the 'contemporary challenges' of most importance?

The discussion produced many ideas in the form of strategic responses, including:

- model legislation or policies relevant to the management of Archives
- white papers on emerging technological or policy areas
- position papers on archival issues
- advocacy with governments and international bodies.

Many contemporary challenges were offered, including:

- providing efficient, effective and equitable access services to digital information
- proper governance and long term management of email
- cooperation and collaboration of national archivists; for example to support the transition to digitisation
- streamlining and harmonisation of standards; and development of guidelines for the application and use of standards
- implementation guidelines and training program for the ICA 'Principles of Access'.

It was generally agreed that FAN should take responsibility to determine for itself the issues for discussion and the program of activities to be pursued, while reporting to the ICA Executive Board to ensure at all times that the FAN is conducting itself in a manner entirely consistent with the values of the ICA.

The Forum benefited from three excellent presentations. ICA President Martin Berendse provided a strategic overview of major international information policy issues – such as data protection, open government, open data and access – and the central role that national archivists should be playing in our respective jurisdictions. Dr John Bannon, Chair of the National Archives of Australia Advisory Council gave a presentation on open government and the issues that national archivists should take on if they are to be seen as relevant and essential by government. Jaime Antunes da Silva, Director-General of the National Archives of Brazil, shared Brazil's experience in the introduction of public data access laws and described the solutions developed around highly complex issues of government accountability, personal privacy, national security and declassification of sensitive documents.

FAN is now working hard to produce tangible outcomes for ICA members and will meet again as part of the ICA Annual Conference 2014 in Girona, Spain.

For more information on FAN, please contact your national archivist or visit: www.ica.org/14655/forum-of-national-archivists-fan/the-forum-of-national-archivists.html

by David Fricker

President FAN and Director-General, National Archives of Australia

New President for ICA

In April 2014 it was announced that David Fricker will be the next President of the International Council on Archives. David is appointed for a four-year term to begin at the ICA General Assembly in October 2014 as part of the ICA Annual Conference. David will be the first President of the ICA to come from PARBICA.



FIDA funding at work in Tuvalu

The Fund for the International Development of Archives (FIDA) is specifically designed to meet the needs of archive institutions and professional archivists in low-resourced countries. Fiji, Palau, Solomon Islands and Tuvalu are the Pacific countries to date which have been successful in gaining funding support through this generous ICA program.

Key FIDA facts:

- FIDA aims to support archives and archivists in the developing world through funding projects which build archival skills, and of which can then be shared with others.
- The maximum amount available for each project is up to 10,000 euros (AUD \$14,700).
- Submissions for projects are open at least annually and normally by 31 May.

In June 2013, the National Library and Archive of Tuvalu (TNLA) were able to hold valuable recordkeeping training for records managers and archivists for the Government of Tuvalu through a successful application to FIDA.

TNLA Director Ane Teilauea applied to FIDA to cover the costs of holding training based on the PARBICA's Recordkeeping for Good Governance Toolkit. The result was a four day workshop held in Funafuti which was attended by 25 participants from 16 different ministries including representatives from six of Tuvalu's remote outer islands.

The program focused on fundamentals of good recordkeeping – understanding recordkeeping requirements, performing self-assessment capacity audits, contributing to a national recordkeeping policy, systems for filing records and appraising records for business, accountability and social memory purposes.



Top: Ane Teilauea from Tuvalu National Library and Archives presents at PARBICA 15 to discuss her successful FIDA funded project.

Above: Participants attending Tuvalu's FIDA funded workshop, based on PARBICA Good Governance Toolkit.

The workshop delivered a range of successful outcomes, some intended and some which arose from discussions of issues that a variety of participants found they had in common. Outcomes included:

- The creation of a draft Tuvalu National Recordkeeping Policy taken from the PARBICA model with workshop participants contributing to the process to adapt it to Tuvalu circumstances.
- A draft access policy for the national archives collection was developed as part of an unintended output, which stemmed from discussions based on issues of access that were raised several times during the workshop.
- Dialogue about challenges and action in participants respective ministries were compiled into a set of resolutions that articulate their collective voice on the actions for good recordkeeping in support of good governance in the coming years in Tuvalu.
- An improved profile for recordkeeping and greater awareness of the work of TNLA was created through the meeting of the Development Consultative Committee, by association of the workshop in conjunction with International Archives Day, and additionally through the official opening of the workshop by the Permanent Secretary of the Ministry for Education, Youth and Sport, which is responsible for TNLA.
- Improved skills were developed by Archives staff through the process of policy drafting and participation in the workshops content and discussions.

