EDUCATION AND TRAINING FOR RECORDS AND ARCHIVES MANAGEMENT IN PACIFIC ISLAND NATIONS

A NEEDS ASSESSMENT AND REPORT PREPARED FOR PARBICA

by

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SECTION 1: INTRODUCTION

This report has been prepared for the Pacific Regional Branch of the International Council on Archives (PARBICA), to examine the educational and training needs of Pacific island nations. The report's author is Laura Millar, a consultant in records and archives management and distance education based in Canada.

This report builds on findings included in the consultant's earlier report, written with colleagues Karen Anderson and Margaret Crockett and produced for PARBICA in February 2002. This report does not repeat findings outlined in that report, and the consultant urges interested parties to consult that document for additional information about the state of records and archives development in the Pacific.

In the present report, the consultant provides an overview of educational and training issues in the Pacific islands, including an overview of the importance of good record keeping for accountability and transparency in the public sector. Also included is a country-by-country analysis of the current state of development as related to the potential for records and archives development in the region.

This report consists of

- an examination of the importance of records management for good governance, accountability and transparency, and efficiency and economy (Section 3)

- an analysis of the need for education and training in records and archives management in the Pacific (Section 4)

- an overview of opportunities for education and training for the Pacific (Section 5)

- a discussion of potential sources of funding for education and training (Section 6)

- a conclusion and recommendations for action (Section 7).

This report focuses on the needs of Pacific island nations, nation states and territories, not on the needs in the wider Pacific.

SECTION 2: SCOPE AND METHODOLOGY OF ANALYSIS

This assessment of the need for education and training for records and archives management in the Pacific is based on a review of the status of governments and their record keeping institutions. The analysis is premised on the underlying reality that records and archives management is a fundamental component of accountability, transparency, and good governance around the world. Therefore, needs must be assessed not on the "desire" of current office holders to increase their knowledge or obtain qualifications but on the essential responsibility of agencies – especially public sector offices – to provide quality management for the recorded information in their care.

Sources for this assessment include:

- PARBICA's biennial assessments and statistical surveys of member institutions
- information about governments, non-governmental organizations, and private sector agencies in Pacific Island nations

- statistical and narrative information about the current status of Pacific countries, including information about population, literacy, governance, telecommunications capacity, and priorities for development
- official websites of Pacific island nations
- interviews and discussions held with the University of the South Pacific and the members of PARBICA in Suva, Fiji, and Wellington, New Zealand in July 2003.

The following countries have been included in this survey:

Country	Member of both PARBICA and USP	Member of PARBICA only	Member of USP only
American Samoa		x	
Cook Islands	x		
East Timor		x	
Fiji	x		
French Polynesia		x	
Guam		x	
Kiribati	x		
Marshall Islands	x		
Micronesia, Federated States of (including Pohnpei and Yap)		x	
Nauru			x
New Caledonia		x	
Niue	x		
Northern Mariana Islands, Commonwealth of		x	
Palau		x	
Papua New Guinea		x	
Pohnpei (described under Micronesia)		x	
Samoa	x		
Solomon Islands	x		
Tokelau			x
Tonga	x		
Tuvalu		x	
Vanuatu	x		
Yap (described under Micronesia)		x	

As noted earlier, this study examines needs in Pacific Island nations. Therefore, the following countries were not included in this survey: Australia (including New South Wales and Victoria), New Zealand, and Hawaii. While they are indeed members of PARBICA, their needs and the opportunities to them for education and training in records and archives management differ substantially from those in Pacific island nations.

In the survey, the consultant considered such issues as

- the number of government departments/agencies/institutions (including the Archives) creating and keeping records and therefore, one assumes, requiring knowledge of records and archives management
- the level of technological development and use in country (based on an assessment of telephone usage and Internet availability)

- the level of government use of the Internet, as an indicator of any move toward electronic government or as a sign of the use of and familiarity with such technology for information dissemination
- the level of archival use of the Internet, as an indicator of the sophistication of the institution's technology and the organizational support for its development
- the overall level of development of the Archives, in terms of the scope of responsibilities and functions for institutional record keeping
- an overall assessment of the need for education and training in the country in records and archives management.

SECTION 3: THE IMPORTANCE OF RECORDS MANAGEMENT

As noted earlier, this needs assessment is based on the underlying premise that records and archives management is a fundamental component of accountability, transparency, and good governance around the world. Therefore, needs cannot be assessed not simply on the "desire" of current office holders to increase their knowledge or obtain qualifications. In many other areas of professional study, such as librarianship, accounting, law, engineering, or medicine, society has accepted the importance of the service provided and so educational institutions develop programmes not only in order to train interested individuals but also to serve the larger needs of society for the function in question. No one would question the importance of an educational programme in law or medicine; the decision would be which institution can best offer the training required for the region or area.

The management of records – particularly in the public sector – is critical to the effective, accountable, and transparent operations of any organization. Records are society's institutional, collective memory; they are the basis on which critical decisions are made. Agencies – especially those in the public sector – have an unquestioned responsibility to provide quality management for the recorded information in their care.

Ironically, the importance of quality records management has not always been recognized by governments, organizations, or educational institutions around the world. The development of education and training programmes in records and archives management has been slow, especially in developing countries. This fact is doubly distressing given that developing countries are, in fact, often the countries most in need of improvements in public sector administration.

Quality record keeping is especially critical in three particular public sector contexts: the development of good governance, the provision of accountable and transparent government, and records and information systems, and the management of records in an increasingly electronic information environment.

The Importance of Record Keeping to Good Governance

Good governance is vital for sustained economic growth, which in turn is key to reducing poverty and the vulnerability of the poor. Linked closely to democracy, transparency, accountability, popular participation, human rights, and sustainable development, the aim of good governance is to ensure a fair, just, open, and flexible society that gives voice to the people and benefits all. Today's multi-pronged development strategy aims to support good governance by strengthening economic policy and management, financial controls and public oversight, administrative and civil service reform, and legal and judicial reform. All of these aspirations depend upon the availability of authentic, trustworthy, and accessible records.

