



# PARBICA panorama ISSUE 2007/ 4

From TheEditor's desk

## The Curious Archivist

Archival work seldom is routine or easy. Taking in, caring for, making available for use, the bulk of records scheduled for permanent retention is a major responsibility in itself. Limitations of staff, time, space and funding in many large and virtually all small archives are challenges to the dedication of the archivist.

But in archives work there is an unending challenge in the matter of records that require appraisal. In this process, the archivist functions at his/ her finest. Such records may include a series that might be regarded as a routine candidate for destruction and never reach the archives. Others may include in a large accession a series that on first look could be destroyed.

Generally, appraisal is viewed as a finished task done once for the agencies served by the archives. But in fact appraisal is a continuous task, and is better understood as constant re-appraisal. The archivist is in a unique position by (usually) having the ultimate statutory authority over retention and destruction of records.

An argument can be made that every single item, a piece of paper, a photograph, a map, a memo, might have some potential use for some future researcher. But keeping everything is the antithesis of the purpose of an archives and renders null the archival endeavor.

"Although much has been written about archival appraisal, no formula has yet to be found – or is likely to be discovered – that will provide a simple way to infallibly evaluate records for archival retention. Thus records appraisal is a constantly demanding job."<sup>1</sup>

A dilemma for the archivist is the desire to retain certain unscheduled records against the costs involved, made worse by having to justify their possible future use. A simple example might be inactive insurance policies with inventories for rare equipment.

Among older government records might be found documents recording foreign travel. In at least one case, the records were later accepted as legal documents for census purposes.

Photographs have an intriguing way of documenting not just the exterior of a house but other nearby details captured in the image.

Private papers, maps, works of art, all have problems and potentials. But the curious archivist, with maturity and wisdom, always has techniques at hand, such as weeding and sampling.

"Appraisal can thus be seen as the archivist's most important, challenging, rewarding and unmeasurable task."<sup>2</sup>

1,2. Maygene F. Danniels, *Records Appraisal and Disposition*, in James Gregory Bradsher, Editor, *Managing Archives and Archival Institutions*. University of Chicago, 1988.

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## **Presidents Message**

It is amazing how time has come and gone. PARBICA 12 is now history, and I know that we all had meaningful experiences in New Caledonia. Our sincere gratitude is extended to the Government of New Caledonia, and the Archives of New Caledonia, who were most gracious and perceptive hosts. They extended us every courtesy and arranged some stimulating and insightful excursions which were very enriching, and complimentary to our discussions.

The conference, more importantly, gave us the opportunity to brainstorm and plot the future direction of PARBICA to ensure we continue to be relevant, and fulfil our full role in the support of the development and aspirations of our peoples.

We must also thank the presenters and you as participants for your contributions which ensured the success of the conference. We need to commend the Bureau, as well, for their tirelessness in working with our hosts and presenters to prepare a relevant programme geared towards engaging participants, and finding solutions to long standing concerns.

It is such a shame that we will all have to wait another two years for the opportunity to meet in person, but we can keep in touch “virtually” and by feeding this publication with timely, and entertaining updates of what’s going in our neck of the woods.

I take this opportunity to wish you all and your families a healthy and fruitful New Year.

Vinaka Vakalevu.

Setareki Tale  
**President**



*Customary Welcome Ceremony, PARBICA 12 Conference,  
SPC Centre, Noumea, 3 October 2007*

## **PARBICA 12**

The 12<sup>th</sup> Biennial Conference with the theme *Archives without Boundaries: Cooperation and Shared Solutions* was held from 01-06 October 2007 at the Secretariat of the Pacific Community and the Tjibaou Cultural Centre, New Caledonia. The conference theme encapsulated its purpose of bringing together the archivists and records managers of the Pacific to discuss how we can work in cooperation – across geographic, professional and cultural boundaries.

The conference and workshops were attended by 88 participants, including 21 New Caledonian representatives (some delegates attended for only part of the week). Delegates came from almost every corner of the Pacific, representing nineteen countries, states and territories. Most were heads of government archival

institutions; however, this PARBICA was also attended by representatives from four Public Service Commissions.

During the Conference we launched stage one of the Recordkeeping for Good Governance Toolkit. This was hosted at the residence of Ms Jane Urquhart, the Australian Consul-General in New Caledonia, and was attended by the French High Commissioner and the President of the Government of New Caledonia.

Major Sponsorship and support for the conference was received from New Caledonia Government, National Archives of Australia, AusAID Pacific Governance Programme, Archives New Zealand, UNESCO, ICA, Australian Society of Archivists, Datamail (New Caledonia).

### **RESOLUTIONS OF PARBICA'S 12th GENERAL CONFERENCE**

Nouméa, New Caledonia, 6th October 2007

On the occasion of PARBICA's 12th General Conference, from 1-6 October 2007, archivists and records managers from throughout the Pacific meeting in Nouméa, New Caledonia, resolve as follows:

#### **1. PARBICA DECLARATION ON ARCHIVES WITHOUT BOUNDARIES: COOPERATION AND SHARED SOLUTIONS**

1.1 Recalling that strong systems for the creation and management of records and the preservation of archives are key foundations of good business practice, as well as essential to support good governance and collective memory in all countries, states and territories in the Pacific region

1.2 Recognising that cultural, training, professional, technological and geopolitical boundaries impact on the ability of many countries, states and territories to achieve this mission

1.3 Recalling that, despite these boundaries, common interests and problems are shared by those responsible for archives and records across the Pacific, especially in the areas of training, access, preservation, oral traditions and digital archiving

1.4 Recognising that PARBICA members are key players in records management and keepers of memory, who can contribute to leading change in their respective countries, states and territories

1.5 Acknowledging the long-standing relationships that PARBICA has with many organisations rich in expertise and resources and the offers of others to join in partnership with us to support development of sound recordkeeping and archival systems throughout the Pacific region

1.6 Emphasising that archives institutions must cooperate with others to succeed in

developing reliable systems that can sustain good governance and preserve the memory of the Pacific region in the digital age

#### BRIDGING CULTURAL BOUNDARIES

1.7 Urge archives institutions in the Pacific to expand their efforts in working with local communities to integrate local perspectives into archival programmes as a core part of the memory of their respective countries, states and territories

1.8 Ask archives institutions to cooperate with other cultural institutions in order to ensure that oral traditions and other forms of traditional memory are documented and protected for the future

#### BRIDGING TRAINING BOUNDARIES

1.9 Ask PARBICA member institutions to use the *PARBICA Recordkeeping for Good Governance Toolkit* to support training in recordkeeping for organisations in their countries, states and territories

1.10 Call on archives institutions to work with their respective institutes for public administration to develop short courses on recordkeeping

1.11 Call on PARBICA to facilitate information sharing on education and training courses, scholarships and resources available for people in the region

#### BRIDGING PROFESSIONAL BOUNDARIES

1.12 Invite professional bodies that share interests with PARBICA to continue to build stronger relationships with PARBICA and develop shared projects

1.13 Recognising the vital contribution to Pacific archiving made by Pacific research collections, call on the institutions that hold these collections to join with PARBICA in its mission to support archival development in the Pacific region

#### BRIDGING GEOPOLITICAL BOUNDARIES

1.14 Call on Pacific governments to encourage their delegations to the Pacific Islands Forum to ask that recordkeeping be recognised as a core component of good governance in the Pacific Plan

1.15 Recommend that the *PARBICA Recordkeeping for Good Governance Toolkit* be recognised as an action in support of the good governance priority in the Pacific Plan

1.16 Urge the public service commission delegates present at PARBICA 12 to spread the good recordkeeping message among senior managers in their countries and to encourage their public service commission colleagues in the Pacific to keep the issue of recordkeeping in the region on the agenda for their future meetings

## 2. RECOMMENDATIONS FOR PARBICA

2.1 Call on the PARBICA Bureau to review the PARBICA Constitution for consistency with the wishes of the PARBICA membership.