These positive outcomes could not have been realised without the FIDA funding which was used to bring participants to Funafuti and to support the travel and delivery of the workshop by facilitators from New Zealand.

To find out more about FIDA and the benefits of securing funding head to the ICA and PARBICA websites;

- www.ica.org/3218/about-fida/about-fida.html
- www.ica.org/15486/news-and-events/2014-fida-call-for-projects-convocatoria-de-proyectos.html
- www.parbica.org/sharing/grants/index.aspx

This article is taken from notes and information delivered as part of FIDA presentations by Ane Teilauea (TNLA) and Helen Walker (NAA)

In April 2014, work at the National Archives Solomon Islands (NASI) was interrupted by floods that devastated Honiara. The floods were followed a week later by a number of earthquakes and tsunami warnings. The archives building and its collections were unharmed, and most importantly the families and homes of all staff are safe. These threats from nature have been a reminder though of the vulnerability of NASI's collections and timely motivation to push ahead with making digital copies of the documents that tell so many stories of Solomon Islands heritage.

Earlier this year NASI and the National Museum bid for government funding to reinvigorate the two institutions, with NASI requesting funding to begin digitising its collection. The funding application was successful and 2014 is shaping up to be a year of reinvigoration here on Hibiscus Avenue. Digitisation is a big technological step for NASI, but a step the team is excited about.

The main purpose of digitisation at NASI is to preserve frequently used and fragile documents by creating digital surrogates. The priority collection is the administrative records from the time of the British Solomon Islands Protectorate, which contains significant documents such as land, court and World War II records. The aim is to organise scanned records in a content management system, searchable by staff and the public in the NASI Reading Room, with the long-term goal of making them available online.



NASI cut over team

Staff contributed enthusiastically to a workshop to articulate the goals of the project and to express hopes and concerns for the digital future. Concerns expressed by staff included the need for guidance throughout the project, technical advice and digital sustainability. The first step towards digitisation is currently in progress. NASI is being cut over to the new computer network which is being rolled out across whole of government. This network will give NASI the data back-up and virus protection it needs to support a digitisation project, as well as government email addresses, an IT Helpdesk and wireless internet. This new infrastructure and ongoing IT support should provide NASI with the technical guidance and support needed for sustainability into the future.

Embracing the Universal Declaration on Archives

We have spent time this year looking at the processes and outcomes of a number of digitisation projects across the region and looking at how these could be applied here at NASI. The next step forward is to finalise consultancy terms of reference, then to purchase some of the equipment needed for digitisation and to finalise a roadmap towards digitisation based on the funds available to us.

So far, 2014 has been a year of reinvigoration, but also a year of challenges. From everyone at NASI: a very big 'thank you' to the archives and library community of the Pacific for your expressions of support during the recent flooding. We're also grateful to those institutions and individuals who have generously given time and expertise in offering guidance in the early stages of this project. We look forward to keeping you up to date as NASI progresses into its digital future. We are happy to hear the digitisation experiences of others and we welcome any further advice from our PARBICA friends.

■ **by Kari James**
Volunteer at NASI and archival researcher, Australian Broadcasting Corporation

The Universal Declaration on Archives (UDA) is a powerful advocacy and promotion statement about the importance of archives.

Its objectives are to:

- secure global acceptance of the purpose, value and scope of archives
- highlight the role archives play in the recognition and respect of human rights
- enhance understanding of the role of archives in establishing collective memory
- promote archives as underpinning accountable and transparent government.



The Declaration was formally adopted by the ICA General Assembly in 2010, and in a momentous event for the archival profession, it was officially adopted by the 36th Session of the General Conference of UNESCO on 10th November 2011. In adopting the UDA UNESCO cited it among other powerful statements concerning knowledge and information, including UNESCO's own constitution, which stresses the desire of Member States to help 'maintain, increase and diffuse knowledge', and the Universal Declaration of Human Rights, which provides that 'everyone has a right to seek, receive and impart information and ideas through any media regardless of frontiers'. Member States were encouraged to be guided by the Declaration when planning and implementing future strategies and programmes nationally.