Records provide the essential evidence that governments require to

- support the development, delivery and assessment of all government programmes
- measure outcomes and learn from precedent and past experience
- explain why decisions were made and how they were carried out
- demonstrate why and how actions and transactions were undertaken
- provide the means of achieving accountability
- protect rights and enforce obligations
- scrutinize the government process
- achieve openness and earn public trust
- protect personal privacy and security
- communicate with citizens and with other governments and external agencies
- engage in informed debate with civil society.

Where record keeping systems are inadequate, records cannot be readily accessed or trusted as sources of evidence. Informality prevails and governments experience

- arbitrary policy-making and poor decisions
- reduced access to entitlements
- reduced transparency, accountability, and trust
- frustrated, apathetic, or cynical citizens and groups
- increased administrative costs
- inability to assess programme impacts
- legal, financial, or political risks
- wasted investment in technology
- gaps in the government's corporate memory.

The Importance of Record Keeping to Transparency and Accountability

Concerns about corruption have dramatically changed the nature of institutional reform, public sector reform and reform in service delivery. Corruption hurts the poor by diverting resources from those who need them most, by strangling private sector growth, and by impeding access to capital. The new development agenda seeks to minimize fraud in reform projects, mainstream corruption issues in operational work, support governments in their anti-corruption initiatives, and support international anti-corruption efforts. To achieve these goals, it must be possible to assess the effectiveness of the institutions charged with ensuring accountability and transparency in relation to public expenditure processes. This assessment, in turn, requires authentic, trustworthy records as evidence of decisions and transactions. Also critical are the proper maintenance and availability of these records for inspection and audit.

Specifically, records provide the authentic and trustworthy source of information required to analyse, assess, and audit such key factors in the accountability process as

- the constitutional and legal framework governing public expenditure
- the policy-making process and practices governing budget preparation, accounting, reporting, auditing, and other aspects of public expenditure control
- the effectiveness of a country's primary institutions of accountability (supreme audit institution, judiciary, internal audit units, civil service boards, inspection and disciplinary boards)

- the effectiveness of institutional mechanisms to implement laws and regulations
- the effectiveness of institutions to deal with complaints from citizens.

Without effective record keeping systems,

- corruption, fraud, and inefficiency flourish
- officials cannot be held accountable for their actions
- economic crime cannot be proven
- officials take decisions on an ad hoc basis without the benefit of an institutional memory
- officials cannot demonstrate where resources have been targeted, how they have been spent, and the nature of the outcome
- officials cannot protect themselves when ordered to commit corrupt acts
- civil society cannot play its role in governance
- auditors, ombudsmen, and other external scrutiny agencies cannot discharge their responsibilities
- the propriety of official actions cannot be assessed
- trust in government is undermined.

The Effect of Information Technologies on Record Keeping

The rapid development and deployment of information and communication technologies has transformed the way that organizations look at transparency and openness. In addition to bringing new opportunities for growth and development, technological advances have made it possible for vital information to be readily available to the public. As governments embrace these new opportunities, they must also build national information policies and strategies. As yet, there is very little professional capacity available to manage the documentary evidence created electronically in fragile digital form. Without effective programmes and appropriate capacity to manage electronic records, development aspirations for electronic government will be undermined and resources wasted. This is a critical but little recognized factor in bridging the digital divide.

Electronic records created using information and communication technologies (ICTs) contain business information in digital format that must be preserved and made available to support

- policy and operational needs
- legal and regulatory requirements
- fiscal auditing requirements
- accountability requirements
- research/historical interests.

Electronic records must be available, accessible, reliable, and secure to support the full range of government functions, including financial, personnel, and resource management; the provision of health care and education; and the delivery of justice. If ICT programmes are to be sustainable, and if the digital divide is to be bridged, planning for the transition to electronic records must be embedded in e-government and e-commerce programmes. New policies, standards, structures, and systems must be developed to protect the records; accountability for managing records must be assigned, and electronic records management capability must be developed.

When electronic records are not managed effectively,

- records containing vital evidence are not protected against falsification or loss

- records are not migrated to new hardware and software environments
- electronic records are not related to paper records in a meaningful way
- the authenticity and reliability of the records is open to question
- the integrity of the record and its value as legal evidence is compromised
- costs escalate
- corporate memory disintegrates.

Every government office, every business, and every association or group creates records. Increasingly, every one of these agencies is moving to information and communication technologies to create, disseminate, and manage those records. But rarely are these agencies establishing mechanisms to protect the integrity and authenticity of those records, whether paper-based or electronic.

Archival institutions such as National and State Archives are marginalized in the care of government records; they are seen as the "end of the line" – the agency responsible for the care of historical, "old", records, not for the management of government information and records for accountability and efficiency in government. Even those archival institutions with legislative authority for public records care rarely receive the resources necessary – particularly education and training – to provide quality services to their agencies. Education and training are critical to moving archives out of this marginalized state and so, more importantly, helping all agencies in a country, public and private, to establish more efficient, effective, and transparent information systems.

Ultimately, there can be no argument that there is not a "need" for education and training in records and archives management. The need is real. The issue is to convince all agencies involved – such as governments, educational institutions, funding institutions, and the media – that record keeping professionals must be given the authority, responsibility, and respect they need in order to fulfil their potential as agents of accountability and efficiency in information services.

SECTION 4: THE NEED FOR EDUCATION IN THE PACIFIC

The challenges for record keeping raised above – good governance, accountability and transparency, and electronic records – are all faced by Pacific Island nations. The needs assessment in this report demonstrates that there is a critical need for education and training in records and archives management. Pacific Island countries need help – particularly but not exclusively through public sector agencies – to improve their information management systems and establish quality programmes, especially in the face of increasing computerization.

