

PARBICA panorama

SPECIAL ISSUE 2010/2 & 2020/3

PARBICA Wins Mander Jones Award



Ross Gibbs, Director General National Archives of Australia, accepting the Mander Jones Award on behalf of PARBICA. See p.2 for details (Photographer: Tim Robinson)

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President's Message

The CITRA 2010 Experience

Perched on a mountain top on the outskirts of Oslo, neighbouring the Holmenkollen Ski Jump site is the Holmenkollen Part Hotel Rica, the venue of the 2010 Conference of the International Round Table on Archives (CITRA).

The pristine environment set the stage for open and frank discussions on issues surrounding Trust and Access and in particular the Challenges to Managing Records and Archives in the Digital Age and ensuring that records and archives will be available over time and that they can continue to be trusted as evidence.

CITRA 2010 gathered around 250 participants and renowned speakers from around the globe to share experiences and discuss ideas on how best to address the many issues challenging archivists and records managers in the conduct of our duties in this cyber age.

The programme design, aside from the business meetings, drew a good mix of speakers and sessions which guaranteed that the expectations of the diversity of participants were met.

The programme included a session on our very own *Recordkeeping for Good Governance Toolkit* where Ross Gibbs, Director General of the National Archives of Australia and I were joined by Christine Martinez, a Deputy Secretary General of the ICA and the Director of the National Archives of Burkina Faso in the delivery of the session. The attendance and the level of interest in the session, and the Toolkit itself, was phenomenal. It should be noted (and we should all be proud) that both the outgoing President of the ICA, Mr Ian Wilson and the incoming President, Mr Martin Berendse in their address at the ICA Annual General Meeting both commended the PARBICA Toolkit project. This should be the impetus for us to continue with the implementation of the Toolkit

CITRA is more than a conference. It is also an opportunity to network, to share cultural experiences, to meet old friends and to make new ones. Oslo was no less. And I was proud to have joined Ross and Margaret (with Tom) Kenna (National Archives of Australia), Jackie (with Stuart) Bettington (President, ASA) and Alison Fleming (Archives New Zealand) forming the strong Pacific presence in Oslo.

Setareki Tale
President, PARBICA

PARBICA wins Mander Jones Award

From an extract of an ASA list-serve post by C. Findlay on 26/10/2010

At the Welcome Reception for the annual conference of the Australian Society of Archivists in Melbourne on October 14, a ceremony was held to announce the winners in the ASA's Mander Jones Awards for excellence in publications in the field of archives and recordkeeping.

The Mander Jones Awards have been in existence since 1996, and honour the late Phyllis Mander Jones who, amongst other contributions to the profession, authored *Manuscripts in the British Isles relating to Australia, New Zealand and the Pacific*, in 1972.

PARBICA was announced the Winner, Category 1A for a publication making the greatest contribution to the archives profession in Australia written by or on behalf of a corporate body for its *Recordkeeping for Good Governance Toolkit*, 2009.

News from the PARBICA Bureau

By Mark Crookston, PARBICA Secretary General

Kia ora, warm Pacific greetings to you all!

It is amazing how time flies! We are exactly one year from our last conference and have a little less than one year until our next conference. This is traditionally a quieter time for the PARBICA Bureau, but there is still a lot happening.

Both Adrian Cunningham and I have been busy bolstering the ranks of the PARBICA support network from National Archives of Australia and Archives New Zealand.

I am delighted to announce that Emma Buckley has been appointed to work with Adrian on PARBICA work. Emma takes over the role occupied by Liz Nannelli and Mark Semmler before her – Assistant to the PARBICA Treasurer. Emma's initial tasks involve drafting the guidelines that form the electronic recordkeeping module of the toolkit. Good luck Emma!

I am also delighted to announce that my colleague Aaron Braden will be working alongside me on PARBICA as an Assistant to the PARBICA Secretary-General. Aaron is an experienced Archivist currently working on the implementation of a new archives location finding system (ALF). Aaron has Pacific experience, having spent time in Niue, working with Moira Enetama and her team in 2007 and 2008 following Cyclone Heta.

The Bureau is also very happy to congratulate Adrian Cunningham for his receipt of the Emmett Leahy Award for his outstanding international contribution to the archives and records management profession.

I encourage you all to sign up and use the PARBICA listserv <http://www.parbica.org/PARBICA%20Listserv.htm> . It is an excellent way for us to communicate with each other on specific matters and challenges that we have, or if you want to share some good stories from your organisation. Once you are signed up, you simply post messages to PARBICA list email address parbica@lists.spc.int.



Aaron Braden looking very happy while in Niue in 2008



Emma Buckley on Mt Ainslie

TRAINING ON RECORDS MANAGEMENT FOR FIJI PUBLIC SERVANTS

By Ms Salesia Ikaniwai, Acting Government Archivist, National Archives of Fiji

The National Archives of Fiji has for the past four years conducted records management workshops for public servants in government ministries and departments in the main government centres around Fiji.

The Records Management Workshops is a joint initiative of the National Archives and the Fiji Public Service Commission's Centre for Training & Development to ensure that records and registry officers are equipped with a good understanding of how to manage records that are under their custody.