2.2 Call on the PARBICA President, in his/her capacity as a member of the ICA Executive Board, to continue to strongly support applications by French Pacific territories to achieve Category A membership of the ICA.

2.3 Call on the PARBICA Bureau to develop a framework and background paper on recordkeeping for good governance that members can use when speaking with their delegations to the Pacific Islands Forum.

2.4 Ask PARBICA to identify professional resources on how to collect oral traditions and make them available to members

2.5 Ask the PARBICA Bureau to seek to formalise its relationship with the Pacific Manuscripts Bureau (PAMBU)

2.6 Ask the PARBICA Bureau to investigate means to provide support for preservation of archives in the Pacific region

2.7 Call on PARBICA to identify opportunities for training and capacity building on how archives institutions can protect the memory of traditional communities, following the example of countries with established programmes

2.8 Call on PARBICA to continue to work with the UNESCO Pacific office to support the Memory of the World programme in the Pacific region

### **3. MOTIONS OF THANKS**

3.1 Convey their deep gratitude and appreciation to Ismet Kurtovitch and the staff from the Archives Service of New Caledonia, and Cameron Diver and Marie-Paule Caruso of the Office of Regional Cooperation and External Relations for their generous and well-organised hosting of this conference and for the splendid hospitality they arranged.

3.2 Express their satisfaction with the successful training workshops conducted within this meeting on recordkeeping for good governance, digital archiving and archival basics, as well as with the conference sessions on cooperation and shared solutions in the Pacific

3.3 Express their thanks to the AusAid Pacific Governance Support Program and the National Archives of Australia for the development of the excellent *PARBICA Recordkeeping for Good Governance Toolkit* and urge that this project be continued by developing further products in the Toolkit and by supporting its implementation through training and partnership projects in countries, states and territories in the Pacific

3.4 Thank the following for their generous support without which this important meeting could not have taken place:

- Government of New Caledonia : Department of Cultural and Customary Affairs and Office of Regional Cooperation and External Relations
- AusAid Pacific Governance Support Program
- ADCK, Tjibaou Cultural Centre
- Secretariat of the Pacific Community
- UNESCO
- International Council on Archives
- Association des archivistes français
- Australian Society of Archivists
- Datafilm (New Caledonia)
- National Archives of Australia
- Archives New Zealand

3.5 Thank the Pacific public service commission delegates present at PARBICA 12 for their contribution to discussions and enthusiastic support for the importance of improving recordkeeping in the Pacific and look forward a continuing strong relationship with this group

3.6 Give special thanks for the honour of their participation and their support to:

- Mr Harold Martin, President of the Government of New Caledonia
- Dr Jimmie Rogers, Director General, Secretariat of the Pacific Community
- Customary Senators of New Caledonia
- Mr Edward Vrkcic, Executive Officer, Pacific Islands Forum
- Mr Régis Vendegou, Director, Department of Cultural and Customary Affairs
- Mr Emmanuel Kasarherou, Director, Tjibaou Cultural Centre
- Mr Abel Caine, UNESCO Pacific States Office

- Ms Norehan Jaaffar, National Archives of Malaysia
- Ms Christine Martinez and Ms Geneviève Etienne, Archives de France

3.7 Express their appreciation to the PARBICA Bureau for their excellent efforts in bringing together a stimulating programme on the theme of 'Archives without Boundaries: Cooperation and Shared Solutions' and for enabling people from the region to participate.



*During the Opening Session of PARBICA 12, which was opened by the President of New Caledonia, Harold Martin, who is seen on the left*



*Bureau members at the PARBICA General Meeting on Saturday 6 October 2007*

## **RESOLUTIONS DE LA DOUZIEME CONFERENCE GENERALE DE PARBICA**

Nouméa, Nouvelle-Calédonie, 6 octobre 2007

A l'occasion de la 12e édition de la Conférence générale de PARBICA, qui a eu lieu du 1er au 6 octobre 2007, les archivistes et les gestionnaires de documents de la région Pacifique qui se sont réunis à Nouméa, Nouvelle-Calédonie, ont adopté les résolutions suivantes :

### **1. DECLARATION DE PARBICA SUR LE THEME ARCHIVES SANS FRONTIERES: COOPERATION ET SOLUTIONS PARTAGEES**

1.1 Rappelant que des systèmes robustes de création et de gestion des documents, de même que la conservation et la préservation des archives sont le fondement de bonnes pratiques commerciales, tout en étant essentiels à la bonne gouvernance et à la mémoire collective dans tous les états, nations et territoires du Pacifique

1.2 Reconnaisant que les frontières culturelles, professionnelles, technologiques, géopolitiques et celles liées à la formation ont une incidence sur l'aptitude de nombreux états, nations et territoires à remplir cette mission

1.3 Rappelant qu'en dépit de ces frontières, des intérêts et problèmes communs sont partagés par tous les responsables des archives et des documents de la zone Pacifique, particulièrement dans les domaines de la formation, de l'accès, de la conservation et de la préservation, des traditions orales et de l'archivage numérique

1.4 Reconnaisant que les membres de PARBICA ont un rôle clé à jouer dans la gestion des documents et qu'ils sont les gardiens de la mémoire et les instigateurs potentiels de changements majeurs dans leurs états, nations et territoires respectifs

1.5 Reconnaisant les liens de longue date qu'entretient le PARBICA avec de nombreuses organisations riches en expertise et en ressources et la volonté de nombreuses autres de s'associer à nous afin de participer au développement de systèmes robustes d'archivage et de gestion de documents dans toute la région du Pacifique

1.6 Soulignant la nécessité pour les institutions du secteur de l'archivage de coopérer les unes avec les autres si elles veulent réussir à développer des systèmes fiables capables de sous-tendre la bonne gouvernance et de préserver la mémoire de la zone Pacifique à l'ère du numérique

### **DEPASSER LES FRONTIERES CULTURELLES**

1.7 Exhorter les institutions du secteur de l'archivage dans le Pacifique à redoubler d'efforts dans leur travail avec les communautés locales afin d'intégrer dans les programmes d'archivage les perspectives locales, qui sont un élément central de la mémoire de leurs états, nations et territoires respectifs

1.8 Demander aux institutions du secteur de l'archivage de coopérer avec d'autres institutions culturelles afin de garantir la documentation et la protection des traditions orales et d'autres formes de mémoire traditionnelle pour le futur