As noted in the consultant's 2002 report, the Pacific region suffers from severe constraints on development in many areas, and these constraints affect the development of education and training programmes. One constraint comes from the geographic, environmental and economic realities of the region. The population in the Pacific is dispersed over hundreds of islands, many kilometres from each other. Transportation between islands is extremely time consuming and expensive; air travel is the most common method used but is also the costliest. Further, the number of records or archives practitioners in each nation is very low; the record-keeping community is very small and individuals are rarely able to meet with or communicate with each other to share experiences and ideas. Limits on time and money prevent individuals from meeting or working together in a face-to-face environment. People seeking training or education cannot easily leave their jobs for a week or two to attend workshops or conferences,

and they can rarely afford to leave their positions for a year or two or more to pursue more advanced certificate, diploma, or degree studies.

Further, the Pacific region is environmentally volatile, with high temperatures and humidity and a continual threat of storms, floods, and cyclones. The conditions are hazardous to humans, and also a major danger to the physical protection of archives. Some archives are housed in newer buildings, sometimes purpose built and with some measure of environmental controls. Some countries, however, have limited or no archival storage facilities. Even the best facilities are naturally at risk in such environmental extremes. Communications are also affected by geographic realities in the area, since power is not always be reliable, affecting the stability of telephone and electronic transmissions.

Economic capacity also varies dramatically among the nations in the Pacific. Some countries, such as Fiji, have more developed financial infrastructures and so are able to expand their capacity not only economically but also in sectors such as health, social services, and education. They are also better able to accommodate changes to technologies, particularly in order to increase the use of information and communications technologies such as Internet, electronic mail, and satellite. Other nations have limited or no ability at present to expand their economic framework and so develop stable technological, social, or educational systems. As a result, activities such as records and archives care remain tentative, even in the public sector where public accountability and efficiency increasingly rely on the effective management of recorded information.

Thus Archives remain under-resourced and undervalued components of public service. The lack of support for archival work and archives and records education appears to be common among Archives in the Pacific, many of which seem to suffer from limited attention from their sponsor agencies. Like archival institutions around the world, PARBICA Archives are not always given high priority for government funding. They are often not well placed in the administration and have limited actual power to achieve their goals of acquiring, preserving, and making available a balanced and comprehensive record of the activities of the sponsor agency or the society as a whole.

In light of these realities, the consultant has examined the need for education and training more specifically, based on an analysis of the following issues:

- the wealth of the country, especially in relation to its population

- the complexity of the government(s) in place

- the level of technological development, particularly with regard to the Internet

- the status of the existing archival institution and its level of development.

An examination of these issues helps define the level of training and education required throughout the Pacific island nations in question. As stated throughout this assessment, the analysis is based on the belief that it is not individual, personal demand for training that will or ought to drive the development of educational initiatives in records and archives management. Rather, programmes must be developed in order to serve identified governmental and regional needs for accountability, transparency, and good governance, and the analysis of need is based on the current state of government and governance in the region.

Based on the analysis below, the consultant concludes that basic records and archives management education and training is essential to the improvement of record keeping services throughout the Pacific region, in both the public and private sectors. The consultant strongly

urges PARBICA to review this data, and the associated information in the appendices, in order to determine an appropriate course of action.

Population and GDP

The Pacific region is made up of a large number of very small countries, states, and territories, many with small populations. The citizens of these countries are often very poor, especially in those independent states not directly associated with large nations such as the United States or France. An analysis of population and gross domestic product (GDP) demonstrates the well-known fact that the countries examined here are, for the most part, small, under-resourced, marginalized areas. Many have few indigenous institutions, such as training colleges or universities, that can provide educational opportunities in the field, and the citizens often do not have the resources to travel out of country for their training. In order to help these countries develop record keeping systems, in both the public and private sectors, financial and educational support for the least developed countries is critical.

As can be seen in the table below, several countries have a GDP below USD $2,500, including East Timor, Kiribati, the Marshall Islands, Micronesia, Papua New Guinea, the Solomon Islands, Tokelau, Tonga, and Tuvalu. Many of these countries – encompassing the USP membership and many Commonwealth countries – are in most urgent need of assistance for education and training in records and archives management.

Table 1: Population and GDP

Country	Population	GDP (in USD)
American Samoa	70,000	8,000
Cook Islands	21,000	4,200
East Timor	900,000	500
Fiji	870,000	5,500
French Polynesia	262,000	5,000
Guam	164,000	21,000
Kiribati	100,000	840
Marshall Islands	56,000	1,600
Micronesia, Federated States of (including Pohnpei, Yap)	108,000	2,000
Nauru	12,600	5,000
New Caledonia	211,000	14,000
Niue	2,200	3,600
Northern Mariana Islands, Commonwealth of	80,000	12,500
Palau	20,000	9,000
Papua New Guinea	5,300,000	2,300
Samoa	178,000	5,600
Solomon Islands	510,000	1,700
Tokelau	1,400	1,000
Tonga	108,000	2,200
Tuvalu	11,000	1,100
Vanuatu	200,000	5,800

Complexity of Government

Many of the countries of the Pacific are composed of islands and atolls, with numbers of indigenous groups brought together – naturally or artificially – under one administrative umbrella. To serve these groups, governments have developed with more or less complexity.

The table below identifies an approximate number of record keeping administrative units, where records and archives management will naturally be required. The number is based on an identification of

- the approximate number of central government ministries or departments in place

- the approximate number of quasi-government offices, authorities, crown agencies, or other major businesses in place (note only a very few businesses with a national presence have been identified and the number of actual businesses and industries in each country may in fact number in the hundreds or more)

- the approximate number of distinct administrative units in place outside of the central government (based on number of provinces, islands, municipalities, and so on).

These numbers are approximate in the extreme and are calculated only to demonstrate the complexity of record keeping even in the smallest of islands. In the realm of record keeping, every department, ministry, agency, or office is a distinct administrative unit which creates, keeps, uses, and stores records. The management of those records by a national or other archival institution becomes more challenging the more administrative units exist. Even in a very small country with a small population, the division of activities into municipalities, regions, provinces, or states affects the complexity of services. And these units would in turn have their own divisions: a municipality might have 10 departments, for example, so the complexity would increase.

The table below groups record keeping environments into categories: under 10, between 11 and 20, between 21 and 30, between 31 and 40, between 41 and 50, and over 51. (Note that where no solid estimates could be provided, NA is given.)