The main objectives of these Records Management Workshops is to ensure that participants understand how records are created, used and managed, understand the main components of the Public Records Act & other impending legislations, understand the role and functions of the National Archives, appreciate the importance of a registry or records centre in a government agency and most importantly understand the importance of good records management as a tool for good governance in their organization.

Another important element of the training workshop is the opportunity for the National Archives of Fiji to create awareness amongst civil servants of Government's intentions to implement a new Records Management Policy in 2011.

This year (2010), The National Archives has targeted to deliver four (4) two days Records Management Training Workshops in the main government centres in Fiji.

Three of the four Workshops have already been conducted in Lautoka, Labasa and Suva from the month of May to September. The fourth Workshop will be conducted on Taveuni Island on 26th & 27th, September.

A targeted ninety five civil servants have already been trained so far this year.



Records Management participants touring the Archives Repository

The general feedback comments received from the participants who have attended the Workshops was their realization and appreciation of the importance of having good records management processes and systems in place in all government departments.

Another comment by participants, which is in line with the National Archives objectives, is for all government officials irrespective of level within the organization to undergo Records Management training.

These comments are closely followed by suggestions for the National Archives of Fiji to hold more workshops targeting Records Disposal but most importantly how to create Disposal Schedules.

The National Archives of Fiji has followed up on how the knowledge gained through the training workshops has been transferred or implemented in the participant's workplace. This is usually done when the National Archive's officers conduct a survey of records in government registries and records centres.

This is another way where the National Archives can provide advice to government officers to complement the training that has been provided.

Because of the huge demand from government departments for more training on Records Management, the National Archives and the Public Service Commission Centre for Training & Development have scheduled another RM workshop for Suva in November.

SOLOMON ISLANDS - ICAS VOLUNTEER 2010

By Julian Chonigolo, Government Archivist, NASI

Mr. Brandon from the Island Culture Archival Support (ICAS) was with the Solomon Islands National Archives from the 7th to 14th September 2010. During this short attachment he continued with the conservation of the BSIP collection working with the rest of the NASI staff but more closely with Mr. Bernard Rizu, the Records Management Officer. In between his busy schedule he managed to offer some assistance to Mrs. Margaret Inifiri, the Deputy Government Archivist in drafting policies for our various units here. He also donated soccer uniforms to our men ministerial soccer team. The Ministry of Culture and Tourism which the National Archives is a department of appreciated his assistance and we all look forward to seeing him again in 2011.



Brandon with NASI staff

EPLD 2010 'NAVIGATING OUR FUTURE TOGETHER'

By Julian Chonigolo, Government Archivist, NASI

From March 9th to 23rd I attended the conference 'EMERGING PACIFIC LEADERS DIALOGUE (EPLD). The program started off in Samoa on the 9th with pre-conference briefings registration and opening plenary sessions.

On Friday 12th March study tour groups departed to study tour locations covering 10 Pacific nations. On 19th March all study tours came together in Tonga for reporting and feedback presentations. With the theme, NAVIGATING OUR FUTURE TOGETHER, almost 200 young, energetic and potential Pacific future leaders were selected for this conference. The topics of discussions were sustainable economic growth, environment and climate change, governance and regional cooperation, security and stability.

This conference gave me the opportunity to look at the Pacific in a broader view. It added to my knowledge of the Pacific and the need for the Pacific to come together as one to find common solutions and strategies to common issues.

An experience of a lifetime for me is meeting and having lunch with her Royal Highness Princess Anne who was there to listen and comment on the on the study tour feedbacks and presentations.

My heartfelt thanks went to her Royal Highness Princess Pilolevu of Tonga for her charmness and hospitality in accepting and assisting us the Tonga Study tour. Thank-you to the people of the Kingdom of Tonga for making our study tour a success.

MALO 'AUPITO



Part of the Solomon Islands Delegation attending EPLD 2010 with Princess Pilolevu of Tonga

UPDATES TO THE PARBICA WEBSITE

The PARBICA website is an excellent source of information for all PARBICA activities and initiatives. The PARBICA web team are regularly updating the website and there are some fresh new updates containing great links to handy information. We encourage you browse through the following:

New through the 'Resources' page:

- "Information Access and Recordkeeping in the Pacific: The work of PARBICA." A paper by Adrian Cunningham presented at the Pacific Ombudsman's Alliance Conference in Canberra, March 2010. Adrian's paper discusses how archives and recordkeeping contribute to good governance and outlines how the PARBICA *Recordkeeping for Good Governance Toolkit* supports this goal. Adrian explains how archivists often use their skills to guide governments towards better record keeping practice, perhaps a lesser known function of these professional staff. Concepts explained further include systems, record plans, use of the toolkit and PARBICA's role in the Pacific.
- PARBICA Listserv: The PARBICA Listserv is a discussion forum on archives and record management issues across the Pacific. The List serve is a place where you are encouraged to post questions, interesting information or issues you have experienced. Follow the steps on this page of our website to join the list serve, and then share your challenges and solutions with other PARBICA members.
- "Training Papua New Guinea Government Officers in using PARBICA's Recordkeeping for Good Governance Toolkit: Trainer/Learner Handbook." This handbook has been developed by Tukul Walla Kaiku to train PNG government personnel who handle records in understanding what records their organisation is creating, generating, receiving and keeping and how to manage these records from the time of their creation to when they must be disposed of. Tukul's aims are to explain to situate Toolkit Guideline 11 – Training Pacific Island Government Officials in Using PARBICA's Toolkit – *Train the Trainer* in the Papua New Guinea context, explaining to record keepers how to use the PARBICA Toolkit, and to develop recordkeeping tools for their use in their respective organisations.
- Grant Funding and Volunteer Programs: The PARBICA web team has compiled a list of useful links which members can utilise when pursuing external funding or volunteer assistance. These include the ICA's PCOM and FIDA Grants and the Australian Youth Ambassadors for Development, Volunteer Service Abroad, VIDA Volunteers, NZ Aid and Australian Volunteers International volunteer programs. It is our hope that through these links, members can easily seek funding and skilled assistance with records management and archival projects.