### **DEPASSER LES FRONTIERES LIEES A LA FORMATION**

1.9 Demander aux institutions membres de PARBICA de se servir de la boîte à outils *PARBICA L'archivage et la bonne gouvernance* pour promouvoir la formation à l'archivage dans leurs états, nations et territoires respectifs

1.10 Demander instamment aux institutions du secteur de l'archivage de travailler avec leurs instituts d'administration publique respectifs afin de développer des petits cours de formation sur l'archivage

1.11 Demander instamment à PARBICA de faciliter le partage des informations sur les cours d'apprentissage et de formation, les bourses et les ressources offertes ou disponibles dans la

région

#### DEPASSER LES FRONTIERES PROFESSIONNELLES

1.12 Inviter les organismes professionnels partageant des intérêts avec le PARBICA à renforcer leurs liens avec le PARBICA et à développer des projets communs

1.13 Reconnaisant la contribution vitale des collections de recherche du Pacifique à l'archivage dans le Pacifique, demander instamment aux institutions détentrices de ces collections d'assister le PARBICA dans sa mission de développement de l'archivage dans la zone Pacifique

#### DEPASSER LES FRONTIERES GEOPOLITIQUES

1.14 Demander instamment aux gouvernements du Pacifique d'encourager leurs délégations au Forum des îles du Pacifique à faire reconnaître l'archivage comme composante essentielle de la bonne gouvernance dans le cadre du Plan Pacifique

1.15 Recommander que la boîte à outils *PARBICA Archivage et la bonne gouvernance* soit reconnue comme une initiative soutenant la priorité de bonne gouvernance définie dans le Plan Pacifique

1.16 Exhorter les délégués des commissions de service public présents à PARBICA 12 à répandre le message de bonne pratique d'archivage auprès des cadres dirigeants de leurs pays respectifs et à encourager leurs collègues des commissions de service public du Pacifique à systématiquement inscrire la question de l'archivage dans la région à l'ordre du jour de leurs futures réunions

## 2. RECOMMANDATIONS DE PARBICA

2.1 Demander instamment au Bureau PARBICA de revoir la Constitution de PARBICA pour s'assurer qu'elle est l'expression des souhaits des membres de PARBICA

2.2 Demander instamment au Président de PARBICA, en sa qualité de membre du Comité exécutif du Conseil International des Archives, de continuer à plaider en faveur des territoires français du Pacifique qui cherchent à devenir membre de Catégorie A de l'ICA

2.3 Demander instamment au Bureau PARBICA de développer un document qui définira le cadre et le contexte de l'archivage et la bonne gouvernance et dont les membres pourront se servir lorsqu'ils s'adresseront à leurs délégations au Forum des îles du Pacifique

2.4 Demander au PARBICA d'identifier les ressources professionnelles disponibles pour la collecte des traditions orales et l'accès des membres à ces traditions

2.5 Demander au Bureau PARBICA de chercher à formaliser sa relation avec le Pacific Manuscripts Bureau (PAMBU)

2.6 Demander au Bureau PARBICA de chercher à identifier les moyens permettant de soutenir l'action de conservation et de préservation des archives dans la région du Pacifique

2.7 Demander instamment à PARBICA d'identifier les opportunités de formation et les possibilités d'élargissement des moyens dont disposent les institutions du secteur de l'archivage pour protéger la mémoire des communautés traditionnelles, en suivant l'exemple des pays ayant mis de tels programmes

2.8 Demander instamment au PARBICA de poursuivre son travail avec le Bureau de l'UNESCO pour les Etats du Pacifique afin de soutenir le programme Mémoire du monde dans le Pacifique

### 3. MOTIONS DE REMERCIEMENT

3.1 Exprimer notre plus grande gratitude et notre reconnaissance à Ismet Kurtovitch et au personnel du Service des archives de la Nouvelle-Calédonie, ainsi qu'à Cameron Diver et Marie-Paule Caruso de la Cellule de coopération régionale et des relations extérieures, pour la qualité de l'organisation de cette conférence et l'accueil chaleureux qui nous a été réservé

3.2 Exprimer notre satisfaction quant aux ateliers de formation sur l'archivage et la bonne gouvernance, l'archivage numérique et les bases de l'archivage organisés dans le cadre de cette conférence, ainsi que vis-à-vis des sessions de la conférence consacrées à la coopération et aux solutions partagées dans le Pacifique

3.3 Adresser nos remerciements au AusAid Pacific Governance Support Program et aux National Archives of Australia pour le développement de l'excellente boîte à outils PARBICA *Archivage et bonne gouvernance* et vivement conseiller que ce projet soit poursuivi en développant des produits supplémentaires pour la boîte à outils et en soutenant sa mise en œuvre au travers de projets de formation et de partenariat dans les états, nations et territoires du Pacifique

3.4 Remercier les entités suivantes pour leur généreux soutien sans lequel cette rencontre importante n'aurait pu avoir lieu :

- Gouvernement de Nouvelle-Calédonie : Direction des affaires culturelles et coutumières et Cellule de coopération régionale et des relations extérieures
- AusAid Pacific Governance Support Program
- ADCK, Centre Culturel Tjibaou
- Secrétariat de la Communauté du Pacifique
- UNESCO
- Conseil International des Archives
- Association des archivistes français
- Australian Society of Archivists (Association australienne des archivistes)
- Datafilm (Nouvelle-Calédonie)
- National Archives of Australia (Archives nationales d'Australie)
- Archives New Zealand (Archives de Nouvelle-Zélande)

3.5 Remercier les délégués aux commissions de service public du Pacifique présents au PARBICA 12 pour leur contribution aux discussions et leur soutien enthousiaste concernant l'importance de l'amélioration de l'archivage dans le Pacifique, et se réjouir de notre future collaboration avec ce groupe

3.6 Adresser des remerciements tout particuliers aux personnes suivantes pour nous avoir fait l'honneur de leur présence et pour leur soutien :

- M. Harold Martin, Président du Gouvernement de la Nouvelle-Calédonie
- M. Jimmie Rogers, Directeur général, Secrétariat de la Communauté du Pacifique
- Sénateurs coutumiers de Nouvelle-Calédonie
- M. Edward Vrkic, Cadre dirigeant, Forum des îles du Pacifique
- M. Régis Vendegou, Directeur, Direction des affaires culturelles et coutumières
- M. Emmanuel Kasarherou, Directeur, Centre Culturel Tjibaou
- M. Abel Caine, Bureau de l'UNESCO pour les Etats du Pacifique
- Mme Norehan Jaaffar, National Archives of Malaysia (Archives nationales de Malaisie)
- Mme Christine Martinez et Mme Geneviève Etienne, Archives de France

3.7 Faire part de notre reconnaissance au Bureau PARBICA pour l'excellent travail qu'il a réalisé dans l'élaboration d'un programme stimulant sur le thème Archives sans frontières : Coopération et solutions partagées, et pour avoir permis aux protagonistes de la région d'y participer

## **PARBICA 12<sup>th</sup> Conference Report**

*by Bruce Roberts*

*[Please note that this is a shortened version of Mr Roberts's conference report]*

Why did I attend such an historic and important conference/workshop?