As can be seen in the table, several countries have extremely complex record keeping environments, with a large number of distinct units. In an assessment of educational needs, one could argue that each unit would require at least one or two records management professionals to assist with record keeping operations. Further, since those people would move from position to position over their careers, additional staff would always need to be trained as replacements. Staff would also be needed when units expanded.

The most complex systems are found not only in countries such as American Samoa, French Polynesia, and the Marshall Islands – each more prosperous with close ties to the United States or France – but also in countries like the Cook Islands, Fiji, Samoa, and Vanuatu, which are much less financially stable and require more development assistance. In this study, only two countries – Niue (population 2,200) and Tuvalu (population 11,000) – appear to have relatively less complex systems, with only 11-20 different administrative units identified. Many of the most diverse countries in terms of record keeping units are part of the USP community. (Note that countries such as Papua New Guinea, with a population of over 5 million, no doubt has hundreds of distinct administrative units in its central government, along with separate record keeping requirements for its 20 separate provinces and for the universities, colleges, and hundreds of businesses in the country. The actual number of agencies creating and managing records is no doubt infinitely higher than represented here.)

Table 2: Population and Complexity of Record Keeping

Country	Population	Record Keeping Units Identified
American Samoa	70,000	41-50
Cook Islands	21,000	>50
East Timor	900,000	NA
Fiji	870,000	+50
French Polynesia	262,000	31-40
Guam	164,000	NA
Kiribati	100,000	41-50
Marshall Islands	56,000	41-50
Micronesia, Federated States of (including Pohnpei, Yap)	108,000	21-30
Nauru	12,600	21-30
New Caledonia	211,000	21-30
Niue	2,200	11-20
Northern Mariana Islands, Commonwealth of	80,000	21-30
Palau	20,000	31-40
Papua New Guinea	5,300,000	>50
Samoa	178,000	41-50
Solomon Islands	510,000	31-40
Tokelau	1,400	21-30
Tonga	108,000	21-30
Tuvalu	11,000	11-20
Vanuatu	200,000	41-50

Level of Technological Development

Many of the countries of the Pacific are becoming more and more technologically sophisticated. One could argue that even the smallest countries are "leapfrogging" past the typical stages of technological development. For example, virtually every country has Internet access and most have commercial and government websites. Email is increasingly common, and countries are moving to satellite and digital technologies much more rapidly than took place in developed countries as recently as five to ten years ago.

In spite of the availability of such technologies, however, not all citizens can access even telephones, let alone the Internet. Governments may be developing websites but may not yet be able to use such systems to share information, disseminate government documents, or move to an electronic government environment. But such expansion of services should not be seen as an impossibility in the Pacific, or even as something that will only happen sometime in the distant future.

Rather, it is critically important – especially when considering educational needs in record keeping – to realize the rapid expansion into electronic records and electronic government underway around the world. Anyone involved with the care of records and archives is going to have to understand computer technologies. Thus educational offerings must take into account the state of, and need for, electronic records management.

The table below identifies the level of use of technology in the different countries surveyed. The information provided is broken into two categories: level of technological development and use in the country in general, and level of government use of the Internet. Level of

technological development – ranked as low, medium, or high – is based in part on the percentage of the population that appears to have some access to telephone systems. Also considered is the general state of Internet use in the country, which suggests more or less capacity throughout the country.

Level of government use of the Internet – also ranked as low, medium, or high – is based on an assessment of whether or not the government uses the Internet and how. Low use is when the government does not have a web presence or when those web pages in existence appear to be very basic, outdated, or consistently hard to access. Medium use is when the government uses the Internet to disseminate basic information about the country (often about tourism or business) but does not use the tool to disseminate government information on a regular basis or to provide an interactive forum for users. High use is when the government uses the Internet not only to disseminate information but also to provide current documents or resources and to provide an interactive forum. (In one case, for East Timor, no information could be found. Based on this absence of information the ranking of "low" was provided in both instances.)

As can be seen in the table, the levels of development are as follows:

Technological use: Government use of Internet:

     low   = 5 countries   low   = 4 countries
     medium = 10 countries   medium = 7 countries
     high   =   6 countries   high   = 10 countries

The most surprising finding here is the extensive use of the Internet by the government in even the smallest or least developed countries. The Solomon Islands, Tonga, and Vanuatu, for example, have "medium" levels of Internet use by the government even though the population as a whole still has extremely limited access even to telephone systems. More developed countries, such as American Samoa, French Polynesia, and Guam, demonstrate extensive technological development, again a consequence no doubt of their close relationship with countries such as France and the United States. But even the Cook Islands, with a comparatively small population and low GDP, demonstrates high use of technologies such as telephones and the Internet. Given the Cook Islands complexity in record keeping units, one could suggest that such a country was facing extreme record keeping challenges in order to manage existing records but also to deal with the growing use of new information technologies.

The fact is, only four countries out of 21 surveyed – East Timor, Kiribati, Nauru, and Samoa – could be ranked as low in both level of public use and level of government use of telecommunications and Internet technologies. The growing use of, and reliance on, computers and telecommunications is a reality in the Pacific that suggests an even greater need for training in the management of the products of such technologies, especially in the public sector.

Table 3: Level of Technological Development

Country	Level of technological use	Level of government use of the Internet
American Samoa	high	high
Cook Islands	high	high
East Timor	low	low
Fiji	medium	high
French Polynesia	high	high
Guam	high	high
Kiribati	low	low
Marshall Islands	medium	high
Micronesia, Federated States of (including Pohnpei, Yap)	medium	high
Nauru	low	low
New Caledonia	high	high
Niue	medium	medium
Northern Mariana Islands, Commonwealth of	medium	medium
Palau	medium	low
Papua New Guinea	low	high
Samoa	low	low
Solomon Islands	low	medium
Tokelau	low	medium
Tonga	low	medium
Tuvalu	low	medium
Vanuatu	low	medium

Status of Archives and Level of Development

The next question, then, is whether the existing records and archives institutions – specifically the National Archives – in these countries are prepared to cope with the record keeping requirements of a 21st century environment. An analysis of the status of the Archives can help determine whether or not that institution's infrastructure and technology appear to be as developed as its government as a whole.

