



# PARBICA panorama

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From TheEditor's desk

Earlier this year, my wife was privileged to be part of a team of three to go to Northern Norway and be in "Sami-Land," where the indigenous people hoped to create a university with emphasis on the preservation of their language. (After four flights taking nearly a full day, she arrived but her luggage did not) The team met people who were academics but also met people living much in the ways of their ancestors. Yet, there was a general feeling that the Norwegian Government wished that, as a group, they would fade away and become "assimilated." The local people she worked with envisioned a small university featuring instruction in the Sami Language, but getting only meager funding from the Norwegian Legislature.

She brought back two maps, both about 54 cm square, one showing the Northern part of Norway in the usual "vertical" view. The other was an artist's view from the top, that is, with the Arctic Circle in the center, showing Indigenous Peoples of the Arctic. As simple as it seems, one instantly can see the true relationships of these remarkable people. In each corner of the map there is an animal, a reindeer, a walrus, a polar bear, and a salmon (some Sami families use GPS techniques to herd their reindeer, yet often they build traditional small houses for family feasting). At the bottom of the map, forty-four language groups are listed, from Ainu to Ul'chi.

In short, her team now is proposing an International University of the Indigenous Peoples of the Arctic, or perhaps the Arctic International University (AIU), with funds for all purposes from unlimited sources.

I have been thinking it might be useful to make a few "views from the top" of government organizations to see whether it might be an aid in looking at archives. Are there any volunteers?

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**PARBICA MEMBERS MEETING**  
**Monday 21 July 2008, Kuala Lumpur**

*A summary based on the minutes of the informal meeting*

Present at the meeting were Bureau members Setareki Tale, President, Fiji, Naomi Ngirakamerang, Vice-President, Palau; Evelyn Wareham, Secretary General, New Zealand; Adrian Cunningham, Treasurer, Australia, Bruce Roberts, FSM; Cheryl Stanborough, formerly of Yap (FSM); Danielle Wickman, Australia; Del Cuddihy, (East Timor) Australia; Dianne Macaskill, New Zealand; Julian Chongiolo, Solomon Islands; Maggie Shapley, Australia; Mila Tulimanu, Tuvalu; Opeta Alefaio, Fiji; Puro Hanua, PNG; Sina Ah Poe, Samoa; Thomas Luai, PNG; Togi Tunupopo, Samoa and as Observers Abel Caine, UNESCO Pacific Office and Michael Hoyle, International Records Management Trust.

Setareki Tale welcomed everyone to Malaysia and acknowledged the Bureau members who had worked hard to enable many of the participants to be at this meeting.



*PARBICA Group at ICA in Kuala Lumpur 2008*

**Developments since PARBICA's last meeting in New Caledonia in October 2007**

Australia—The National Archives of Australia has moved to a new Minister and a new portfolio, as a result of the recent change of government. It is now within the Department of Prime Minister and Cabinet, alongside other accountability and integrity agencies such as the Ombudsmen. Karina Taylor has been appointed as the Pacific archivist at the Australian National University.

East Timor— The Truth and Reconciliation Commission has a copying project underway with the British Library.

Fiji— The new archives building is nearing completion. It is scheduled to be ready and opened by the end of 2008. The National Archives is focused on increasing its capacity for training, by building on the toolkit and working with the training arm of the Public Service Commission. Two Archives staff members are being developed as professional trainers. Fiji has established a National Memory of the World Committee.

FSM College of Micronesia – An organisation has been established to

represent the various libraries, archives and museums in Pohnpei. The position of Archivist for Pohnpei State has not yet been filled. FSM has been searching for its constitutional documents.

New Zealand– Archives New Zealand has established a Digital Continuity Programme, led by Evelyn Wareham. This is focused on digital preservation of archives, and also on maintenance of other records for as long as they are required. An external advisory group has been established and awareness is being raised across government. There is a skills shortage of qualified people to work with archives and records, especially in the digital environment. Archives New Zealand's new Auckland building has been opened and is operating well. New Zealand has sent teams to Niue to work with local people on recovery of archives from Cyclone Heta, care of audiovisual records, and current records management.

Palau– All constitutional records have now been transferred to the National Archives. The recordkeeping toolkit training course in Palau has resulted in a budget increase and increased activities.

Papua New Guinea – The National Archives is focusing on raising the PNG government's awareness of the function of the National Archives in good governance.

Samoa – The Government has approved translation of the recordkeeping toolkit into Samoa. A project is underway to develop classification schemes and retention schedules for government records, using consultants. Togi Tunupopo has presented a toolkit workshop to National University of Samoa staff and the university has agreed to adopt the toolkit for its records management.