- It is historic because it is the first time for me to be in Noumea, New Caledonia.
- The conference is important in a sense that it established a network of professional archivists and record-keeper who are in the business of recordkeeping for good governance and other archival issues.

As noted in the itinerary, I departed on Thursday, September 27 and arrived in New Caledonia on September 28, 2007. The conference started on Monday, 1 October. President of PARBICA organization, Honorable Setareki Tale, welcomed everyone to Noumea and especially to the Secretariat of the Pacific Community, which was the venue. According to the program, a pre-conference (Recordkeeping for Good Governance Toolkit) was planned and I participated its workshops.

Introductions to the "Recordkeeping for Good Governance Toolkit": Ms. Danielle Wickman was the presenter. The purpose of this toolkit is to: "better equip government agencies across the Pacific [region] to improve the state of recordkeeping with their administration". Since the College of Micronesia-FSM is in the business of recordkeeping from top officials to those on the bottom of the organization chart, this will give us some ideas of "how to start an archival program" that would benefit and also work effectively for the college community. One of the main points that I know existed within the college system is this: "Protecting the government's interests" and "protecting the institutions interests". According to the handout on "introduction" part, it indicates that "keeping good records helps to protect the government by proving what actions it has taken. If records are not maintained to back up what has happened, other people – including a court or an auditor – may not believe the government's position if someone else claims that something

different happened." This type of scenario has recently happened at the College of Micronesia-FSM and therefore recordkeeping is very important. Few months ago, the FSM audit officer came to the LRC to look for several books over \$300.00. Our acquisition librarian kept good records in that she was able to track down those books with the receipts and purchase order and the cataloged records of those materials. And because of her good governance of recordkeeping, we pass the audit inspection.

Wednesday, October 3 was a very special day for PARBICA members because the organization did a customary welcoming which was done by the organization's president. Mr. Tale did a professional job because he has experiences from the past. The participants were welcomed by the Minister of Culture of New Caledonia and his assistants. After the welcoming remarks and greetings, we all went into the main conference room and continued with the topics for that day. Other official business of the day included the President of New Caledonia officially welcoming the participants, and President of SPC, Mr. Rogers, welcoming the participants to the Secretariat Centre.

A group photograph was taken part of the morning in order to accommodate the President so as to attend other important business matters. Afterwards, each country members presented one major achievement or challenge. I represented the FSM Pohnpei delegation and did 3 minutes talk. For FSM National Archives, it's all challenges as the institution awaits its arrival of new microfilm reader/printer since their old ones defect. And as for the College of Micronesia-FSM archives, I reported the following items. (1) We received 1 ALOS 400 microfilm reader/printer which we could borrow the TTPI microfilms from FSM National Archives for viewing. (2) We started our archival program, but no legislation yet. There is a resolution which would clarify the FSM public law 1-48 with its inaccuracies. (3) The College of Micronesia-FSM recently received 8 boxes of COM-FSM personnel inactive files from

Human Resources which were added to the 11 boxes received two years ago.

In the afternoon, I among several others visited the New Caledonia archives for a professional visit. We met Mr. Ismet Kurtovitch at the entrance and followed his lead and instructions about the archival institutions and its services. My thinking at this time that this would be the type of building that the college should build for its record keeping services in order for the institution to keep its record safe. During the tour, he mentioned that the temperature in those storerooms should

be at 61 to 75 degrees Fahrenheit and humidity should be at 45 to 55 percent. And thinking to the archives room at the college where the temperature is constantly at 71 degrees each day is okay. But the percentage is at 56 percent. And as for the store for the color photos, temperature should be kept at 41 degrees Fahrenheit. And I don't think this would be possible here since the archival area is only one room. This calls for an advocacy strategy to convince the leadership of the college to build an archival building for this institution.



*Conference participants engage in small group discussion on areas for cooperation and shared solutions*

On Thursday, October 4, there were various workshops which included the following: Digitizing for access (Alan Howell & Abel Caine); Making images accessible (Alan Howell); Digital Archiving (Alan Howell & Cassandra Findlay); Digital Access and Digital Archiving (Bruce Robert, Genevieve Etienne, and Adrian Cunningham). The major issues for these discussions were that “what happens when technology changes and our digital images remain at the same format?” This issue was discussed at the session and no resolution evolved as “how to solve the problem”. It is especially true among Pacific Islanders where electricity is not a common commodity. And computers are not really a household commodity yet. There are people still using lamps these days. And Internet access and pricing is so high that only government and few schools can afford to have such commodity. So paper seems like to be the

solution although electronic is a popularity in those developed countries. For easier and faster access, digital seems to be the best mode, but as for preservation, some archivists including COM-FSM feel that paper is more stable in this environment: electricity problem. I did my presentation on “Digital Access and Digital Archiving”. In the presentation, I informed the audience about our digital library (<http://comfsm.fm/library/digitallibrary/index.html>). I also shared what challenges and strategies we used at the college since digitization is not an option. We still digitize, but only for access: not for preservation.

On Friday, October 5, we went to the Tjibaou Cultural Centre in the morning. PARBICA President and Ms. Wareham presented gifts on behalf of PARBICA during the customary welcome. “We are what we remember” presentation took place. Archives are without boundaries

since each person or institution has different goals and values. The topics discussed on the day were of importance to an archivist since they cover oral histories. As I listened to each of the presenters, I started thinking about how oral histories affect me and the college. As for me, oral history still exists these days. Some of the stories and legends that we have today were passed down from our ancestors. I would like to share some information on the Pingelapese legends. The Pingelapese legends have been passed down from our ancestors and thanks to several people for taking the initiative to write these stories and legends down for future generations. The title of the book is *Pingelap place names & oral histories* by Sergio Keller. This book is stored at the College of Micronesia-FSM Pacific collection. And as for the college, it would be a good idea to come up with some funds to assist those communities who are still holding on to the oral histories. To preserve these legends and stories is a challenge, but it is something that must be done. As in the presentation by Ms. Anne Naupa from Vanuatu, her TABU collection of audios and papers are very interesting. We have similar situation here in Micronesia where our ancestors do not want to share their whole knowledge with the young generation. Words of my grandfather, "if I give you all I have and all I can remember, then I am of no use anymore". I can really relate to Ms. Naupa and I compliment her on the project. Although the people who hold the

knowledge are gone, she has them taped and recorded for future generations.

To summarize the workshops that PARBICA 12 presented: In order for an organization to make effective and sound decision makings, recordkeeping is very important and must be practiced throughout the entire institution which would create a positive working area, improve communications, develop personnel morale, management of physical and human resources more easily handled, and the historical value of the institution would be realized and preserved. We have to preserve and collect everything that has historical and enduring value so that future generations can find out what we are about.

I like to thank the leadership at the College of Micronesia-FSM for allowing me to attend the PARBICA 12 conference. I was invited by PARBICA organization to participate under the AusAID grant scheme. I like to thank PARBICA for inviting me to the 12<sup>th</sup> conference of the workshop. And I also like to thank AusAID for sponsoring me. I also like to thank the Noumea government for hosting and also providing accommodations for the Pohnpei, FSM delegations. And most thankyous to: Jean Thoulag, President Spensin James, Iris Falcam, Evelyn Wareham, Ismet Kurtovitch, Adrian Cunningham, and of course: Mark Semmler.