New on the 'News' and 'Conference' pages

- PARBICA 14 Conference, to be hosted by the Government of Samoa, through the Ministry of Education, Sports and Culture in Apia, Samoa, in 2011. We will be posting regular updates about the Conference as news comes to hand.

We also invite members to contribute to our program of regular ongoing updates. New ideas for contributions for the website are always welcome, and you will be sharing your experiences with a most receptive PARBICA audience.

Until next time,

Phil Measham
Assistant to the PARBICA Treasurer

VISIT TO VANUATU

By Adrian Cunningham

In late September Adrian Cunningham spent two days in Vanuatu. The main reason for the visit was to represent the NAA Director-General at a Conference of Pacific Public Service Commissioners and to present a paper updating the Commissioners on progress with developing the PARBICA Recordkeeping for Good Governance Toolkit. Pacific Public Service Commissioners are key partners in PARBICA's efforts to raise awareness of the importance of good recordkeeping across the region and in promoting awareness and use of the Recordkeeping Toolkit. The Archives has been funded by AusAID to work with PARBICA in developing this Toolkit over recent years, with the current phase 5 of the project focusing on developing tools and guidelines for managing electronic records. This was the second time that the NAA has spoken at a Pacific Public Service Commissioners Conference, the first being when Ross Gibbs addressed the 2007 Conference in Samoa at the outset of the PARBICA Toolkit Project. The Pacific Public Service Commissioners have been great supporters of the Toolkit project, with many of them attending recent PARBICA workshops and conferences. The Papua New Guinea Public Service Commissioner, Mr Rigo Lua, even joined Ross Gibbs in speaking on the topic 'Archives and their Allies: Recordkeeping for Good Governance' at the International Congress on Archives in Malaysia in 2008.

Also, whilst in Vanuatu Adrian visited the National Archives of Vanuatu. In July they received the exciting news that the Australian Government is to fund the design and construction of a new National Archives Building in the capital city, Port Vila. This announcement was made by the Australian Governor-General, Quentin Bryce, in Port Vila during the celebrations marking Vanuatu's 30th anniversary of independence. Adrian was able to discuss the project with staff from the Australian High Commission and also met with the local architect who was commissioned to develop the initial designs for the building. A new archives building is desperately needed in Vanuatu, as the archives are at great risk due to being currently stored in shipping containers and across numerous government ministries and offices. The National Archives of Australia has agreed to advise and assist the Government of Vanuatu in this important project.



The Governor General of Australia, Ms Quentin Bryce AC, at the National Archives and Library Building Official handing-Over Ceremony, Vanuatu Cultural Centre, 30 July 2010

MEMBERS NEWS

Adrian Cunningham the Recipient of the 2010 Emmett Leahy Award

From a posting to the ASA list-serve by Marian Hoy, Professional Development & Education Officer RMAA, on behalf of the Emmett Leahy Award Committee

The Emmett Leahy Award Committee is pleased to announce that Adrian Cunningham of the National Archives of Australia received the 40th Emmett Leahy Award for Outstanding Contributions to the Information and Records Management Profession at the Awards Dinner at the Annual Convention of the Records Management Association of Australasia (RMAA) on September 6, 2010.

Named after Emmett J. Leahy, the Emmett Leahy Award is presented annually to recognize an individual whose contributions and outstanding accomplishments have had a significant impact on the records and information management profession. It is differentiated from other awards in the following ways:

- Membership in a professional organization such as ARMA, the SAA, AIIM, RMAA, or the ICA, among others, is meritorious but it is not a threshold requirement.
- Demonstration of service to a profession also is meritorious but it is not a differentiating requirement.
- Authorship of professional and presentations is commendable but it is not a threshold requirement.
- Original contributions that fundamentally moved the information and records management discipline in a direction that it might not otherwise have gone is a threshold requirement.

The Emmett Leahy Award Committee selected Adrian Cunningham as the 40th recipient of the Emmett Leahy Award because of his leadership efforts in both the National Archives of Australia and the International Council on Archives to promote collaboration and innovation have resulted in the development of world leading strategies, frameworks, standards, tools and guidelines for electronic records and information management. These initiatives have resulted in improved integration with and value to business systems and processes. The guidelines and practices have been adopted in many organizations globally and internationally recognized because of the value they bring to record keeping practice in both the public and private sectors.