Solomon Islands – AusAID continues to assist in providing consultants to train different levels of public servants (junior and senior). The Government recently granted money to expand the National Archives, as there is a 10 year backlog of transfers. An archives officer has been sent for reprographics training in Japan.

Tuvalu – The National Archives is working on a proposal to build a purpose built archives.

Yap – \$100,000 was provided towards the new archives. Tess Perez from the Philippines will be replacing Cheryl Stanborough as Archivist of Yap. The Archives has run three training courses on records management. Work has been completed on the Endangered Archives Project.

UNESCO – UNESCO is promoting the Memory of the World programme in the Pacific Islands. An early achievement is that the new Fijian committee has discovered an ethnic Fijian version of the Deed of Cessions. The Memory of the World focuses on the protection and preservation of all records of significance to a country. A meeting is being held at the Congress to discuss preparation of a global nomination for the archives of Indian indentured labourers, including records held in Fiji. UNESCO and ICA will launch a web based archives management system at this Congress, named AToM.

IRMT and ACARM – IRMT has been working closely with the Eastern and Southern African Branch of ICA (ESARBICA) focusing on financial and human resources records. IRMT is developing new training modules on electronic records management.



Tukul, Stephen Clarke (NZ), ICA President Ian Wilson (Canada) and Evelyn in Malacca

### **PARBICA's work plan**

The work plan developed by the PARBICA Bureau in February 2008 was distributed to participants. Evelyn presented an overview of the plan. Suggestions made included: PARBICA email listserv – Abel Caine informed us that the Secretariat of the Pacific Community (SPC) provides free hosting for Pacific groups' listservs; Advocacy / promotion of the role of archives should be made a clearer action. Various possibilities were discussed; and professional development and education – More work should be done in this area. Cheryl Stanborough volunteered to assist the Bureau in this area.

### **Recordkeeping for Good Governance Toolkit**

Phase one of the toolkit project is now complete, with all components published and available on PARBICA website. In-country training workshops have been held in Vanuatu, Palau and Samoa. The French Association of Archivists has translated the toolkit into French for use in French-speaking countries. Phase two of the project has just commenced, also with AusAID assistance. A development workshop was held in early July in Brisbane with the aim to develop a model file plan. A short workshop is also being held at the Congress in Kuala Lumpur.

Archives New Zealand has gained NZAid support for phase three on the project, which will develop a model retention and disposal schedule for common administrative functions. The National Archives of Australia has submitted a further application for AusAID funding to run workshops on training the trainer, in support of the toolkit.

### **Statistical Survey**

Dianne reported on the statistical survey that was carried out in 2006-07. PARBICA needs this type of reliable data and information in order to show key partners and funders that our work makes a difference. Dianne has a summary report and reports on each country's results (which will be made available only to the respective countries). She suggested that the survey be repeated every five years. Action: Publish the summary report on results of the survey on the PARBICA website. Repeat the statistical survey in 2011-12.

Naomi wished everyone all the best for the Congress and thanked the sponsors who had enabled people's participation: AusAID, NZAid, the Commonwealth Foundation and the International Council on Archives.



*Mila Tulimanu, Tukul Kaiku and Naomi Ngirakamerang*



*Cheryl at Malaysia Night*

**Archives, Governance & Development: Mapping Future Society**  
**Report on the 16<sup>th</sup> International Council on Archives Congress Held in**  
**Kuala Lumpur, Malaysia, 21-27 July 2008**

*by Togi A. Tunupopo, National University of Samoa*

In this report I will highlight the sessions that I found important and most interesting from a personal perspective.

I attended six sessions, but there was one session which greatly interested me. This was the Roundtable session that was presented by Vladimir Kozlov and Vladimir Adamushko titled: *Archives, Libraries and Museums as a whole in the process of preservation and use the Memory of Society.*

The basic reason for my interest in this paper is because it provides Samoa with a historical model which our Records Taskforce could use as a comparison with our situation and how we have progressed this far.

At the outset it was difficult to decide on which sessions to attend due to the fact that many of the very good sessions were being presented at the same time. However, we were fortunate to have been together as a PARBICA group and to share some of the knowledge gained from several of these concurrent sessions.



**This is a closer look at the first session**, highlighting some of the facts and outcomes presented.

According to Vladirmir Kozlov Libraries, Archives and Museums are the keepers of the historic memory. Although they are individual entities, all three share some features in common. They are either important papers, a private research collection of literature, photographs or other material artefacts.

The material held in the CARE of libraries, archives and museums greatly affect their keepers and curators. I believe this is true for most of us who value what we have in our collections and would not let go of them for a long time. This is a lesson to be noted. For example; a book or picture can be unique or very rare.