*Conference Wrap-Up Mr Ismet KURTOVITCH (New Caledonia) and Mr Setareki Tale (PARBICA President)*

## **Official launch of the Recordkeeping for Good Governance Toolkit and gift of digitised historical records to the Government of New Caledonia**

The Recordkeeping for Good Governance Toolkit was launched in conjunction with the PARBICA 12 Conference in Noumea on 2 October 2007. The launch was held a cocktail reception hosted at the residence of Ms Jane Urquhart, Australia's Consul-General in New Caledonia.

Developed by the National Archives of Australia, in cooperation with PARBICA and with the support of AusAID, the toolkit provides resources to help improve the state of government recordkeeping through the Pacific region.

During the launch reception Ross Gibbs, Director-General of the National Archives of Australia, presented the Government of New Caledonia and the Australian Consul-General with a collection of digitised copies of 1,000 documents relating to the "*Ralliement*" of New Caledonia to the side of the Free French on 19 September 1940. The digitised documents are copies of original records held in the collection of the National Archives of Australia. They provide one of the only sources of contemporary documentation of this important event in New Caledonia's history. Ms Urquhart took pleasure in presenting her set of digitised records to the French High Commissioner to New Caledonia, Michel Mathieu. A set of the digitised records have also been provided to Ismet Kurtovitch, Director of the Territorial Archives Service of New Caledonia.

Australia's HMAS Adelaide played a significant role in this "*Ralliement*", providing assistance to Governor Henri Sautot, France's Commissioner in the then New Hebrides and representative of General de Gaulle, to land in Noumea thus securing New Caledonia on the side of Free France.

The official documents are now available on the National Archives of Australia's website through RecordSearch at [www.naa.gov.au](http://www.naa.gov.au).



*Launching the Recordkeeping for Good Governance Toolkit:  
Ms Jane Urquhart, Consul-General of Australia; Mr Setareki Tale, President, PARBICA;  
M. Harold Martin, President, Government of New Caledonia; and, Ross Gibbs, Director-General,  
National Archives of Australia.*

## **Recordkeeping for Good Governance Toolkit**

### **Stage one now available**

The Recordkeeping for Good Governance Toolkit (the Toolkit) has been produced by PARBICA with the assistance of the National Archives of Australia and funding from AusAID. The Toolkit has been produced for Pacific archivists to better equip government agencies to improve the state of recordkeeping within their administrations.

Stage one of the Toolkit is now complete and includes:

- a brochure and poster aimed at permanent secretaries, chief executive officers and other departmental heads that explains their responsibilities in relation to recordkeeping, and highlights the benefits of ensuring that those responsibilities are met
- a checklist to help an organisation ascertain whether it has in place the things it needs to manage records well
- guidelines for Pacific Island archivists and records managers on how to identify, document, communicate and fulfil public sector recordkeeping requirements
- PowerPoint slides that will help our members introduce and explain these products in their own countries.

General access to the 'lite' version of the Toolkit can be made from the "Resources" link found on the PARBICA website home page at: [www.parbica.org](http://www.parbica.org)

PARBICA members can access the complete version of the Toolkit by selecting the "Members Only" link also found on the above PARBICA website home page.

Workshops introducing the Toolkit were held in Noumea coinciding with the PARBICA 12 conference. A subsequent training workshop has been presented in Vanuatu while other workshops are being planned for elsewhere through the Pacific region for 2008.

The PARBICA Bureau acknowledges the assistance of the following people who participated in the Toolkit workshop which was held in Brisbane, Australia on 19 and 20 July 2007 and who subsequently formed a Reference Group for the duration of the project:

Cheryl Stanborough, Yap; Mila Tulimanu, Tuvalu; Albert Tu'ivanuavou Vaea, Tonga; Amela Silipa, Samoa; Tukul Kaiku, Papua New Guinea; Jacob Hevelawa, Papua New Guinea; Naomi Ngirakamerang, Palau; Evelyn Wareham, New Zealand; Semiti Ravatu, Fiji; Opeti Nau Alefaio, Fiji; Mere Veitayaki, Fiji; Mark Semmler, Australia; Dani Wickman (Project Manager), Australia.



*PARBICA 12 delegates representing Papua New Guinea:  
Tukul Kaiku, Thomas Luai and Vicky Puipui with the  
Recordkeeping for Good Governance Toolkit Poster.*



*Participants at the Recordkeeping for Good Governance Toolkit Workshop held in Noumea, New Caledonia from 1-2 October 2007*

### **Toolkit – stage two**

Official recordkeeping systems often fall into disuse when they are too difficult for staff to use. If staff cannot easily find the file with the information they need, they may not be able to access information about past activities to inform their decisions. They may also be reluctant to place current papers on files if they are unsure that they will be able to locate the information again. Poor file titling systems can also make it difficult for staff to find the correct file on which to place information, meaning that the record of a particular activity is fragmented across a number of files and not easily pieced together. One method for making filing systems simpler to use is to create a Record Plan that describes the activities documented in the filing system in a consistent fashion, using language that is familiar and meaningful to the staff who will use the system.

PARBICA and the National Archives of Australia have successfully sourced funding from AusAID for stage two of the Toolkit. PARBICA aims to develop an easily understood file titling system, or Record Plan, for common administrative files that can be adapted and used by governments around the Pacific. The Record Plan would assist in the description and retrieval of records documenting government functions that have significant accountability implications, such as financial and personnel management and purchasing and management of assets including property and vehicles.

PARBICA is committed to continuing to add to the Toolkit so that we can develop world-class tools for good recordkeeping that are relevant to our Pacific environment. The PARBICA Bureau welcomes comments and suggestions from any interested party. If you would like to provide feedback or suggest areas or topics that PARBICA should cover in future parts of the Toolkit, please contact the PARBICA Secretary-General.

## **“Cooperation between Museums & Archives - The Museum & Archives of Samoa”**

Presented at the 40<sup>th</sup> International Conference of the Round Table on Archives  
Quebec, Canada, 11-17 November 2007, Tuesday, 13<sup>th</sup> November 2007 by Sina Ah Poe  
*Written by Ulrike Hertel & Sina Ah Poe*

### **INTRODUCTION**

Samoa is a country which traditionally passed on information in oral form. There was no written Samoan language before it was created by missionaries after 1830, so that the Samoan people could read the bible in their mother tongue. There was also no museum tradition, and for a long time, an argument was heard that Samoa has a living culture, and is therefore not in need of a museum.

However, others argued the need to preserve historical and traditional artifacts for future generations, as more and more new technologies and ways of life were introduced. Important decisions and government business had been increasingly documented in paper form from the 1800s, and are now very much valued by the Samoan people, especially those who are dealing with land and family history (which are closely connected with each other through customary land rights). This resulted in efforts by the Samoan Government to establish a National Museum & Archives.

This paper draws on personal accounts of two (2) officers who have been involved in the cooperation of the museum and archives projects from the beginning.