The Declaration begins with a preamble which sets out a broad description of archives:

Archives record decisions, actions and memories. Archives are a unique and irreplaceable heritage passed from one generation to another. Archives are managed from creation to preserve their value and meaning. They are authoritative sources of information underpinning accountable and transparent administrative actions. They play an essential role in the development of societies by safeguarding and contributing to individual and community memory. Open access to archives enriches our knowledge of human society, promotes democracy, protects citizens' rights and enhances the quality of life.

ICA Annual Conference 2014

The 2nd Annual Conference of the ICA is being held in October 2014 in Girona, Spain as part of the Archives & Cultural Industries Congress. The Conference will explore the issue of archives being a resource provider for the creation and consumption of culture among the population. Outcomes of the Conference will be posted to the PARBICA and ICA websites.



Continuity at the Tonga Traditions Committee

The Declaration then goes on to describe the characteristics of archives and the conditions necessary for their good management. The full text of the Declaration can be found on the UDA pages of the ICA website at www.ica.org/13343/universal-declaration-on-archives/universal-declaration-on-archives.html

The Declaration has been translated into 25 languages and there is an online register available at icarchives.wufoo.com/forms/register-your-support-for-the-uda/ where supporters can record their names. Print and web versions of a UDA poster are available for downloading from the website and a poster template is available from the ICA office for those interested in translating the Declaration into a local language and having it printed.

Dani Wickman conducted a UDA workshop during the 2013 PARBICA conference where participants suggested a number of ideas about how the Declaration could be promoted in the Pacific. These included:

- seek endorsement for the UDA from state Parliaments
- place a copy of the UDA poster on the walls of Ministries and in other key locations and use the poster in International Archives Day, Public Service Day and United Nation Day activities
- encourage people to sign the online UDA register and place a link to the register on the PARBICA website
- promote the Declaration on local websites
- invite National Archivists to deliver presentations about the UDA at Director and staff meetings
- use to support recordkeeping projects and in discussions with donors
- develop an exhibition to promote the UDA to local communities.

The UDA was developed for use by archivists to engage the interest and support of the public as well as decision-makers in the public and non-government sectors, many of whom do not understand the value and relevance of archives to their roles and lives. Let's build on the interest in the UDA shown at the recent PARBICA conference, and continue to share our passion for archives amongst our communities.

■ **by Kim Eberhard and Colleen McEwen**
Members of the ICA Working Group that developed the Universal Declaration on Archives

The Tonga Traditions Committee (TTC), Komiti Fakafonua 'o Tonga, was established under the Palace Office in 1957 by Her Majesty Queen Salote Tupou III to conserve and promote Tongan traditions and to record the history of Tonga. It is responsible for identifying and interpreting Tongan cultural heritage and traditions and plays a key role providing information on cultural knowledge and protocols while being a facilitator and conduit for others continuing oral traditions.

Queen Salote could see the impact the mid 20th century Western values were having on the traditions and way of life on the Tongan people, particularly with the influx of people during WWII and she wanted to strengthen Tongan identity. To further address the inevitable changes, Queen Salote also established the Langafonua Women's Handicraft Centre to ensure the art of making ta'ovala, ngatu (tapa) and other essential cultural skills were continued. Nearly 60 years later, both these institutions are still fulfilling their mission to encourage and create the rich cultural heritage of Tonga.

The TTC houses Tonga's most significant collection of archival documents, letters, photographs, maps, law books, journals, research books and a comprehensive documentation of genealogies. One of the most significant documents in the collection is an original handwritten copy of the Constitution of Tonga that was almost lost. It has been preserved, copied and is now housed in an insect proof custom built case. The photographic collection spans from the early days of photography in the 19th century to contemporary events and contains records of the Royal Family, everyday life, people and





places in Tonga, important traditions and ceremonies. The process of photographic documentation and recording of traditions continues with the staff today, now in digital format.

The TTC's mission is to serve all the people of Tonga through its advisory role and outreach programs. The Royal Family and the Nobles are served through ensuring protocols are adhered to, especially on occasions such as Taumafakava ceremonies, the initiation of the matapule, (talking chiefs) and the rites and rituals of Royal funerals.