The book can be a relic of an important person. It is the same way as looking at an important artefact such as furniture belonging to a famous person such as Robert Louis Stevenson. We will not part with it and continue to take all care for its survival.

Most documents are official. A document is a very direct reflection of reality. The best examples are laws, international treaties, books and contracts. They signify different trends in a country reflecting social, economic and political changes. True!

The Archives have a more pronounced role in safeguarding documents with due regards to their value and sensitivity. Hence many barriers to access can be expected, depending on Archival policies and on the other hand the purpose one uses to justify the need to access particular information.

In the case of Russia, the comparison between Libraries and Archives shows that it is very rare for museums to WEED out artefacts in their collection. This is also very different from Libraries where the librarians are more pragmatic and practical in what they keep. Librarians tend to value the space and would rather keep materials that are popular and more highly demanded or borrowed by library users. So true!

Archives are the most organized in preserving memory. Archives tend to be more thorough and vigilant in its retention and access policies especially regarding private and company archives. True!

Museums & Libraries are the more social educational and fun to society. They provide the seating room or homely atmosphere conducive to learning and reading pleasure. The Archives function differently as they need to maintain /retain the legality and integrity of the records; therefore presenting a colder and less friendly atmosphere.

According to Vladimir Kozlov, he maintains that "We at (Russia) consider this trend obsolete. All of the three keepers of memory should maintain the same functions". These are to preserve and make accessible all kinds of records and documents to the public.

**Next presentation by the Director of the Library, Ministry of Culture in Belarus:**

Problems for Archives are the most important concern for Belarus compared to libraries and museums. Why?

It is difficult to convince people about the value of institutional records compared to say books and artefacts where people can go and see and borrow at any time.

How to use together the preserved documents: The acquisition schedules must be properly designed with the organizational mission in mind. The Ministry of Belarus' Online Catalogue needs to compile all of what is held in the museums, libraries & archives. The public need to know what and where these records and documents are held.

The National Commission of UNESCO in Belarus led the development to digitize these documents and using such advanced technology to provide more broad-based access.

Memory of Belarus: This project will be launched soon. Making it available to all: Similarly the Libraries & Librarians in Belarus History book project is due for completion.

Belarus is also working together with Lithuania, Poland to compile cooperative projects to make information accessible to the public. Electronic copies or E-copy of books will have blurred the lines between Library collections, Archives & Museums.

**Next presentation: This is the case study of IRAN using the Islamic Archives of Iran.**

Iran / Persia have 700 years of keeping records which is quite amazing to comprehend compared to our much younger historical records in the Pacific.

The Old Testament refers to a large collection in Babylonia (financial records in Ancient fund). Millions of such archival records.

- 1951 – Schedules were developed to establish proper storage & classification.
- 1930 – Law to establish state records and set up a - Public Records Office.
- 1953 – Govt. discussed increase volumes of paper records - Treatment of paper records and established the - National State Archives.

- 1970 – Official establishment of National Archives / National Library - Studies on Feasibility of these establishments.
- 2002 – Combined National Archives and National Library of Iran. The Archivists were the major opponents to this merger. But surprisingly, six years later, the Iran National Archives & Libraries have emerged successfully.
  1. The promotion of the 20 years plan of the Iranian Islamic History.
  2. The Islamic National Archives & library shared many functions and interact effectively to determine their shared future.
 Best practice adopted with the assistance of UNESCO - Memory of the World project.

### **Personal Learning Outcomes**

Firstly, even though Iran has 700 years of Archives, they have only developed a National Archives in 2002. Compared to say the Pacific situation in some islands like Samoa with only two centuries of written records dating back to the 1830s and still are able to deal with preservation issues in a far more proactive way compared to the East.

Secondly, the Russian Federation case study shows an interesting experience of where some of the Issues have been dealt with in the experience of more developed countries. Mergers and Reforms are not easy and may take a different pathway due to financial constraints and equal sharing of resources.

This is the trend increasingly observed in some countries and shows markedly different values placed on Information Management and Record keeping. Samoa for instance is at a crossroad and is making headway in terms of developing laws and policies with regards to Records, Communication and Information Technology.

### **Conclusion**

Much thanks goes to the Commonwealth Funding agency for the opportunity to learn a great deal at the ICA. I have personally enjoyed the experience of visiting Malaysia for the first time and to make the connections with the wider world of archives as opposed to our own PARBICA region. Through this opportunity it has equipped me well to present a seminar and paper on Archives at our University's Centre for Samoa Studies Measina Conference in December 2008. I am committed to Archives awareness programmes in our country and will continue to promote it through our many networks.