His leadership and initiative led to the development of the ICA's Principles and Functional Requirements for Records in Electronic Environments - ICA-Req. The basic requirements are being further expanded for use through guidance and training materials that are being developed through a joint initiative of the ICA Section on Archival Education and Training, the International Records Management Trust and 9 participating ICA-member countries. As a result of this initiative, good recordkeeping has been cited as a regional priority. Funded by AusAID, eleven records management guidelines have been developed together with introductory and promotional materials. While focused on PARBICA, these works will be transferrable into other geographic areas.

In addition Adrian Cunningham has participated on international standards development committees, university advisory board and most recently management the development of PARBICA's Recordkeeping for Good Governance Toolkit. He has written numerous articles that have been translated and published internationally. In addition to his full-time work, and participation on various international committees, he has written numerous articles that have been translated and published internationally.

Furthermore, he has shared his knowledge and experience to the international community through seminars presented in over 17 countries for both English and non-English speaking audiences.

For more information about the Emmett Leahy Award visit <http://www.emmettleahyaward.org/>

TUKUL KAIKU – ICA ARCHIVIST OF THE MONTH, JUNE 2010

From the ICA Website at

<http://new.ica.org/5782/archivist-of-the-month/archivist-of-the-month-june-2010-tukul-walla-sepania-kaiku.html>

Tukul Walla Sepania Kaiku is from the Pacific region from New Hanover Island within the New Ireland Province in a country called Papua New Guinea. Tukul Kaiku holds a Diploma in Secondary Teaching and a Bachelor of Arts degree from the University of Papua New Guinea and a Graduate Diploma in Information Management (Archives Administration) from the University of New South Wales in Australia.

Tukul Kaiku's career as an Archivist commenced in November 1982 after completing her Bachelor of Arts Degree studies at the University of Papua New Guinea. The [Papua New Guinea National Library](#), under which the National Archives and Public Records Services of Papua New Guinea was a branch, was recruiting graduate trainees and so Tukul signed up and opted to work with the National Archives. In 1985, she left the National Archives for a short while and was later recruited back in 1988, this time to work with the National Archives until 1996.

From 1996 to 2001 she worked with the Department of Provincial and Local Government Affairs and from 2002 -to 2004 she worked with the Public Sector Reforms Management Unit of the Department of Prime Minister. Then in 2005 she moved to the University of Papua New Guinea School of Humanities and Social Sciences to teach Records and Archives Management within the Information and Communication Sciences Strand.

As a graduate trainee with the National Archives from 1982-1985, Tukul served primarily in the Archives Services Section which dealt with reference services relating to personal and written enquiries during which time she became very accustomed to the National Archives relating to British rule in Papua New Guinea from 1884-1906 and later Australian rule of the former British Protectorate. Among the archives of British and Australian rule was a document known as the Patrol Report which intrigued Tukul Kaiku. The Patrol Report was a report which was furnished by District Administration Field Officers who during the course of administrative patrols took notes of the places and people they visited. From 1884 to 1973 these government officers patrolled the country for purposes of opening up the country and establishing government control. A collection of such patrols was soon identified and Tukul used these for display during the Archives Week in 1983. She later featured the same patrols in a series titled 'Government and the Opening of the Country' in a series of newspaper articles.

Another highlight of her work at the National Archives was the move from the first repository to a new building in 1988, where Tukul used her knowledge of the archives to decide which accessions and series groups would go onto which shelves in the new building.

At the University of Papua New Guinea, apart from teaching Records and Archives Management she also teaches other courses such as Information Sources, Information Literacy, Marketing of Information and Library Services, Outreach and Information Extension Services as well as Fieldwork practice. While at the University of Papua New Guinea she has been participating on outreach programs including working with the staff of student records.

As a Records and Archives educator she attended the Asia and Pacific Training and Education conference in Tokyo in 2006.

In 2008, she developed a Training Module for the Public Sector Workforce Development Program and very recently in 2009 she developed a Trainer/Learner Handbook for the Training of Papua New Guinea Government Officers in the use of the PARBICA [Recordkeeping for Good Governance Toolkit](#). Also in 2009, she completed a Study Guide and Resource Book and Course Outline Booklet on the course Information Literacy for offer on Distance Mode in first semester of 2011 by the University of Papua New Guinea's Open Colleges.

Tukul Kaiku is a highly valued and extremely active member of the [Pacific Regional Branch](#) of the International Council on Archives and participates in PARBICA's biennial conferences and has played a crucial role in the formulating of ideas for the PARBICA *Recordkeeping for Good Governance Toolkit*, as a member of the Toolkit's regional reference group.



From left to right: Danielle Wickman, Australia; Naomi Ngirakamerang, Palau; June Bella Norman, Vanuatu; Tukul Kaiku; and Charmaine Scotty, Nauru

Tukul Kaiku also participates in activities relating to indigenous knowledge systems of her home island. For instance in July 2009, she attended the 14th Congress of the International Anthropological and Ethnographic Association at Kunming, China, where she presented a paper on four examples of Indigenous knowledge practices of her people.

There are four staff members within the Information and Communication Sciences Strand where Tukul Kaiku teaches. These staff members teach Information Management courses in the area of Information and Information Literacy, Library Science, Records and Archives and Information Technology. Tukul Kaiku is the Records and Archives educator on the staff.