The TCC works closely with local students from all levels of schooling - primary, secondary and tertiary including technical colleges, teachers colleges and the university. About 1000 students a year visit the office to seek advice, knowledge and information about many aspects of Tongan history and ongoing traditions. They come to read documents, look at photographs and to talk to staff about

Above: Tongan dance at King George Tupou IV birthday celebrations in 2009 documented for the Tonga Traditions Committee Archives.

Left above: 'Ami Latu and Mele'ofa Sateki Tavelea cleaning photograph albums at the Tonga Traditions Committee Archives.

Left below: 'Ami Latu from TTC with students from Liahona High School visiting the Tuku'aho Memorial Museum at Tupou College, Toloa.

Tongan culture that they experience at home, in the community, in church and during school. The students may be interested in specific members of the Royal Family or the genealogy of a Noble for an assignment, or about wedding protocols they may experience one day and where they come from, or the content and procedures for a particular kind of kava ceremony. They come with specific questions for an assignment or just a general idea and often stay listening to stories from the staff and exchange ideas.

The TTC has prepared information sheets that students can take home with them on perennial topics such as the songs of Queen Salote or the Constitution of Tonga. All of this information is drawn from the

content of the archive and the knowledge and wisdom of the staff at the Tonga traditions committee and its broad range of specialists in dance, song and history who are connected to the TTC. It is one way in which the committee fulfils its purpose to ensure the future generations of Tongans know who they are, where they have come from and optimistically, where they are going.

■ **by Melissa Neidorf,**

Volunteer cultural heritage management advisor with 'Ami Latu and Mele'ofa Sateki Tavalea at the Tongan Traditions Committee 2009–13 and now works for the Australian Broadcasting Corporation.

Remote access to archival collections

At the PARBICA 15 conference I was privileged to present a paper on the subject of providing remote access to archives.

I am particularly interested in how using low tech and relatively cheap technologies, in concert with modern forms of media, can bring educational resources from the archives to students and researchers in places that are remote from the original source.

Photographs are especially suited to this in that unlike traditional artefacts, the majority of the information value of a photograph can be contained in its well described digitised image.

An issue for any nation building its heritage base is the provision of access to its students of accurate historical records. This is particularly the case for post colonial nations that have gained independence since 1945, where much of their pictorial history was created by colonial administrations and as a result, is housed in the repositories of the old imperial powers such as the United Kingdom and France.

The extensive advances made in digitisation, web resources and communication technologies over the past 25 years provide an excellent opportunity for developed and developing nations to collaborate in a joint exercise of education, community development and nation building.

In November 2012, Danielle Cave of the Lowy Institute for International Policy, wrote 'The Pacific Islands region is in the midst of an information and communications technology (ICT) revolution that could have major implications, particularly for democratic governance and the region's development.... Approximately 60 per cent of Pacific Islanders now have access to a mobile phone and this figure continues to climb. Mobile Internet is leapfrogging obvious barriers to Internet access such as geographical remoteness, financial cost and availability'.



Then in July 2013 the Solomon Islands Minister for Education, Dick Ha'amori, picked up on the theme when he said, 'We need to recognise that new technology and new research on education will require new approaches. We need graduates who can participate in a globalising world'.

It is well within the capacity of national archival institutions, in cooperation with their former colonies, to identify relevant pictorial collections in their collections, and to provide by social media and other means, well described high resolution copies.

These images are often of local people and places that lack adequate or any description because either the photographer did not know or did not think them significant. By sharing high resolution images with their former colonies, the archival institutions could in turn have value added to their collections by improvements in their description provided by the citizens of their former colonies.

Not only at the national level but also at the personal level, such collaboration has the potential for far reaching positive effects. Many collections hold photographs of local unidentified people.

In many cases these may be the only extant images of deceased relatives and so could be of considerable personal significance.

A good example of how this may be done is provided by Archives New Zealand's photograph on Flickr at www.flickr.com/photos/35759981@N08/8696004359/. This image of 'The Premier and Mrs. Seddon amongst the Natives and the Cocoanuts' while lacking in description, we are not told where it was taken, at 4197 x 3411 pixels provides ample definition of the faces of local people to permit identification, if the living knowledge still exists. With each passing generation the ability to put names to faces and locations will decline along with the value of the images to the collecting archival institution and Pacific Islanders.