National Archives are the key national agency that is, or ought to be, responsible for records and archives management and record keeping throughout government. Once a National Archives is well established and has official record keeping responsibilities, it can then become the lead agency in a country, helping to encourage the development of other institutions such as state or provincial archives, business and university archives, and so on. When the National Archives is weak, the entire record keeping structure of the country will inevitably be limited.

To assess the development of National Archives, the following issues were examined:

- whether or not there is an archival institution in place

- whether or not that institution is officially involved with public records care (including but not only records management)

- the level of staff in place in the institution

- whether other agencies in the country are involved with heritage and cultural resource management (which implies a greater sense of heritage, culture, and identity in the country)

- whether or not the National Archives has a web presence, which implies that it is receiving support from government for expanded services and the acquisition and use of new technologies

- the overall level of development of the institution, based on the consultant's assessment of the above categories and additional research into the institution.

Unfortunately, an archival institution can have been in place for years but never be given responsibility for current records management. The institution may also have empowering legislation but that legislation may be poorly developed or ineffective. A well functioning archival institution is one that

- has official responsibility for current records management and the care and protection of archives, through legislation

- has adequate staff and resources to carry out these records management and archival functions

- has access to new technologies and the resources and capacity to use those effectively.

The table below demonstrates that the vast majority of National Archives in the Pacific are unequipped to handle the demands of 21st century record keeping and to address developments in information technologies. Virtually all PARBICA countries have some form of institution in place (the two countries without identified national archives are East Timor and Tokelau, the latter not a member of PARBICA). However, many of these institutions are "National Archives" in name only. A total of 10 of the 21 institutions do not seem to have any formal responsibility for public records care/records management, and it could be argued the others have responsibility but not the resources to carry out the tasks adequately.

The total number of staff identified for all countries is 88, and staff levels vary from 1 person to 19. In 5 institutions, no staff levels are identified. Of the 16 institutions that do indicate staff levels in the National Archives, the average number is 5.5. (It should be noted that 3 of 21 institutions have 12, 14, and 19 staff, which skews the average identified). Of the total number of staff in all countries, 23 "professional archivists" were identified by title or position. It is not clear if these archivists have received any formal education or training or to what level.

Most countries seemed to have other cultural or heritage agencies in place in addition to the National Archives, such as a national museum, library, or heritage department. In 7 countries out of 21, no such institutions could be identified. Where a country had no such identifiable institutions, it was likely it also had only a low level of archival development. The underlying assumption here is that the more cultural and heritage agencies in place, the more aware the government is of its cultural, heritage, and archival responsibilities. Ironically, however, it is often the case that when a government has established a number of heritage institutions it groups the National Archives in with them and so does not allow that institution to move into a more active role in government record keeping. So the indicators in this category, while interesting, should not be used as a confirmation of government support for record keeping.

The existence of a web presence in the archives suggests a higher level of government support for its activities. A web presence implies the availability of computer technologies and the

development of automated information systems. Out of 21 countries, only 5 had web pages or an established web presence of some kind. These countries include American Samoa, Cook Islands, Marshall Islands, New Caledonia, and Northern Mariana Islands; interestingly, 3 of these countries have close formal or informal relations with the United States, implying that their level of development may be associated with access to the sophisticated technologies of the USA.

Given the increasing level of computerization in many Pacific island countries (as noted earlier, 17 of 21 countries demonstrated medium or high levels of government Internet use), the fact that only 5 National Archives have a web presence suggests that those institutions are a very low priority in terms of government support and development.

Overall, this analysis concluded that of the 21 countries examined, 12 National Archives were at a low level of development, and 9 were at a medium level of development. None could be categorized as at a high level of development, though it is acknowledged that some countries – such as Fiji, French Polynesia, and New Caledonia – were improving the sophistication of their operations more quickly than other Pacific island nations.

Table 4: Status of National Archives

Key:

1 = Is there an institution in place? 2 = Is it involved with public records care/records management? 3 = Number of employees	4 = Are other agencies involved with heritage or cultural resource management? 5 = Is there a web presence for the archives? 6 = What is the overall level of development (high, medium, low)?

Country	1	2	3	4	5	6
American Samoa	Y	Y	6	Y	Y	M
Cook Islands	Y	Y	3	Y	Y	M
East Timor	NA	NA	NA	NA	NA	L
Fiji	Y	Y	19	Y	N	M
French Polynesia	Y	Y	7	Y	N	M
Guam	Y	Y	NA	Y	N	L
Kiribati	Y	Y	2	Y	N	L
Marshall Islands	Y	Y	1	Y	Y	M
Micronesia, Federated States of (including Pohnpei, Yap)	Y	Y	12	NA	N	L
Nauru	Y	NA	NA	Y	N	L
New Caledonia	Y	N	9	Y	Y	M
Niue	Y	Y	1	NA	N	L
Northern Mariana Islands, Commonwealth of	Y	N	3	NA	Y	M
Palau	Y	Y	2	Y	N	M
Papua New Guinea	Y	Y	14	Y	N	M
Samoa	Y	N	2	Y	N	L
Solomon Islands	Y	NA	NA	Y	N	L
Tokelau	N	NA	NA	NA	NA	L
Tonga	Y	N	4	Y	N	L
Tuvalu	Y	N	2	N	N	L
Vanuatu	Y	NA	1	NA	N	L

Education and Training Needs

The last category examined in this analysis is the need for education and training in records and archives management. The consultant examined the data gathered above and, from that, categorized the level of educational need as basic, intermediate, or advanced.

The educational need is assessed not only for National Archives staff but also, perhaps more importantly, for record keepers and clerks throughout government and in quasi-government offices and the private sector.

- Basic = the country, through its National Archives, is in critical need of core training in paper-based record keeping and archives management, and needs basic information on the challenges of electronic record keeping

- Intermediate = the country, through its National Archives, could expand on basic education and training with more intermediate-level information about electronic record keeping

- Advanced = the country, through its National Archives, could expand its education and training to encompass modern electronic records management issues at a more sophisticated level.