In a country where managing archives and records is anything but easy, Tukul Kaiku's energy, leadership, commitment, enthusiasm, integrity and professionalism is a constant inspiration to her friends and colleagues within the PARBICA family.

Ewan Maidment wins the ANU Vice-Chancellor's Staff Award for Outreach

Extract from a report by Kylie Moloney, Archivist - Pacific Manuscripts Bureau

Ewan Maidment has been awarded The Australian National University Vice Chancellor's Staff Award for Outreach! The Vice Chancellor's Staff Award for Community Outreach is given to a staff member who volunteers their work-related skills and expertise to the wider community beyond the normal requirements of their substantive position. This award is a tribute to Ewan's dedication and commitment to the work of the Bureau over a long period of time, and also a significant demonstration of the high regard in which the ANU holds the work of the PMB. We would like to thank those colleagues who wrote in support of Ewan's nomination.

An excerpt from the Award Nomination is below:

"The most important reason for PMB's success is one person: Ewan Maidment, who has been its Executive Officer since 1995, and who will retire next year. During his tenure, the membership of the PMB has been raised from six to ten, its finances stabilised, its standing and reputation higher than it has ever been. Ewan has been 'an excellent communicator, ensuring that participating libraries are kept up with developments and informed about his busy microfilming schedule throughout the Pacific region,' write Jill Durney, Prof Karen Nero and Prof Serge Tcherkzoff of the University of Canterbury."

'Ewan is very well known in the Pacific academic circles for the enormous amount of microfilm work he has done around the Pacific,' writes Rt Rev. Dr Terry M Brown from the Solomon Islands. Not only has Ewan microfilmed at-risk records in the islands, he has also helped Pacific libraries and archives 'build their capacities to protect, manage and make available their own records.' Ewan 'has been a towering force and inspiration for scholars and students in Pacific Studies, and for countless Pacific Islands communities and individuals,' writes Dr Chris Ballard. The accolades from around the world for Ewan go on.

Ewan Maidment is a rare individual, humble and unassuming, an unsung hero of the ANU, whose selfless work of preserving records in the islands has enriched Pacific research and enhanced ANU's reputation for leadership and excellence in Pacific Studies in the region and beyond. In more ways than one, Ewan is 'ANU Outreach' personified."

NAA Media Release: CALLING ALL KIAPS (14 September 2010)

Thirty-five years after Papua New Guinea gained independence in 1975, the National Archives of Australia is now paying tribute to the 2000 Australians who served there as patrol officers (kiaps) between 1949 and 1975.

The kiaps, now living across Australia and elsewhere, will see their contribution recognised with a display of photographs from the Archives collection on its Flickr site. The Archives is also hoping former kiaps, or people who knew them, will help identify those in the photographs and share their memories and their own photos online.

The pidgin term 'kiap' is derived from the German 'kapitan'. Young men who took up the challenge enjoyed autonomy and the opportunity to make a difference. Kiaps shouldered a diverse range of roles from ambassador, policeman, judge and administrator to explorer, farmer, engineer and anthropologist.



Papua and New Guinea villagers pose with an Australian patrol officer or 'kiap' in 1948 (courtesy National Archives of Australia)

One former kiap Tom Webster, who now lives at Nimmitabel, near Canberra, has posted photographs from his own collection, and offered personal items from his kiap days for display at the Archives.

'In 1969, at the age of 20, Tom left his job in Canberra to become a cadet patrol officer in Port Moresby,' said National Archives curator Jane Macknight. 'His belongings and photographs add a personal touch to the larger picture.'

After completing his training course, Tom Webster was posted to Laiagam, in the Western Highlands. Within days of arriving, he supervised the extension of the airstrip, investigated a fatal fire in a nearby school, and set off on his first census patrol.

The National Archives has also mounted displays on the kiaps in its Canberra galleries and is organising a tribute event in November for kiaps from around Australia to attend. Further information is available at www.naa.gov.au

Disaster Proofing Heritage Collections Blue Shield Australia and the DISACT Symposium, Canberra 6 May 2010

Report by Shauna Hicks

The Australian Society of Archivists and PARBICA recently became an associate member of Blue Shield Australia (BSA). This report is a brief introduction to BSA and a review of a Symposium recently held in Canberra at the National Library of Australia and is based on a talk given to the Victorian Branch of the Australian Society of Archivists on 13 May 2010.

What is BSA?

- It is the cultural equivalent of the Red Cross. BSA is an international committee, working to protect the world's cultural heritage threatened by armed conflict and natural disasters.
- It is a member of both the Association of National Committees of the Blue Shield (ANCBS) and of the International Committee of the Blue Shield (ICBS).

What does BSA do?

- It advocates for the Australian government to meet its obligations under the UNESCO 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict, and for the government to sign the first and second protocol.
- It acts as a central communication point, bringing together the organisations that represent Australia's galleries, libraries, archives, museums, monuments and sites.
- Advises and assists colleagues whose cultural collections may be at risk.
- Promotes disaster preparedness and enable the sharing of useful resources across the Australian cultural heritage sector.

Who are the BSA pillars?

- Council of Australasian Archives and Records Authorities
- Australia International Council on Monuments and Sites
- International Council of Museums Australian National Committee
- Australian Library and Information Association

Who are BSA associate members?