ICT technology cannot replace traditional means of access where they are available, but it can extend access to students, teachers and researchers who otherwise would not be able to access and learn from examples of their national archival heritage.

■ By Jenni Scott

Archivist and librarian at the State Library of South Australia

The ANU Archives' implementation of ICA-AtoM software

The Australian National University Archives has over 20 kilometres of records in its custody. It collects business records and archives of trade unions and industry organisations in the Noel Butlin Archives Centre, and also holds the University Archives and the Pacific Research Archives.

With a collection built up over sixty years, there had been a variety of approaches taken in documenting the Archives' holdings that includes binders and subject index cards in the reading room, and a summary list of holdings that was printed as a booklet and later made accessible on the Archives' website at www.archives.anu.edu.au.

A stand-alone computer system was developed in the early 1990s to generate paper documentation to add to the binders and in more recent years collection documentation had been produced as Word documents and Excel spreadsheet lists and added to the reading room binders.

Implementing ICA-AtoM

The development of an image database of digitised photographs was a catalyst to develop a database for the whole collection. ICA-AtoM software was selected because:

- the database would be online, accessible from our website and searchable by search engines such as Google
- it was based on the ICA descriptive standards and provided the opportunity to bring our documentation up to that standard
- as open source software it did not tie us to investment in proprietary software (or the cost of licences) and also would allow an exit strategy in the future as data could be exported easily to another system if needed
- it facilitated multiple repositories: our two major collections (the University Archives and the Noel Butlin Archives Centre) could be presented in one database and there would be the potential to join future collaborative databases

- it had a CSV (comma separated value) upload facility which would allow automatic loading of electronic lists
- support was offered in multiple forms: a user manual and an administrator manual, and online user group discussion
- our IT area was prepared to support it because other systems at the University used the underlying open-source operating codes.

With the size of the collection and a limited budget, our strategy for entering data was always to break up large 'impossible' tasks into smaller projects and to allocate parts of the project to all staff.

We started with the relatively small quantity of series level descriptive data on the University Archives (about 6 binders) and then tackled company records (about 80 binders). The records of trade unions and organisations were next (about 120 binders) and we then concentrated on item entry for each component of the collection.

Once items have been entered it is possible to link those item descriptions to digitised content. Our digitised images are held in the University's digital repository, (digitalcollections.anu.edu.au) and we are now linking item descriptions in the database, where the item lists have been entered, to that content.

The ICA-AtoM software can also be used to manage a number of other archival functions which we hope to implement in coming years. These include:

- accessioning of incoming transfers
- retrieval of material from the repository using location data
- recording 'current controlling organisation' for all deposits for access and copyright permissions.

Benefits

Already the existence of the database has changed the way that we can respond to reference requests. In the past we would photocopy or scan lists to send to a researcher based on our assessment of which deposits might be relevant to the request. Researchers can now undertake their own searches to discover deposits and items of interest to them. Our staff have also increased their own knowledge of the collections we hold by undertaking the various data entry projects, and we now have the framework in place to undertake further digitisation projects in the future.

Tip: In 2010 the ICA released open-source web-based archives management software called ICA-AtoM (Access to Memory). The software can be downloaded at www.ica-atom.org.

Editor's note: A full case study on the ANU Archives implementation of ICA-AtoM will be available from www.parbica.org in the last quarter of 2014.

By Maggie Shapley

University Archivist, Australian National University



Disaster planning and recovery with SEAPAVAA

SEAPAVAA Disaster Recovery Workshop – Vientiane, Laos – May 2014

One of the outcomes of the South East Asia Pacific Audiovisual Archives Association's (SEAPAVAA) 2012 conference in Ho Chi Minh City, Vietnam, was to develop a training needs analysis survey of members. Over the next few months the survey form was developed and sent out.

Surveys have a notoriously low return rate averaging between 20–30 per cent, however we achieved slightly higher return rate than this from members and felt confident that the results would be representative of the needs. After analysis the most requested training was for disaster response and, as an outcome of the 2013 Conference in Bangkok, a workshop on disaster planning and recovery was arranged to be held in conjunction with the 2014 conference in Laos.