Thank you PARBICA.



*Evelyn, Seta and Malaysian National Archivist Sidek Jamil*

## **Project for Better Recordkeeping in Niue**

*by Mark Crookston*

### **Background:**

The last issue of Panorama described an ongoing project Archives New Zealand is conducting in partnership with Taoga Niue (the Cultural Centre responsible for the National Archives of Niue) in regard to rebuilding the capacity of the National Archives of Niue following the devastation brought upon it by Cyclone Heta in 2004.

The most recent component of this programme involved a two week visit in July 2008 by two Archives New Zealand Government Recordkeeping staff (Mark Crookston and Alice Patterson-Coombes), with the following objectives:

- To increase the capacity of government institutions to manage their records
- To complete a programme of training to selected government staff in records management, including;
  1. understanding and implementing retention and disposal tools and procedures
  2. strategies to enable effective records management programmes

The primary driver for this project was the limited physical storage space in the new government building. This meant that the six departments that were scheduled to move to the new building had to identify the retention requirements of the often vast numbers of records that had been stored in attics, cupboards, spare rooms etc.

### **Report on Activities:**

The first two days were spent building relationships with the Minister Responsible of Taoga Niue, the Public Service Commissioner, Taoga Niue staff and key public sector employees in the six departments earmarked to move to the new building.

On day three we ran a full day workshop on the value of good recordkeeping, including some recommendations on simple processes around the creation, maintenance and disposal of records. In particular, the focus was on workshopping the two major outputs of the project:

- A Recordkeeping Code of Best Practice: Guidelines for creating and maintaining the records of the government of Niue
- A General Retention and Disposal Schedule: Guidelines for retaining and disposing of the records of the government of Niue

These two key documents were based on the similar documents created by the Recordkeeping taskforce in Samoa. We acknowledge the kind support from Sina Ah Poe, Principle Archives Officer, Samoa National Archives for her approval to use them as the basis for our products.



*Alice Patterson-Coombes and Niue government staff completing group activities on good recordkeeping during the workshop.*

The workshop was attended by 39 people representing 17 departments, including several heads of departments and was opened by the Minister responsible for Taoga Niue.

We spent the subsequent time in Niue developing the recordkeeping and disposal publications and visiting most government departments to give advice on various recordkeeping and information management queries. Most of the time was focussed on working with those departments that are due to move to the new building.

At the National Training and Development Centre (NTDC), we identified a significant volume of records that were no longer required for business or legal reasons and could be destroyed according to the Niue General Retention and Disposal Schedule. We also identified a small number of records that had significant long term value as an archive, which were transferred to Taoga Niue. It is important to note that this was the very first legal disposal and transfer documented under the Niue Archives Act 1992.



*Before and after shots of Mark Crookston working through the records storage area of NTDC*

At the Department of Community Affairs, we instigated a project to sort through many years worth of records and make disposal decisions according to the newly developed schedule. This project was completed by the staff of the Department of Community Affairs



*Staff of the Department of Community Affairs working through their records.*

A significant gain was made with the Department of Administration (part of the Public Service Commission), where a storage room was located that held records from many different public departments, including old personnel files. Here a project was instigated to list and box the records of significance as an archive, according to the General Retention and Disposal Schedule. Subsequent correspondence from Niue suggests that our recommendation to clear this room of old files (via legal disposal) and use it as a secondary storage facility for those departments moving to the new building as well as a processing room for the National Archives of Niue has been agreed and actioned.



*Alice Patterson-Coombes, Mark Crookston and Uku Metitama work through the files at the storage facility of the Department of Administration*

It should be noted that several visited departments managed their records very efficiently and did not require assistance, including Treasury, the Department of Justice and Crown Law Office.

### **Summary of Outcomes**

- A Recordkeeping Code of Best Practice: Guidelines for creating and maintaining the records of the government of Niue
- A General Retention and Disposal Schedule: Guidelines for retaining and disposing of the records of the government of Niue
- Implementation of legal disposal under the Niue Archives Act 1992 in three key government departments moving to the new building
- Delivery of a workshop on good recordkeeping attended by 39 government staff
- Raised the awareness of good recordkeeping within the Niue government
- Better working relationships between the Niue national Archives and other public sector departments, especially around requirement for disposal.