- Federation of Australian Historical Societies
- Museums Australia
- Records Management Association of Australasia
- Pacific Regional Branch of the International Council on Archives
- Australian Institute for the Conservation of Cultural Material
- Australian Society of Archivists

For more information on Blue Shield Australia visit www.blueshieldaustralia.org.au/

Symposium on Disaster Proofing Heritage Collections

The Symposium was introduced by Jan Fullerton, Director General of the National Library of Australia and launched by Senator Kate Lundy. Her speech is at

<http://www.katelundy.com.au/2010/05/06/disaster-proofing-heritage-collections-symposium-launch/>

The symposium had slightly over one hundred registered participants coming from every state and territory with a majority representing collecting institutions large and small from all aspects of the cultural heritage sector.

The Symposium had two themes:

- The morning session looked at Regional Disaster Preparedness for Heritage Collections and
- The afternoon session looked at Risk Management of Energy-Efficient, Heritage Collection Storage.

Sue Hutley, CEO of the Australian Library and Information Association (ALIA) launched ALIA's *Guide to Disaster Planning, Response and Recovery for Libraries*

(www.alia.org.au/disasterrecovery/ALIA_Guide_Disaster_Plan_Resp_Recover.pdf)

There were ten 20 minute presentations, which I thought was a good format as it allowed a broad range of speakers and topics to be covered in the one day symposium. The speakers and sessions are listed below with a few of my thoughts on each session.

**Detlev Lueth, National Archives of Australia and Chair, BSA
Blue Shield Australia - building disaster resilience into the Australian and Asia-Pacific heritage sectors**

Detlev gave a comprehensive introduction to BSA and how it operates, its members and associates. The Secretariat was provided by the Collections Council of Australia until 30 April 2010 but is now provided by ALIA on an interim basis until funding can be sourced.

**Roger Trudgeon, Manager/Curator Gold Museum, Ballarat
Planning for floods in a drought: cooperative regional responses to disasters**

Roger gave a personal overview of one of the real life disasters (flooding) at the Gold Museum and what you can do with a bucket and mop. He also gave an overview of the development of the Ballarat Collections Network MOU (see www.prov.vic.gov.au/main/bcn.asp).

**Kim Morris, Art & Archival Pty Ltd
Not if but when! Some observations on collection disaster preparedness around Australia**
Kim looked at insurance requirements and the need for photos (both before and after) to assist with establishing the recognised value of collections and damage done after a disaster giving University of Western Australia flood examples to clearly demonstrate this. She also talked about business recovery and continuity planning along with risk management and risk assessment and the need for preparedness.

**Alexandra Ellem, National Gallery of Victoria
In support of public and private treasures; the AICCM Victorian Division's disaster response to the February fires of 2009**

Alex talked about the lessons learned from the Victorian fires. The most important was communication and public awareness of what AICCM could do to assist. For example, people threw out things that might have been salvaged because they didn't know about conservation and what could be salvaged. See 'After a Fire brochure' www.aiccm.org.au/docs/AICCM_Brochures/AICCM_AfterAFire_2009.PDF

**Kay Soderlund, Australian Institute for the Conservation of Cultural Materials (AICCM)
President
AICCM and a national emergency response network**

Kay talked about the Have a 'Heart' campaign which is still in the early stages of planning and development. 'Heart' is an acronym for Heritage, Emergency, Action, Response and Team. The campaign will work with cultural and community groups.

**Zoe Scott, Manager Western Australian Museum, Kalgoorlie-Boulder
"Boulder Rocks"**

Zoe gave an account of the April 2010 earthquake in Kalgoorlie-Boulder and showed photographs giving practical examples of damaged buildings and collections. Roofs collapsed, ceilings fell in, walls cracked and it was what is termed a 'Dry' disaster which is unusual as most disasters involve water eg floods or fires with water damage.

**Julian Bickersteth, International Conservation Services
Developing updated guidelines for environmental conditions in collecting institutions**

Julian explained why it was necessary to update the guidelines due to changes with energy use, tighter budgets, and sustainability of resources and so on. What was being updated included environmental factors, temperature, relative humidity, light etc. Factors to be considered include collections, buildings and people. An AICCM taskforce will gather information on existing research and literature, collate all current projects and develop guidelines for Australian conditions.

**Jennifer Lloyd, National Library of Australia
Meeting and reporting "conservation standards" for environmental conditions; the Government's key performance indicators versus the real world**

Jennifer referred to the Safe and Accessible National Collections report and in particular recommendations 6 and 14. Key areas are preservation strategies, appropriate storage, care and

handling, pest management, copying of fragile collections and control documentation to allow easy access.

Eric Archer and Greer Gehrt, National Museum of Australia

Centre for the National Museum of Australia Collections: a proposal for sustainable collections storage and management

They both talked about the new building for NMA and how it would be a 'super insulated' passive storage structure with a humidity buffer, control of people entering, air quality controls and so on. It is also necessary to accept broader bands for temperature and humidity controls.