### **BACKGROUND**

After an earlier attempt to establish a National Museum in Samoa failed in the early 1980s, a Museum & Archives Officer position was created at the Ministry of Youth, Sports and Cultural Affairs (MYSCA). This position was filled by Ulrike Hertel in 1996, after being vacant for a year. The position was all the project had, besides a desk, a few files, a box with objects labelled “museum” (no further information) and a Cabinet Directive for the Ministry to use the upper floor of the Old Government Building (also known as the Court House) for the museum and archives projects. There was no budget, no strategic plan – and also no expert, but the only professional background Ms Hertel had for this job was her ability to read old German documents. The only person who had a professional degree in museum studies in Samoa at the time was

the lady who had left the position the year before Ms Hertel started.

### **ESTABLISHMENT OF THE MUSEUM OF SAMOA**

A major breakthrough came with a Cabinet decision to give gifts from Pacific Island delegations to the 6<sup>th</sup> Pacific Arts Festival held in Samoa in 1996, and some showcases to the museum project. The approval of a second position for the museum/archives project, which was filled by a gifted artist, Toetu Isaako was also granted at this time. More items we collected or made by the museum/archives staff that enabled the establishment and the official opening of the Museum of Samoa in three rooms of the Old Government Building, on the 27<sup>th</sup> May 1999.

Two (2) museum and archives officers at this time seemed to be insufficient to carry out duties and responsibilities for the projects. An assistant for cleaning and reception duties was first “borrowed” from the Minister for MYSCA’s Office, and then transferred to the museum. We would like to mention the names of the people who filled this position over the years, Saili Leota, Avei Uolilo and Ana Patolo, to acknowledge their great contribution to the development of the museum. We would also like to particularly mention the assistance of the Maintenance Team of the Ministry of Education, Sports and Culture (The Culture & Sports Divisions of the MYSCA were merged in 2003 with the Department of Education to form the Ministry of Education Sports & Culture): While it is great to have a policy not to have a leaking roof – the real change to the better is made by the one who actually climbs up and fixes it.

In 2002, Toetu Isaako left with his family to Fiji and was replaced by Ms Sina Ah Poe, who has since obtained a Master of Arts Degree in Museum Studies (2005) from the University of Newcastle upon Tyne, United Kingdom.

The museum attracted few very useful resources once it was established. For instance, a computer and other office

equipment were donated for the museum by UNESCO, and were used for both projects. This however, raised awareness on the public and the government that artifacts and significant historical documents were not only interesting but very important to the people of Samoa. From then onwards, the government recognized the significant purpose of the projects and with such positive influence, increased funds for the operation of the project activities. While funding was on the rise, artifacts, historical photographs, writings and archival materials were finding their way in from local, regional and international visitors.

#### **THE MUSEUM OF SAMOA BUILDING**

While the museum had taken a step to reality, the National Archives Project had minimal development due to the lack of a suitable building.

The Museum of Samoa occupies three relatively small rooms on the second floor of the Old Government Building (Court House), while the Ministry of Justice & Courts Administration occupies the rest of the building. The building is a representative of a colonial building made of wood, at the seaside, that was erected during the German Administration period in Samoa at about 1906. This makes it vulnerable to fire, termites and any tsunami or cyclone waves. While the historical value of the building and its central location encouraged us to establish the museum in it nevertheless, its location and condition did not allow us to use it as building to store unique historical records. There had been three (3) electrical fires, several leaks from the roof, pests, deterioration floorboards, and several incidents with the plumbing, resulted in the museum/archives staff having to mop the downstairs room of the Chief Justice. Fortunately, there had been no records left on the floor. Another interesting incident was the day when the Fire Brigade forgot they had our key and broke the door open after a false alarm. There had been many interesting and stressful events that had occurred along the way of development, and we can only remember them with laughter and joy.

#### **ESTABLISHMENT OF THE ARCHIVES**

Since the establishment of the museum and archives projects in 1996, there was no building allocated for the archives, and archival materials and closed records created within the government were stored

under poor conditions all over the Government Ministries. Countless efforts to secure spaces for the storage of archival materials came to success in 2001, when the Nelson Memorial Public Library offered a room for the storage of archival materials. This room was renovated and is now the storage of German administration files and other historical documents. This cooperation between the library and archives was now evident and shortly after extended to the adoption of the electronic database programme (DBText software) so that library visitors are able to search the archives database as well as the library holdings.

A second room for the Archives was secured in 2003. An old classroom at the Ministry of Education Sports & Culture Headquarter was upgraded and now houses records from the NZ Administration time. These records had been salvaged from an old prison building and the attic of the Old Government Building (Court House).

The two (2) archives rooms have continuously running air condition (if the power does not shut down) and are made of cement and windows have been blocked out. Although the rooms do not provide the standard archives storage environment, but are definitely safer and provide more stable conditions than the museum building. Vulnerable artifacts of the museum collection are presently stored in these rooms, and are only displayed in the museum for short periods of time.

The Museum of Samoa and the two (2) Archives Rooms are situated in three (3) different locations. Daily routine for the Museum & Archives staffs is to sign in at the Ministry headquarters and move to whichever location where work was waiting. This permanent movement from one place to another, has been particularly time consuming and costly for the staff especially in the rainy season. Office transport is not always available, therefore most of the time, the project staff have to wait until transport is available, or they pay for taxi services from their own pockets.

#### **ARCHIVES DEVELOPMENTS**

1. **Expert Assistance** - A short term consultancy by Greg Coleman from the Northern Territory Archives provided us with a

building design brief, as well as a draft for a Public Records Bill. Emma Murray and the Museum & Archives staff worked in collaboration in developing procedures and policies, as well as providing advice on the archives building specifications. This assistance was very important because it enabled us to think beyond the needs we had, and to what could be done. A very important factor in the development of the archives was the biannual PARBICA meetings, which provided a network of experts as well as the sharing of experiences amongst small archives. On the museum side, Pacific Islands Museum Association (PIMA) provided similar impact.

2. **Records Task Force** - We had been able to receive training courses to different topics for records staff in Government, as they were the interim custodians of all those public records in their care. In a course conducted by Emma Murray, the participants were encouraged to discuss the needs for public records management, and decided to establish a Records Task Force (RTF). The RTF was established in 2005 to address the need to network public records management.
3. Two (2) important guidelines were developed for the first time to strengthen records management across Government Ministries. The *Code of Best Practice – Records management & Common Administrative Retention Schedules* were developed with the expert assistance of Emma Murray (Australian Business Volunteer), Museum & Archives staff and the Records Task Force convened with records Managers of all Government Ministries. Both documents were endorsed by Cabinet on the 27<sup>th</sup> September 2007 as guidelines for records management for all Government Ministries. This achievement significantly enhanced the profile of the archives project.

4. Another significant development that followed was the approval of a government wide project proposal: *'Strengthening Public Records Management'* which aimed to improve and network records management through the provision of resources and consultancy services. This project commenced in February 2007 and is scheduled to complete in July 2008.
5. The provision of a proper archives building seemed to us the most important step in the development of the archives project. Land for the construction of the archives building was secured at one stage, however, funding was not available for post- processes - we could not get a donor without a proper building design, and we could not get a design because we did not have money to pay the architect. At this stage, possible assistance for the construction of an archives building is said to come from the People's Republic of China.
6. An Emergency Preparedness plan for the two (2) archives rooms and the museum is in place. This plan was developed in collaboration with the Ministry of Education Sports & Culture.