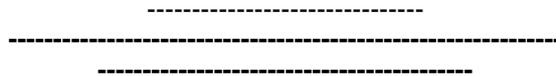
Many thanks to Moira Enetama and her excellent staff at Taoga Niue for their hospitality and hard work in working with the other government departments in Niue

## **National Archives of Kiribati News**

*by Richard Overy*

Mr Tarawa Nataua, the acting head of the National Archives for the past two years was replaced in October 2008. Mr Nataua had been with the National Archives since 1979 in various capacities, firstly as Technical Assistant, then Microfilm Officer, and more recently as Assistant Archivist until he replaced former National Archivist Kunei Etekiera in 2006. Kunei is now a member of parliament for the Nonouti constituency.

Mrs Temabine lateru, Archives Assistant, has been appointed as acting National Archivist. Mrs lateru has been with the National Archives for the past ten years.



### **Richard comments:**

As you know all too well, Kiribati seldom if ever features in news reports, studies, or even as attendees at conferences nowadays. Sadly, Kiribati is currently not a paid up member of PARBICA or of ICA. The National Archives is struggling for attention, and even for a modest operational budget. The Kiribati National Archives (KNA) is very far from the top of the priority list.

I visited the KNA in July 2008 – on Endangered Archives Programme business related to Tuvalu records and information still available in Kiribati.

I was very pleased to see that Tarawa Nataua had kept the Archives in pretty good order despite the many difficulties that seem constantly to arise. However, the KNA no longer has an operating planetary microfilm camera. The lack of suitable technical expertise and high maintenance costs has seen the wonderful camera that served well for twenty years now in such a state that it is probably beyond repair – or if repairable, the cost would be so prohibitive that it would likely be less costly to get a new camera. However, KNA also has a portable microfilm unit similar to that used by the Pacific Manuscripts Bureau. Adequate storage space for current archival needs and future records transfers is another serious issue for Kiribati. At the time of my visit there seemed to be little prospect of any substantial improvement in the situation in the foreseeable future.

In many ways, things have not changed much at all. The issues that the National Archives faced twenty years ago are largely much the same ones they face now. The issues include all the familiar ones such as adequate budgetary support, other resources, quality staffing, staffing levels, a sense of succession planning and continuity, assured access to appropriate training and education, storage capacity, and a lack of real interest, understanding and active support from its ministry. Add to that the problems now of electronic records, digitisation, records management of current information, etc and the gap between principled aspirations and best practice, and practical realities of operating in current conditions seems at least as wide as ever.

**Recordkeeping for Good Governance Toolkit Phases II and III**  
**Auckland Workshop**  
*by Mark Crookston*

On December 1-3 Archives New Zealand hosted a group of Pacific archives and recordkeeping representatives gathered in Auckland for a joint workshop on phases II and III of the Toolkit.

As has been previously reported in Panorama, phase II will consist of a records plan or file classification system and a model recordkeeping policy. Phase III will consist of a model disposal schedule, outlining recommendations for which records in the file plan should be retained as an archive or destroyed, and some appraisal guidance on determining the value of records that fall outside this schedule.

Participants in the workshop were:

- Laititi Belford (Samoa)
- Naomi Ngirakamerang (Palau)
- Jacob Hevelawa (Papua New Guinea)
- Tukul Kaiku (Papua New Guinea)
- Jeannine Daniel (Cook Islands)
- Charmaine Scotty (Nauru),
- Bela Norman (Vanuatu),
- Elenoa Delailakeba (Fiji)
- Mere Veitayaki (Fiji)

#### Phase II

The first day of this workshop was facilitated by Dani Wickman and Mark Semmler of the National Archives of Australia and saw the completion of the draft stage of records plan for Pacific government departments. These were the final two functions of Human Resources and Strategic Management. The group spent a lot of time discussing the processes involved with undertaking these functions and the records that are created and maintained as a result.

The morning of day two saw participants discuss the fundamental components of a good recordkeeping policy. The policies of many other jurisdictions were analysed for their relevance to the Pacific context.

As a result of these discussions, Dani and Mark will be completing the draft documents for circulation and feedback to the participants over the December / January period.

The next stage of phase II will be an implementation workshop, hosted by the Public Service Commission in Vanuatu in early February. At this workshop, the group will look to put in place the new file plan so that the Public Service Commission can manage its records according to the newly developed standard.

As with phase I, AusAID is providing funding for the development of this component of the toolkit.

#### Phase III

The rest of day two and day three were facilitated by Mark Crookston of Archives New Zealand and Susan Skudder of SWM Ltd NZ. Susan has been contracted by Archives New Zealand to assist with the development of this component of the toolkit. These days focussed on discussing the value of having a disposal schedule, how it fits within a records management programme, and what information the model schedule and associated guidelines should contain. However as with all discussions on appraisal and disposal, the most enjoyable part of these days was robust 'free and frank exchange of ideas' we had on the value of the records managed under the file plan.