Conclusion

At the end of the presentations there was a panel session and question time. For me the biggest attraction was the ability to networking amongst all the sectors at tea breaks and lunch time. There was lots of talking, lots of ideas and enthusiasm and I personally found it inspiring and I came away with a desire to do more. But, like everyone else, I have doubts about finding the extra time and resources to do everything. The symposium was definitely well worth attending. Audio podcasts of the talks will be available shortly together with copies of the PowerPoint presentations on the BSA website.

NZ DIGITAL ARCHIVE PROJECT

From a Web posting by Evelyn Wareham, Programme Manager, Digital Continuity

The New Zealand Government has allocated \$12.6 million of Budget money to Archives New Zealand and the National Library over the next four years to develop and implement a full-scale industrial-strength digital archive.

Archives New Zealand's Acting Chief Executive Greg Goulding said, "This is a hugely important development for Archives New Zealand. Having the capability to manage digital archives is fundamental to the department's continued position as the government's lead agency on records and archives management and preservation."

"The new archive means we can take in large-scale transfers of government agency digital records, such as email messages, videos, databases and electronic documents. We'll then actively preserve and maintain these records so they remain accessible to agencies and the public into the future."

"The new archive will utilise Archives New Zealand's existing infrastructure and build on functions developed for the National Library's National Digital Heritage Archive," Mr Goulding said.

"This means we will not be starting from scratch. We will be sharing infrastructure, pooling expertise, saving costs and building on a solid foundation which already exists. Having looked at other international systems we decided to use the core technologies already used by the National Library."

"We look forward to working with the National Library on this project."

Archives New Zealand's online search engine Archway will be extended to manage the necessary digital record metadata and the department will develop new tools around transfer and security in consultation with agencies.

"We aim to achieve a cost-effective, efficient and sustainable archive to ensure the ongoing security of public sector digital information including our own," Mr Goulding said.

A public announcement about the Government Digital Archive was made by the Minister Responsible for Archives New Zealand Hon Nathan Guy at the Government Recordkeeping Forum held in Wellington on Tuesday 1 June <<http://www.beehive.govt.nz/minister/nathan+guy>>.

Rolling up our sleeves for PARBICA *Recordkeeping for Good Governance Toolkit* Phase 5 –Electronic Records

Adrian Cunningham & Liz Nannelli

Work has begun on the next phase of the PARBICA *Recordkeeping for Good Governance Toolkit*. The focus for this phase is to assist organisations in the Pacific region to put in place appropriate and sustainable solutions for digital recordkeeping. This will help guarantee that electronic records of government activities and decisions are properly and sustainably managed to ensure their integrity, authenticity, usability, accessibility and survival for as long as they are required to exist. Work on Phase 5 is being led by the National Archives of Australia and is funded and supported by the Australian Agency for International Development (AusAID).

We are delighted to be working with an experienced team comprising of representatives from archives and records management, information and communications technology, accountability and training professional backgrounds across the Pacific region. Our reference group include:

- Tukul Kaiku, University of Papua New Guinea
- Jacob Hevelawa, National Archives and Public Records Service of Papua New Guinea
- Naomi Ngirakamerang, Bureau of Palau National Archives
- Amela Silipa, Ministry of Education, Sports and Culture, Archives Unit, Samoa
- Mark Crookston, Archives New Zealand
- Jeannine Daniel, Office of the Ombudsman, Cook Islands
- Salesia Ikaniwai, National Archives of Fiji
- Torika Cakacaka, Reserve Bank of Fiji
- Salote Vuki, Public Service Commission Office, Tonga
- Helen Onopko, Records and Archives Service, Australia.

We are especially delighted to welcome Henry Ivarature, representing the Pacific Islands Forum Secretariat (PISF), as a member of our working group. Henry's role in participating in regional-level initiatives brings to our group an invaluable insight into high-level discussions within the Pacific and represents the ongoing strengthening of the relationship between PARBICA and PISF.



Our reference group held their first meeting in Brisbane from 21 to 23 June 2010, hosted by the National Archives of Australia Brisbane Office staff in Cannon Hill. Our objective was to decide on, and describe, the products to be produced from Phase 5.

The first two days of our workshop were dedicated to laying the foundation for Phase 5. During the discussion we:

- outlined key concepts in managing electronic records;

- developed an overview of the state of electronic recordkeeping in the Pacific region;
- identified our target audiences, key challenges and key messages;
- examined two case studies of the implementation of electronic records management strategies; and
- considered the relevance of a range of existing electronic records-based literature to the Pacific context and the development of the International Council on Archives' *Principles and Functional Requirements for Records in Electronic Office Environments*.

The final day of our workshop was dedicated to deciding on and describing the products we should make from Phase 5.



From a wish list of fifteen possible products we agreed on six priority products:

1. An introduction to electronic records (including key definitions; an overview of the main issues/challenges, risks and myths; discussion of scanning issues as well as born digital recordkeeping; and an overview/intro to the other e-records tools in the toolkit);
2. Survey and monitoring tools, consisting of:
 - A An e-readiness self-assessment checklist for organisations looking at: people, skills auditing, infrastructure, etc;
 - B. A model survey instrument and monitoring tool for assessing/analysing the current state of e-recordkeeping in governments and organisations;
3. A checklist for assessing current and/or possible future systems and software that will enable gap analysis of the systems against standard requirements and organisation-specific recordkeeping requirements;
4. Guidelines for choosing the best e-recordkeeping strategy option(s), taking into account real ongoing costs, organisational capacity, sustainability, risks, user and stakeholder needs. This will include pros and cons of adopting EDRMS solutions, practical advice on achieving recordkeeping controls over shared drives; use of collaborative workspace tools, etc;
5. Practical guidance on email recordkeeping, responsibilities, options, etc; and
6. Case studies – either real-life or hypothetical case studies of successful and unsuccessful implementations, lessons learnt, traps, hints, tips, etc.