#### **COMMON CHALLENGE - Visitor Relations**

Having worked in both museum and archives, we believed that we have been challenged in many ways and will continue to be challenged, but the most crucial issue that is evident to the museum and archives staff is *visitor relations & expectations*. Visitors to the museum are very much in the center of your attention. Everything is done to make them feel as comfortable as possible, our information is provided on a level that is easy for them to read and understand. Most often, the comments we receive especially from our local visitors are serious in a way that we have to rethink our functions and why the museum really exists.

In the archives and also in many offices that provide information on public records to the public – accessibility for customers is not always a priority. In Samoa, there are the following issues:

1. **Language** - Museum labels are both in Samoan and English; we also have explaining leaflets in Japanese and in German.

In the archives, many of our records are in the German language, due to the German administration in Samoa 1900-1914. They are not only German administration records held in the archives, but also land records and Birth/Deaths/Marriage records used as active files in Government Ministries and Public Trust. These records should be translated in order to make them available to the people of Samoa. We know that there are other countries in the same situation, such as Papua New Guinea and Palau.

It is not only the historic records which are in unfamiliar foreign languages. There had been several researchers who come to our museum to obtain advice for their work, and are asked to send copies of their work for the museum for reference. Only a few have been received.

There are also a range of thesis and books about Samoa which are in languages which hardly any Samoan can read. Therefore, it should become a rule of decency to provide a copy of these works to the Samoan people in a language they can understand. How does one feel if someone stays with them for months and then publishes a book in which the only thing they can understand is the names of their family?

2. **User pays** – Entrance to the museum has been free since the time it was open. The Museum of Samoa ensures that any Samoan should have the right to access the museum collection, free of charge. We hope that there will never be a barrier for people with no or little money to access the archives, once opened to the public.
3. **Attitudes** - In the last decade, the archives has become more and more linked to the management of current public records. The IRMT has worked very hard in this area.

However, if the records are well managed within an office, there is still one step more to go, and that is the way we treat those who come to us to find information they are entitled to get.

People with little formal education, people living in traditional subsistence culture in the rural areas, people who have little experience with public offices often feel very uncomfortable when they enter an office for advice. They may have trouble reading or writing, or may not know their date of birth or other information required to fill in some form or find a document. The archives, and in public records management, should be creative and proactive to make them feel welcome, make processes and requirements easy to understand, and support people who have difficulties in a considerate and effective way. After all, they often are our colleagues – the custodians of information, of traditional skills and knowledge, of oral history, of life skills which our children may one day need to survive.

#### SUMMARY

In the beginning, sharing resources between the museum and archives was vital as they were so scarce. At first, the museum with a more public image was generating most resources. Later, the archives became more successful, especially when its image widened from being some sort of cave with dusty records about history, to being a driving force to good public record management.

The museum provided the chance to get feedback from the public on our work, and raise awareness and knowledge about Samoan history and culture. It was often very uplifting to be able to assist student and other visitors and see how they come to appreciate historical evidence. This link to the public was first lacking in the archives.

The impact of expert advice was very important – and in some areas, such as preservation and emergency preparedness, our new knowledge could be used for both projects. We sincerely hope that from now on, records

management will be an integral component in all institutional strengthening projects, as this will make sure new processes will be established with sound expert advice in this area.

In our particular case, the building problem was a major drawback. If the building for the development for museum and archives had been suitable to house both for a start, many logistic problems would have not been there. Working at different physical locations causes a large amount of problems and is very energy consuming. From our own experience, we definitely do not recommend trying to run a joint project with different locations by the same staff. If there are different locations, each should have its own staff.

Due to the small number of staff to develop both projects, it was not only the logistics which challenged our juggling skills. Once both projects grew, more and more duties fell on the staff– you sort archives and worry about the museum plumbing, you look after the museum and feel guilty that you have not done the work in the archives. And because the museum was the project with the daily opening

hours and more and more visitors, especially school students, requiring at least two people to be there, archives often suffered most. This problem is hopefully now being alleviated by the employment of more staff and by giving specific responsibility for one project only to each staff member.

#### **ACKNOWLEDGEMENTS**

There were so many people contributing to the development of the museum and archives in Samoa, that it would fill several pages to mention them all. However, we would like to name some of those who had particular impact: the late Hon Luagalau Levaula Kamu, Hon Fiame Naomi Mataafa, Hon To'omata Alapati Poesse To'omata, the management and staff of the former Ministry of Youth, Sports and Cultural Affairs, the management and staff the Ministry of Education, Sports and Culture, particularly the Assistant CEO of the Culture Division and our colleagues at the Culture Division, Greg Coleman, Emma Murray, Pacific Islands Museums Association (PIMA) and Pacific Regional Branch of the International Council of Archives.



L to R: PARBICA President Setareki Tale, Fiji, and PARBICA members Dianne Macaskill, New Zealand, Sina Ah Poe, Samoa, and Ross Gibbs, Australia at CITRA in November 2007

## **NEWS – UPDATES - EVENTS**

### **Solomon Islands Update**

During August 2007 Allan Connelly-Hansen and Danielle Wickman from the National Archives of Australia travelled to Solomon Islands to investigate the potential for further work on recordkeeping with the Solomon Islands Government. Allan and Danielle were very please to be able to meet with Julian Chonigolo and congratulate her on her appointment as the new Solomon Islands Government Archivist.

Allan will be working with the National Archives of Solomon Islands to deliver tailored recordkeeping training to selected agencies in the Solomon Islands Government. The training will build on the work Danielle did during 2006 in developing records management procedures and training courses for Solomon Islands Government agencies.

This work continues to be funded by AusAID, through the Regional Assistance Mission to Solomon Islands (RAMSI).

### **Conferences and workshops**

Asia Pacific Week 2008, Building Australia's Asia Pacific Expertise  
ANU Campus 29 Jan-1Feb  
<http://rspas.anu.edu.au/asiapacificweek/>

During one week of activities graduate students from Australia and the region will have a chance to present their research interests, meet with other students and academics, participate in a wide range of training activities, be introduced to the rich holdings on Asia and the Pacific at the ANU Library and at the National Library and participate in a stimulating program of events including cross-area workshops, keynote speeches, seminars and master classes, film screenings, cultural performances and social events.

Pacific Film and History workshop, ANU Canberra, 6-8 February 2008  
<http://rspas.anu.edu.au/pah/filmandhistory/>

This workshop explores two questions: how has film shaped Pacific history and understandings of Pacific pasts? and how do – or might – Pacific historians engage with the medium of film?