It is important to remember that this categorization does not suggest that any country can do away with basic training and education; this is an urgent and ongoing need in all Pacific island nations. Rather, the categorization demonstrates that some countries have moved more rapidly into an electronic record keeping environment and so need to address e-records and e-government more quickly or else they risk losing their society's documentary memory now being created in digital form.

Also included in this analysis is an identification of whether or not any kind of suitable educational institution exists in the country. In many countries, universities and colleges are in place and could become home to indigenous training programmes in records and archives management. In other countries – largely those within the USP network – institutions are not found on the islands, which is why an agency such as USP has developed to serve their needs.

As can be seen from the table below, the educational needs are as follows:

Basic	= 13
Intermediate	= 6
Advanced	= 2

The availability of educational institutions is as follows:

Institutions available in country	= 11
Institutions not available in country	= 10

The institutions available in these countries range from community colleges to degree-granting universities. Identification of the institutions does not imply that they would or could offer courses or programmes in records and archives management, but it is important to consider whether they could or should be contacted about such initiatives, should PARBICA wish to follow a multi-pronged approach to educational development in the region.

It is important to note that of those 13 countries requiring basic education or training – East Timor, Kiribati, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon

Islands, Tokelau, Tonga, Tuvalu, and Vanuatu – none of them has an educational institution in its country. Further, 5 of those 13 countries – East Timor, Micronesia, Palau, Papua New Guinea, and Tuvalu – are not members of the USP network, and two countries – Nauru and Tokelau – are not members of PARBICA. Any educational initiatives developed through USP or PARBICA would have to take into account the gaps in coverage in this area.

Table 5: Educational and Training Needs

Country	Educational and Training Needs	Educational Institution in Country
American Samoa	advanced	yes
Cook Islands	intermediate	no
East Timor	basic	NA
Fiji	intermediate	yes
French Polynesia	intermediate	yes
Guam	intermediate	yes
Kiribati	basic	no
Marshall Islands	intermediate	yes
Micronesia, Federated States of (including Pohnpei, Yap)	basic	yes
Nauru	basic	no
New Caledonia	advanced	yes
Niue	basic	no
Northern Mariana Islands, Commonwealth of	intermediate	yes
Palau	basic	yes
Papua New Guinea	basic	yes
Samoa	basic	yes
Solomon Islands	basic	no
Tokelau	basic	no
Tonga	basic	no
Tuvalu	basic	no
Vanuatu	basic	no

SECTION 5: OPPORTUNITIES FOR EDUCATION AND TRAINING

Rather than seek out one educational institution to deliver an educational programme, the consultant urges PARBICA to consider a range of approaches. Specific issues to consider are identified below.

- The diversity of development in PARBICA member countries suggests that no one educational programme will suit all needs, whether offered through an agency like USP or not. For example, the advanced level of development in American Samoa (not a USP country) suggests that anyone from that country wishing to study records and archives issues may choose to follow a programme in another country, such as the United States.

- To expand on that concept, it is important to acknowledge that the diversity of languages and national affiliations (France, United States, Commonwealth, for

example) also suggests that different juridical and administrative systems are in place for record keeping. Thus education and training needs will vary even more depending on the nature of those administrative systems. Further, people wishing to study may be able to access programmes in affiliated countries more easily than in non-affiliated countries.

- The gaps in coverage between USP member countries and PARBICA member countries suggests that only some of PARBICA's membership will be served by any educational programme offered by USP. Therefore it would be important first to develop a strategic approach for PARBICA as a whole, which addresses the differing educational and training needs around the region.

- The development of new programmes in records and archives education in the Pacific, not in place only a few years ago, suggests that there is renewed activity in the region. PARBICA would be wise to investigate all new initiatives and seek to develop new partnerships as necessary to further the strategic aims of the organization. For example, the recently developed programme at the Open Polytechnic of New Zealand ought to be considered for expansion outside of New Zealand into the Pacific.

During her research, the consultant identified a range of educational institutions in Pacific island nations, not including New Zealand, Australia, and Hawaii, which could be approached by PARBICA. These institutions are listed below.

Table 6: Educational Institutions in PARBICA Countries

Educational Institution	Contact information
American Samoa Community College	http://www.amsamoacc.as/
South Seas University (Cook Islands) (current status unknown)	http://www.ssuniversity.edu.ck
Fiji, University of the South Pacific (Fiji)	http://www.usp.ac.fj/
University of French Polynesia	http://www.upf.pf/
Guam Community College	http://www.guamcc.net/
University of Guam	http://uog.edu/
College of the Marshall Islands	http://www.cmiedu.net/
College of Micronesia	http://www.comfsm.fm/
University of New Caledonia	http://www.univ-nc.nc/Site_anglais/
Northern Marianas College	http://www.nmcnet.edu/
Palau Community College	http://www.palau.edu/
University of Papua New Guinea	http://www.upng.ac.pg/
Papua New Guinea University of Technology	http://www.unitech.ac.pg/
National University of Samoa	http://www.nus.edu.ws/

The consultant suggests that PARBICA work with its members in each country to consider the viability of any educational offerings through these institutions. These universities and colleges may be able to consider incorporating into their delivery schedule specific courses or programmes in records or archives management.

The consultant suggests that PARBICA should only undertake to contact these agencies with full cooperation from the National Archives of each country and as part of a larger strategic plan for educational development. Further, PARBICA may in fact decide that a country-by-

country approach may not be appropriate, or it may decide to make educational curriculum available and allow the National Archives in each country to adopt, adapt, and use the materials as appropriate for national needs, without formal PARBICA oversight.

Further, PARBICA might also decide that its strategic approach is to work more closely with one institution, such as USP or the Open Polytechnic of New Zealand, in which case contact with other educational institutions may not be necessary in the short term.

In the consultant's earlier report, she and her colleagues examined existing educational opportunities for the records and archives community in the Pacific. Readers are directed to that report to see the analysis conducted at that time, particularly for analysis of the situation at the University of the South Pacific.