A highlight of our workshop was our visit to the Port of Brisbane Corporation (PBC) for a case study of the Corporate Information Team's strategy for managing electronic records and their implementation of their Corporate Records Electronic Workflow System (CREWS). It was an inspiring session, hearing of the thorough research and groundwork undertaken by the Team, which laid the foundation for the successful implementation and take up of the CREWS by the Port of Brisbane Corporation's staff, and many of us walked away with great hope to face the challenge of managing electronic records. We were also treated to a tour of the Port facility. Our thanks go to the PBC for their hospitality and especially to Marie Walker, Jenifer Bush, Julia Turner, Roma Kumar and Fiona Parminter.



Amela Silipa, Naomi Ngirakamerang, Torika Cakacaka, Salesia Ikaniwai, Roma Kumar (Port of Brisbane Corporation), Jeannine Daniel, Salote Vuki, Tukul Kaiku, Adrian Cunningham, Mark Crookston, Jacob Hevelawa, Henry Ivarature, Helen Onopko.

Over the coming months, the NAA's project team will develop drafts of the six priority products and these drafts will be presented back to the reference group for discussion at our next workshop in early December. We wish to extend our great thanks to the Cook Islands Ombudsman's Office, who have generously offered to host our December workshop. We look forward to updating our PARBICA members on the progress of this exciting project towards the development of new modules for the Toolkit.

See you at PARBICA 14

In Samoa, August 2011

NEWS - UPDATES

The **National Archives of Fiji** now has a website of its own. The address is www.archives.gov.fj

From PIALA list serve:

NZ Parliamentary Library, there is historical information on Pacific Island countries included in this new website.

<http://www.parliament.nz/en-NZ/Features/b/8/0/00NZPHomeNews240820101-Hidden-treasures-revealed-through-digitisation.htm>

Version one of the **Digital Curation and Preservation Bibliography** is now available from Digital Scholarship.

<http://digital-scholarship.org/dcpb/dcpb.htm>

This bibliography presents over 360 selected English-language articles, books, and technical reports that are useful in understanding digital curation and preservation. Most sources have been published between 2000 and the present; however, a limited number of key sources published prior to 2000 are also included. Where possible, links are provided to sources that are freely available on the Internet, including e-prints for published articles in disciplinary archives and institutional repositories. Note that e-prints and published articles may not be identical.

AUSTRALIA - Legislative reform:

The Government has secured the passage of new FOI reform legislation – the Information Commissioner Bill and the Freedom of Information Amendment (Reform) Bill.

Under the reforms to the *Archives Act (1983)* the open access period for most records will commence after 20 years instead of the current 30 years. For Cabinet notebooks access will commence after 30 years instead of the current 50 years. These earlier open access periods will be phased in over 10 years, commencing on 1 January 2011. To ensure a smooth transition, National Archives' staff have been developing strategies and policies to address the impacts of these reforms.

The final Bills, as passed by both Houses, are available from the Parliament of Australia ParlInfo website.

ICA

Phase II of the **ICA Principles and Functional Requirements for Records in Electronic Office Environments** (or ICA-Req for short) project involves the development of implementation guidance and training materials, with a particular focus on the needs of organisations and governments in low-resource environments. This phase will cover some similar ground to that planned for the current phase of the PARBICA Toolkit, dealing with electronic records. An article in the ICA news publication Flash (April 2010 pg 12, not yet online) sets out the proposed phase II ICA-Req products.

The ICA-Req modules completed in the first stage of the project can be accessed (for the time being – ICA site undergoing work) at <http://www.ica.org/en/2008/10/20/principles-and-functional-requirements-records-electronic-office-environments-modules->

The **Hamilton Library**, University of Hawaii-Manoa, has completed its **online digital photo collection "Nuclear Diaspora: Bikini and Enewetak"** consisting of 878 images shot by Dr. Len Mason and Dr. Robert Kiste at varying times between 1948 and 1988, while documenting the lives of Bikini and Enewetak islanders in the wake of U.S. nuclear testing. See <http://digicoll.manoa.hawaii.edu/kiste/index.php?s=1> or the Pacific Collection homepage, where there are also links to other image collections: <http://libweb.hawaii.edu/libdept/pacific/>

A new IFLA handbook ***The World Guide to Library, Archive and Information Science Associations*** contains over 600 entries from over 130 countries. 3rd, Completely Revised Edition / edited by Alexandra Meinhold. Berlin/Munich: De Gruyter Saur, 2010. ISBN 978-3-11-022637-9. (IFLA Publications; Nr 142/143). Euro 129.95 / for USA, Canada, Mexico US\$ 182.00. Special price for IFLA members Euro 99.95 / for USA, Canada, Mexico US\$ 140.00



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