*Back Row: Laititi Belford (Samoa), Evelyn Wareham (NZ), Naomi Ngirakamerang (Palau), Jacob Hevelawa (Papua New Guinea), Mark Semmler (Australia), Mark Crookston (NZ),  
Front Row: Tukul Kaiku (Papua New Guinea), Jeannine Daniel (Cook Islands), Charmaine Scotty (Nauru), Bela Norman (Vanuatu), Elenoa Delailakeba (Fiji), Susan Skudder (NZ), Danielle Wickman (Australia), Mere Veitayaki (Fiji).*

Specifically, the participants worked in small groups to recommend retention or destruction on the records that sit under the functions Financial Management, External relations, and Property and Asset Management. Lively discussion ensued once the recommendations were brought back to the whole group for discussion. I know I enjoyed it very much.

Susan and I are currently in the process of creating the draft documents for circulation and feedback from the group.

The next stage of phase III is a workshop that is tentatively planned for Wellington in early March 2009.

Archives New Zealand has received funding from NZAID to develop the tools under this phase of the toolkit.

### **National Archives of Palau**

*by Naomi Ngirakamerang*

Following is a report from the Bureau of Public Service System, the personnel office of the Ministry of Finance of the Republic of Palau. Naomi asks if other archives might be able to assist with the computerisation of personnel files:

*'I was asking for their filing index or how they keep their records for our PERSONNEL FUNCTIONS of the Recordkeeping Toolkit Phase 2 Project and this is what they sent to me. As you can see, the activities of their personnel records are still maintained in a manual system. I have sent them a copy of the Solomon Islands Guidelines 25 to look at and try to create their own filing index for their record plan. In the meantime, I thought I might send their report to you, to see if you can put it in Panorama to ask for help in other Countries, if they already have an existing computerized system that can help them with their personnel filing system. It would be great if any of the Pacific Countries can donate a CD or Disks that contain a computerized system that can help them organized their personnel filing system.'*



Republic of Palau Government  
**Bureau of Public Service System**

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The Bureau of Public Service System is a department under the Ministry of Finance that is in charge of disseminating the merit-value system to build highly qualified, accountable, motivated and diverse workforce, thus ensuring quality service to the people of Palau. One of its Core Business Process is the accountability for RECORD MANAGEMENT.

Based on the need of the government, the Public Service System shall administer recruitment programs designed to attract fully qualified applicants to fill the position. Competitive selection procedures shall be used to the maximum extent practicable. When a selection is completed, the responsible department shall provide an appointment action to hire the person selected for the position. This is a point in time where the employee personal file is established.

Presently the BPSS has two manual systems that are being used to keep personal records:

1. **Personal Folder File:** Every employee of the government has a personal file containing all information pertaining to the particular person. The files are sequentially arranged by alphabetical order. They are kept in the active cabinet until the employee resigns or retires then the file is removed and be placed in the inactive cabinet indefinitely. When a person is rehired back to the government then his/her files will be retrieved and reactivated so that the employee will continue to use the same file again.
2. **Employee Record Card:** Every employee of the government has a personal index card. The main purpose of this system is to control the Within-Grade-Increase (WGI). This is a salary increase or compensation module applies to permanent Public Service employees. The government salary schedule begins at grades level 1 – 18, steps 1-14 All eligible employees may be granted within grade increases upon completion of the following period of satisfactory performance at the following steps in the rate ranges of the base salary schedule:

<u>Step</u>	<u>Period of Satisfactory Performance</u>
1 through 5	1 year
5 through 9	2 years
9 through 13	3 years
13 through 14	4 years

For example, if an employee's grade level is 10, and the step is 2 (GL-10/2), then the employee is eligible for a step increase every year until reaching step 5, then he/she would have to wait for two (2) years to be eligible for another step increase and ascending based on these steps forward.

Republic of Palau Government  
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When an employee is promoted to a different class or position, the date of services will automatically change to take effect upon the promotion date. This would result in changing the date of WGI to follow the new promotion date. Of course it would not change the anniversary date of the employee.

Basically the Employee Record Card system is an easy access to track employee's record of services so that WGI is prepared on time and be given to the employee without delay.