Since that report was written, the consultant has visited New Zealand and Fiji, including a visit to the University of the South Pacific (Suva, Fiji) and the Open Polytechnic of New Zealand (Lower Hutt, New Zealand). Based on those visits and her subsequent research, the consultant has considered new approaches to the development and delivery of educational and training opportunities.

In 2000, the Open Polytechnic of New Zealand (OPNZ) began offering courses in records management at the first year undergraduate level. In 2002, a diploma in records and information management (Dip RM) was launched, consisting of six courses and equivalent to one-third of an undergraduate degree. These courses are aimed specifically at a New Zealand audience, but in discussions between the consultant and the faculty at OPNZ there was consideration of the idea of adapting courses for print-based delivery for a Pacific islands audience. The discussions were extremely preliminary and exploratory, and the consultant believes that further investigation should be made into the potential for cooperation. Specifically, the consultant suggests that PARBICA representatives meet with the OPNZ to consider the adaptation of existing courses for a Pacific islands clientele.

The consultant suggests that the following key issues would have to be addressed for any successful course development:

- Recognition of the limited technological capacity of many Pacific islands and development and delivery of courses in a print-based form.

- Revision of courses or development of new curriculum to meet the basic needs of students from Pacific islands.

- The need to provide certification upon completion of key courses, relevant in a Pacific islands environment.

- The value of linking existing initiatives in New Zealand with a larger Pacific islands focus while recognising the distinct educational needs of each area.

- The importance of providing courses in a cost-effective manner, affordable to Pacific island nations while still allowing for suitable cost recovery and appropriate profit for OPNZ.

Investigation of the opportunities in New Zealand could be part of a larger strategic approach to education and training for the Pacific. As stated earlier, this approach would itself be part of a larger strategic initiative for PARBICA. The consultant suggests that a hierarchy of education and training options could be explored, such as shown in the following table.

Table 7: Levels of Educational Development and Related PARBICA Activities

LEVEL	Educational Offerings	PARBICA Activities
Overall		• development of standards and priorities for record keeping education and training • development of certification or similar formal recognition for education and training for the Pacific
Level 1	Basic courses, offered through USP, OPNZ, or national colleges or universities via distance or face-to-face delivery	• financial support for course development and/or delivery • approval of curriculum • financial assistance to students
Level 2	Intermediate courses, offered through OPNZ or national colleges or universities, through distance learning	• financial support for course development and/or delivery • approval of curriculum • financial assistance to students
Level 3	Advanced courses, offered through national universities, such as in Australia	• financial assistance to students
Level 4	Specialised courses, offered through PARBICA seminars and workshops, national or international seminars and workshops, or sponsorship to international events within or outside the Pacific	• development of priorities for specialized education and training, based on different needs and capacities throughout the Pacific region • identification of existing courses and workshops • funding for regional offerings • development of biennial PARBICA seminars and workshops

To summarize, the consultant believes that PARBICA should not try to develop a "one stop shopping" approach to education and training. Rather, PARBICA should consider educational needs as it develops its strategic plan, a priority activity identified in the resolutions to the PARBICA 10 meetings in Wellington, New Zealand, in July 2003.

It is hoped that the needs assessment provided in this report will provide valuable information for the consideration of varying needs throughout the region. As demonstrated in this report, there is no one level of records and archives education and training that is going to suit all countries or groups in the Pacific.

SECTION 6: POTENTIAL SOURCES OF FUNDING

Appendix B to this report includes a breakdown of potential sources of funding for records and information related activities, including the development of educational programmes. As noted in many of the aid agency descriptions, good governance, accountability, and public sector reform are priorities for support at the moment. Since quality record keeping is an essential part of good governance and reform, this consultant believes there is a natural "fit" between present aid agency activities and the needs of PARBICA to strengthen education and training in records and archives management.

A range of activities could be considered for funding, including but not limited to the development and delivery of courses and programmes in records and archives management. These activities, which could be sponsored by PARBICA, could include those mentioned above, such as

- development of curriculum in records and archives management for the Pacific region

- sponsorship of education and training for records and archives personnel in the region, based on strategic needs

- development or delivery of workshops and seminars on special topics, as part of a strategic plan for capacity building in the region.

SECTION 7: CONCLUSION AND RECOMMENDATIONS

Based on her findings through research, through her visit to the University of the South Pacific, and through discussions with PARBICA members at the PARBICA 10 meeting in Wellington, New Zealand, the consultant believes that PARBICA should reconsider its approach to education and training in the Pacific based on a strategic approach to capacity building for the region. While the consultant agrees with PARBICA that it would be worthwhile to pursue the initiatives currently underway with the University of the South Pacific, she does not believe that this ought to be the only investigation into educational development for the region. In order for PARBICA to cast as wide a net as possible and undertake activities in priority order, the consultant recommends the following specific actions in the short term.

1. PARBICA should begin its strategic planning exercise as soon as possible and incorporate education and training into the process.
2. PARBICA should consider seeking funds from an appropriate funding agency to further that strategic planning process, in order to move forward as quickly as possible.
3. As part of that planning exercise, PARBICA should consider the different levels of archival development in the region and the various regional, linguistic, juridical, and administrative realities in different countries, and incorporate those facts into an overall plan for education and training.
4. Also as part of that planning, PARBICA should seek specific inputs from member countries about the potential for education and training in their own countries; members could be asked, for example, about potential for specialized courses, continuing education offerings, or individual seminars or workshops, should funds allow. Members could also investigate possibilities for more extended offerings in the

universities or colleges in their countries, if only to eliminate those institutions from consideration if they are not appropriate.

5. PARBICA should open discussions with key funding agencies, such as the UNDP, AusAid, NZAid, and the Commonwealth Secretariat, about possibilities for educational funding for the region, in order to incorporate that information into a strategic plan.

6. PARBICA should continue to liaise with the University of the South Pacific and continue to investigate the possibilities for delivering a regional certificate programme in records and archives management through that institution, recognizing that funding will ultimately become a deciding factor in the progress of the proposal.

7. PARBICA should initiate negotiations with the Open Polytechnic of New Zealand about adaptation of its training courses to serve a Pacific islands clientele.