Twenty-nine participants from Laos and other countries across the region came together for two days at the Mass Media Training Centre in Vientiane to discuss and practice disaster planning. The group considered ways to minimise the impact of disasters on their collections and completed case study exercises in risk analysis and recovery planning as well as practising some of the hands on skills required in salvage and stabilisation of disaster affected objects.

On day one participants discussed the range and impact of disasters on audiovisual collections and some of the considerations in managing the effects of a disaster such as health and safety and psychological impacts based on the scale of the disaster. Day one also had a practical session looking at a case study based on a hypothetical archive from a risk analysis perspective. Although the archive was hypothetical it was based on typical conditions found in the region so was easy to relate to. While the case study contained only a limited amount of information the participants were able to discover a range of obvious and not so obvious risks to the collection.

The second day started with stabilisation and basic conservation of disaster affected objects followed by hands on practice of the techniques where participants had to salvage objects that had been subjected

to a flood. The exercise was as real as possible and included health and safety and changing scenarios as the salvage exercise progressed. The afternoon was a follow up to the previous day's case study. In this the archive studied previously had a large-scale disaster and participants had to work through the issues involved to develop a feasible recovery plan from the scenario provided.

After two days of workshops there were two underlying messages it was hoped participants took away with them. First, an organisation needs to develop a culture of prevention so that when (not if) a disaster occurs it is clearly understood and sufficient consideration given to disaster mitigation during all aspects of business planning. Second, the knowledge that they are not alone and it is OK to ask for help when required.

While the feedback from the participants is still to be collated the following is from Mr JR Macatanaay (Philippines), "I've learned new things about my work with audiovisual materials and with disaster management. I can improve our current disaster plans and perhaps develop other ways to protect our collection".

By Mick Newnham

President SEAPAVAA and Senior Researcher at the National Film and Sound Archive, Australia



Digitisation Fiji's historical audiovisual footage

Two thousand hours of irreplaceable historical film footage has been restored, digitised and loaded on to a Media Management System which has been successfully installed at the National Archives of Fiji (NAF).



These are important heritage materials dating from the early forties, documenting Fiji's progression from colony to an independent nation and all the challenges that has brought with it. The collection captures national milestones and provides a window for present and future generations to look into our past. The collection holds many treasures, here are a few:

- Fiji Battalion returns (World War II)
- Fiji's Independence 1970
- State visit of the Queen 1977
- State visit of Prime Minister Indira Gandhi in 1981
- Pope John Paul II's visit 1986.

These films also record important cultural information, such as the wedding and funeral ceremonies of Fiji's high chiefs that reveal the intricate web of kin ties between the various Vanua's (kingdoms) which were demonstrated through specific cultural practices. The footage also records the establishment of important educational and governance institutions, as well as records the important infrastructural developments such as our hydro electric dam, the Rewa Bridge and the Nadi International Airport and so on. There is also footage of sporting events such as the documentary on the 1963 South Pacific Games held here in Fiji, and coverage of the Pacific's oldest beauty pageant, the Miss Hibiscus Festival.

These films came to the archives in an unplanned manner and were already in a state of advanced decay. There was a very real danger that the decay would run out of control and render the whole collection unusable. Fortunately though, through the budgeting process, government identified these materials as critical cultural heritage whose preservation must be prioritised.

The contract for this project was awarded to the leading Australian historical film digitisation firm DAMsmart following the Fiji procurement office tender process. DAMsmart's comprehensive media conservation and preparation services were used to repair, refresh and optimise the media prior to migrating the content. After the collection was digitised it was incorporated into a media management system (MAMS) configured using CatDV Media Asset Management software – from UK based company Squarebox – for collection access and control. CatDV was integrated with a StorageDNA LTO archiving platform for storage and management of the high-resolution files. It was then recommissioned onsite at NAF. The system is now fully operational, and cataloguing of the collection is in full swing to facilitate access.

A YouTube video of the digitisation in Canberra can be found at: [Preserving Fiji's Audio Visual History - http://youtu.be/TRdUSY1_W60](http://youtu.be/TRdUSY1_W60)

Here is another YouTube video on the National Archives of Fiji in general:

The National Archives: Preserving Fiji's Documented History – <http://youtu.be/IsvZMJtISBA>

■ By Opeta Alefaio

Director, National Archives of Fiji



Training in how to use the Media Management System



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