The Employee Record Card is designed like this:

Employee Record Card

1. Full Name: John Dou

Name of Action	Dept. Agency	Grade & Pay Level	Effective Date	Position, Title
Appointment	Education	PL-28/5, \$667.69	2/2/97	Chief of Personnel
Merit Increase	"	PL-28/6, \$705.99	3/15/98	"
WGI	"	PL-28/7, \$746.98	2/14/99	"
WGI	"	PL-28/8, \$790.83	2/10/02	"
WGI	"	PL-28/9, \$837.70	2/06/05	"
Conversion	"	PL-13/10, \$863.81	1/1/06	"
Reclassification	"	PL-14/9, \$937.83	3/4/07	"
Promotion	"	PL-15/8, \$1,064.08	8/16/07	"
WGI	"	PL-15/9, \$1,106.64	8/14/08	"

As you can see, the date of promotion eventually changed the date for the next WGI.

We are planning to develop systems, perhaps with technological methods that will be more efficient, easy to keep and extract records of interest, occupy less space, and that will have long life. We need expertise and financial support to under take the project in improving filing system in the Bureau of Public Service System.

**Please contact Naomi if you can assist. Her contact details are listed on the back page of this issue of *panorama*.**

## **New Building and New Prospects for the National Archives of Fiji (NAF)**

*by Losena Tudreu & Opeta Alefaio*



*New National Archives Building in Fiji*

The National Archives of Fiji (NAF) ushered in a new era for archives and records management for Fiji when the Prime Minister Commodore Voreqe Bainimarama officially opened the new purpose built National Archives Building on October the 2<sup>nd</sup> 2008.

The three story facility took three years to build and cost \$3.8 million dollars. It was worth every penny though, as the existing building, worn from decades of bearing weight it wasn't designed to carry, had begun to show signs of serious deterioration and had become a threat to the records it housed.

The new facility now eliminates that threat, offering secure housing for Fiji's documentary heritage. In his speech the Prime Minister noted that the new building actually opened up further opportunities to grow the level of information service for the people of Fiji.

"The completion of this facility therefore provides the opportunity for the institution (NAF) to expand and enhance its services in its role as the National Archives and the custodian of the Sir Alport Barker

Memorial Library, which houses Government's Legal Deposit Library.

Plans are in place to refurbish the old National Archives building to expand the services of the department. This will include the enhancement of the existing library. The ultimate goal is to grow the services of the Department of National Archives, and by expanding the library and its collection, develop an institution that will be a source of enduring knowledge to all citizens and the public at large."

The occasion was also marked with an exhibition on archival records kept in the National Archives. Staff displayed the records dating back to the 1830's to the *Official Fijian Interpretation of the Deed of Cession* obtained from Levuka earlier this year.

Immediately following the opening of the building a regional workshop was held in the new conference room. The workshop brought archivists from around the region to participate in the second phase of the "Recordkeeping for Good Governance Toolkit" project.

This project is aimed at developing a set of products to help record-keepers and organizations in the region improve their recordkeeping practice, in order to achieve

efficiency, effectiveness, accountability and transparency.

The workshop ran from Oct 2 – 3 October.

### Opening of the new Building of the National Archives of Fiji



*Prime Minister unveils plaque*



*Government Archivist Setareki Tale guides the Prime Minister and guests around the Exhibition*



*Suva Workshop Participants*

## **NEWS – UPDATES – EVENTS**

### **IFLA ALP Short Course on Information Literacy and IT for Information Professionals in Asia and Oceania, Wellington, New Zealand, 16 Nov - 11 Dec 2009**

APPLICATIONS FOR 2009 NOW OPEN

This four-week course organised on behalf of IFLA ALP is now in its ninth year in New Zealand. The overall theme is information literacy, with special reference to needs and developments of countries in Asia and Oceania. The course will cover the basics of information literacy and information literacy training skills needed by information professionals in a variety of settings, as well as current and emerging IT applications in libraries. Classroom participation and hands-on practice will be interspersed with visits to leading libraries and information agencies in Wellington, the capital of New Zealand and home to a wide array of 'cutting-edge' information organisations.

The course will be based primarily at the Victoria University of Wellington Library and taught by leading educators in library and information management, as well as practitioners with considerable experience in the delivery of information literacy programmes.

While the course is purposely small, to allow one-on-one training and closely monitored IT lab work, there are limited vacancies for fee-paying students. A fee of US\$3000 covers all tuition, course materials and accommodation in comfortable university housing. Airfares, visas and meals are an additional expense to be met by successful applicants.