Meeting of the Association for Social Anthropology in Oceania (ASAO) from 12-16 Feb 2008 at the ANU in Canberra. <http://www.asao.org/>

"Oceanic Connections" 2<sup>nd</sup> conference of the Australian Association for the Advancement of Pacific Studies (AAAPS) 16-18 April 2008 ANU Canberra focusing on networking and integrating Pacific Studies research, education and outreach in Australia and internationally. The gathering coincides with the start of course offerings in Pacific Studies at the graduate and undergraduate levels at the ANU. <http://rspas.anu.edu.au/tpc/oceanicconnections/>

### **Society of American Archivists Conference, San Francisco, 26-30 August 2008**

The Program Committee for this year's SAA Conference is planning to have a session on archives in the Pacific. The PARBICA Bureau is interested to hear from any PARBICA member who is planning to attend the SAA Conference and who may be willing to speak at this session. The SAA has indicated that it would be willing to waive the Conference registration fee for such speakers and PARBICA to provide per diems for food and incidentals allowances for the duration of the conference. Interested members would, however, need to fund their airfare and accommodation costs through other means. If you are interested in this opportunity please contact PARBICA Treasurer Adrian Cunningham at the National Archives of Australia as soon as possible.

**Communities and Memories – a global perspective**  
**The third UNESCO International Memory of the World Conference**  
19-22 February, 2008 - National Library of Australia, Canberra

There will be an impressive line-up of national and international speakers at UNESCO's *Communities and Memories* Conference in Canberra early this year. They include Ms Alissandra Cummins, Director of the Barbados Museum and Historical Society, Chair of the International Advisory Committee of the UNESCO Memory of the World Programme and President of the International Council of Museums (ICOM), who will open the session on global and regional views on UNESCO's cultural frameworks. Another eminent speaker, Professor William Logan, UNESCO Chair of Heritage and Urbanism and Alfred Deakin Professor, Deakin University, will explore the deep links between cultural diversity and human rights. This globally-significant policy analysis and strategic review meeting will set the agenda for everyone who is concerned with the future management of cultural heritage resources locally, nationally and internationally.

The Australian Conference Planning Committee is focussed on creating an informative, engaging and interactive conference event. This conference will be critical to your future work if you are interested in policy development and heritage planning in the context of UNESCO frameworks. It will be especially important for people with responsibilities for managing and promoting access to collections. The conference will explore key issues such as:

- How does the Memory of the World Program relate to traditional knowledge and oral rather than written cultural traditions and expressions?
- How do we address the rapidly emerging domains of the digital environment and how do we preserve and safeguard the world's memory?
- Why do World Heritage places, sites and landscapes have a Convention but the documentary heritage of the peoples of the world none?
- What role should communities play in safeguarding cultural resources?

A conference highlight will be the 'Soap Box' session on the last day. The open-to-all 'Soap Box' session, which will be chaired by Margaret Birtley, CEO of the Collections Council of Australia Ltd, will give people the chance to have 'the last say' on any topic they believe is relevant to the development and sustainability of the *Memory of the World* programme. The final day's programme also offers a series of workshops examining issues such as setting up a website, determining significance, submitting nominations, establishing a national committee, preservation planning and sponsorship.

For information about the Conference including registration forms please go to:  
<http://www.amw.org.au/mow2008/mow2008.htm>

**No Archive is an Island**  
**International Association of Sound and Audiovisual Archives (IASA) 2008  
Conference**

14 - 19 September 2008. Australian National Maritime Museum, Sydney, Australia

Abstracts are due on 31 January 2008. On-line abstract submission and instructions for authors are available via the IASA web site: <http://www.iasa2008.com>  
Abstracts are sought that address the following topics: Low resource tropical archiving, Grass root archiving with small institutes and small nations, Interconnection and cooperation, Resource sharing, Federated digital delivery systems, Cooperative delivery systems in an innovative environment, Oral histories: rising tides - cultural tides, tides of Native Title and Indigenous ownership, Isolation, Innovation and Diversity, Remote broadcasting and archive implications, Preservation of historical memories in sound and audiovisual forms, Audiovisual records as a memory of revolutionary change, the role of archives retaining history.  
Applications for travel grants will be accepted. Presenting a paper and being a IASA member are two criteria that enhance the chance of being awarded a travel grant.

### **Participation Programme in the activities of UNESCO Member States for 2008-2009**

Call for requests for funding in UNESCO's Participation Programme 2008-2009 (ref: CL/3839). More information on the priorities of the Programme and documents to send with the requests are available on the UNESCO's website as follows

<http://unesdoc.unesco.org/images/0015/001564/156465e.pdf>

The deadline for the receipt of applications for project funding is 28 February 2008.

### **Programme de participation aux activités des Etats membres de l'UNESCO pour 2008-2009**

Nous appelons l'attention de tous les membres sur la possibilité de présenter des demandes de financement de projets à l'UNESCO dans le cadre du Programme de participation 2008-2009 (réf : CL/3839). Vous trouverez plus d'information sur les priorités de ce Programme ainsi que les documents nécessaires à la présentation des demandes sur le site de l'UNESCO à : <http://unesdoc.unesco.org/images/0015/001564/156465f.pdf>

La date limite pour l'envoi des propositions est le 28 février 2008.

## **ARCHIVAL VOLUNTEER SERVICE**

### **MISSION:**

Beginning operations in 2008/09, Pacific Heritage Archival Assistance (PHAA) is an international non-profit organization dedicated to archival preservation and collection of material belonging to national and public archives, libraries, cultural centers, organizations and institutions of developing Pacific region countries that are underprivileged, underfunded and understaffed. Pacific Heritage is committed to supporting the people of the Pacific Rim and to preserving their culture. We will make every effort to bring the locals into the decision-making process. Pacific Heritage will not impose individual views or processes on local people. However, we will endeavor to add value by advising, encouraging and working with the local people to support their efforts in building their future and preserving their past.

### **FUNDING:**

Funding will primarily be obtained from three sources: individual donations, corporate donations and grants. A web site will be developed to solicit business and accept donations. Naturally, funding for each project and/or jobsite will vary based on need.

### **PROCESS:**

Once a possible job has been identified through e-mails or contacts, several questions will be asked:

1. What kind of project is it?
2. How much time will be required to complete the project?
3. What kinds of materials and supplies will the project require?
4. How much funding will the project require?

A volunteer trip will be made to the project location lasting approximately two to three weeks. A follow-up date of return will be scheduled if needed for longer-term projects.

### **TYPES OF ASSISTANCE:**

PHAA will anticipate the need for arrangement/description of records, appraising (with jobsite Archivist or Librarian), and preservation of records that include: photographs, photograph negatives, manuscripts, maps, newspapers, posters, ephemeral materials, electronic records, oversize records, philatelic materials, journals, and bound volumes. Also, basic cataloging, data entry, establishing finding aids and assistance with digitization will be provided. Additional work requests will be addressed as needed.

\*Any Questions, suggestions, recommendations, or even an example of a certain project that needs assistance would be greatly appreciated. Please feel free to e-mail me at: [brandon.oswald@gmail.com](mailto:brandon.oswald@gmail.com)

### **Note from the editors:**

Ken Scadden's article on his visit to Kiribati will be included in our next issue of Panorama. Our apologies for the delay.



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*We have too many high-sounding words,  
and too few actions that correspond with them .*

Abigail Adams (1744-1818), in a 1774 letter to her husband, John Adams. Abigail, who wrote with a flair for literacy, never attended school.

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