The final selection of applicants will be made no later than the beginning of August 2009. There is no application form, but potential participants should send an email message outlining (1) professional education, (2) professional work experience, (3) level of English ability, (4) reasons for wishing to attend the course, (5) self-assessed IT capabilities and (6) source of funding. Please email this information as soon as possible to: Professor G E Gorman or

Dr Daniel Dorner  
Asia-New Zealand Informatics Associates  
Wellington, New Zealand  
Email address: [anzia@xtra.co.nz](mailto:anzia@xtra.co.nz)

### **Global collaboration on software requirements: ICA Publication on Principles and Functional Requirements for Records in Electronic Office Environments**

ICA President, Mr Lorenz Mikoletzky, officially launched the ICA's *Principles and Functional Requirements for Records in Electronic Office Environments* at the 16th International Congress on Archives in Kuala Lumpur, Malaysia on 24 July. Members of the Australasian Digital Recordkeeping Initiative (ADRI) have played a leading role in the development of the publication which consists of three separate but inter-related modules which are:

1. Overview and Statement of Principles (available at <http://www.ica.org/en/node/38972>)
2. Guidelines and Functional Requirements for Electronic Records Management Systems (available at <http://www.ica.org/en/node/38970>)
3. Guidelines and Functional Requirements for Records in Business Systems. (available at <http://www.ica.org/fr/node/38968>)

### **Pacific Manuscripts Bureau, November 2008**

*by Ewan Maidment*

Selected from a strong field of applicants, Ms Kylie Moloney was offered and accepted the position of PMB Archivist in August, and has commenced work at the PMB this week. Kylie has returned to Australia from Edinburgh where she had been undertaking curatorial and archival work at the National Museums Scotland.

Kylie has formal qualifications in Librarianship and is undertaking an MA - Museums & Collections at the ANU. She previously worked at the National Library

of Australia, the Vanuatu Institute of Technology, and the National Museum of Australia. She is fluent in Bislama. Kylie has experience and skills associated with acquisition, accession, documentation, exhibition and curatorial work. She is familiar with reference, cataloguing, document delivery, marketing, web editing, training, policy making, staff management, project management and secretariat support.

With Kylie's appointment the PMB will begin a new phase of operation. As planned and endorsed by the PMB Management Committee, I will commence

working half-time later in November, at first on a trial basis for three months, as the first step of a transition to retirement to take place over the next three years. During this period of transition I expect that the PMB will benefit by having the services of two professional staff, that our projects will continue to be tackled with renewed vigour and imagination, and that our overall production levels will be maintained.

Kylie said today that she is glad to be here, at the PMB, even after a solid week of introduction to the multiplicity of tasks involved in PMB work.

### **The British Library's Endangered Archives Programme**

<http://www.bl.uk/about/policies/endangeredarch/abouteap.html>

Another project conducted in the pacific region not yet reported on in *panorama* is the 'Collection and digitisation of old music in pre-literate Micronesian society', Fr Francis Hezel, Micronesian Seminar, 2007 award – major project, £11,343 for 18 months, see <http://www.bl.uk/about/policies/endangeredarch/2007/hezel.html>

In an oral society such as Micronesia, music conveys considerable information on the past even as it reflects changing cultural patterns. Traditional chants evoked memories of the historical events that inspired them. Tales that some cultures might tell in story form, Pacific islanders will often sing or dance. Elegies, sung at the funerals of notable persons, were testimonies to the achievements of the deceased. Love songs were often tales of love and courtship between particular couples. Even church songs often called to mind the context in which they were created and first sung.

The evolution of the music itself, from nose flute and chant to reggae or rap, is of considerable interest in that it reflects at a basic level the social transformation that is occurring throughout the culture.

The archival material consists of audio tapes, many of them old 7-inch reel-to-reel tapes, scattered throughout the region on the shelves of offices, local radio stations and private homes. After years of neglect, the tapes are often damaged in places. This project will attempt to collect this material and/or digitize and archive it, and make it available to Micronesians as the valuable historical resource that it is.

The project will collect and digitise recorded chants and music from throughout the region (each of the four states of the Federated States of Micronesia, Palau, the Marshall Islands, the Northern Marianas and Guam). All the chants and music will be listed and the lists available on the Micronesian Seminar website so that visitors and researchers can search for musical pieces of interest to them. Copies of the recordings will be deposited with the donor, with local archives, the Micronesian Seminar library, the University of Hawaii Library and the British Library.

By the end of the project period, it is anticipated to have digitised perhaps 4,000 to 6,000 items from all the islands of Micronesia.



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## A Measuring Worm

This yellow striped green  
Caterpillar, climbing up  
The steep window screen,

Constantly (for lack  
Of a full set of legs) keeps  
Humming up his back.

It's as if he sent  
By a sort of semaphore  
Dark omegas meant

To warn of Last Things.  
Although he doesn't know it,  
He will soon have wings.

And I, too, don't know  
Toward what undreamt  
condition  
Inch by inch I go.

© Richard Wilbur (1921-- )  
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## PARBICA website – [www.parbica.org](http://www.parbica.org)

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