8. PARBICA should open discussions with Australian graduate programmes in records and archives management about possible opportunities for Pacific islands students (such as available scholarships or grants, special programmes and so on).

Appendix A

Needs Assessment by Country

Following is the breakdown of needs assessment data, organized by country. Note that the states of Pohnpei and Yap – two PARBICA members – are described as part of the Federated States of Micronesia, rather than separately.   All PARBICA and USP countries (except Australia, New Zealand, and Hawaii) are included in this analysis, as follows:

Country: AMERICAN SAMOA, TERRITORY OF	Member of PARBICA	yes	Member of USP	no

Government Structure

Type of government	Territorial government democracy	
Dependency status or affiliation	Dependency of the United States of America	
No. of central government ministries or departments	16	
No. of quasi-government offices, authorities, crown, business or other agencies	21	
No. of administrative divisions (municipalities, regions, provinces, etc.)	5	Administration is central, but there are 3 districts and 2 islands

Population Data

Population (approximate)	70,000	
Number of official and common languages / Primary languages	2	English, Samoan – most people are bilingual
Level of literacy (percentage of over 15 year olds who can read and write)	97	
Total gross domestic product per capita (in US dollars)	$8,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	15,000	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	high	Over 20 percent of population appears to have access to telephone systems, and access to the Internet appears to be fairly common
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information.

Records and Archives Status

Archival Institution	American Samoa Historical Records Advisory Board, Office of Archives and Records Management	
Involved with public records care/records management	yes	Legislation established 1984
No. of archival employees (full time / part time /other) / Positions	6	Archivist (1), records managers (2), computer personnel (1), microfilm personnel (1), clerical personnel (1)
Other agencies involved with records and archives care or cultural resource management for the country	yes	Historical Preservation Office, American Samoa Council on Culture, Arts & Humanities, Jean P. Haydon Museum, Office of Library Services
Web presence for National Archives	yes	asgoarm@blueskynet.as

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://blueskynet.as/homepage/asgoarm/a6_page5.html http://www.cia.gov/cia/publications/factbook/geos/aq.html http://www.asg-gov.com/administration.asg.htm http://www.bizconnections.com/AmericanSamoa.htm http://www.spc.int/Culture/activities_american_samoa.htm http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=5

Status of Archives (based on assessment by consultant)

Medium level of development. There is a purpose built institution in place since 1991; permanent positions and legislative authority, along with a growing involvement in government records care.

Assessment of Educational and Training Needs

Education and training needed at an advanced level. This country has a high level of telecommunications and Internet development, which suggests a critical need to address electronic records and electronic government issues. However, this country, with established links to the United States as a territorial dependency, is more likely to obtain necessary education and training through American institutions. Its telecommunications and information management structures will also likely develop much more rapidly than in other Pacific island nations, given its formal economic links with the United States and high GDP for the region. Priority could be given to workshops and short course training on electronic records management and e-government readiness. Note that the American Samoa Community College exists on the islands. It is a two-year institution that has articulation agreements with the University of Hawaii and other four-year institutions for those of its students who want to go off-island to complete four-year degrees. The college offer associate of arts degrees: subjects relevant to records and archives management include business management, office administration, and public administration.

Country: COOK ISLANDS	Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	democracy
Dependency status or affiliation	Member of the Commonwealth of Nations

No. of central government ministries or departments	27	
No. of quasi-government offices, authorities, crown, business or other agencies	20	
No. of administrative divisions (municipalities, regions, provinces, etc.)	15	Central administration but there are 15 separate islands

Population Data

Population (approximate)	21,000	
Number of official and common languages / Primary languages	2	English, Maori
Level of literacy (percentage of over 15 year olds who can read and write)	95	
Total gross domestic product per capita (in US dollars)	$4,200	

Telecommunications Infrastructure

No. of main and cellular telephones in use	5,000	Approximate estimate
No. of local Internet service providers	3	
Level of technological development and use (based on assessment by consultant)	high	Over 23 percent of population appears to have access to telephone systems, and access to the Internet appears to be fairly common
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information.

Records and Archives Status

Archival Institution		Cook Islands National Archives, established in 1974
Involved with public records care/records management	yes	Public records Act, 1984
No. of archival employees (full time / part time /other) / Positions	3	Acting archivist (1 p/t), archives officer (1), archives assistant (1)
Other agencies involved with records and archives care or cultural resource management for the country	yes	Cultural and Historic Places Trust, National Museum, Cook Islands National Library, Cook Islands Library and Museum Society, Ministry of Cultural Development
Web presence for National Archives	Yes	http://www.culture.gov.ck/archives.htm

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/print/cw.html
	DFAT, Market Information and Analysis Section, Fact Sheet: Cook Islands
	http://www.ck/govt2.htm
	http://www.culture.gov.ck/archives.htm
	ttp://www.bizconnections.com/cookis.htm
	http://www.spc.int/Culture/activities_cook.htm
	http://www.unhabitat.org/habrdd/conditions/polynesia/cook.htm

Status of Archives (based on assessment by consultant)

Medium level of development. The archives' building partially completed in 2002 but not yet fully operational; the staff has received some training and there appears to be support for expansion, and there is a growing involvement in Internet activities, which suggests increasing involvement in computer-related issues.

Assessment of Educational and Training Needs

Education and training needed at an intermediate level. The National Archives has established a web presence and is working toward formal involvement in records management. Currently the institution depends on special projects for forward progress on functions such as arrangement, description, appraisal and preservation. Educational and training needs are high, especially in public offices, to implement existing records legislation and to address the growing need to manage electronic records, as the government is quickly moving to a computerized environment. There do not appear to be any tertiary education institutions on the island aside from South Seas University, established in 1999, but no information could be found and web page was not accessible (http://www.ssuniversity.edu.ck/).

Country: EAST TIMOR		Member of PARBICA	yes	Member of USP	no

Government Structure		
Type of government	Republic (currently unstable)	
Dependency status or affiliation		
No. of central government ministries or departments	NA	
No. of quasi-government offices, authorities, crown, business or other agencies	NA	
No. of administrative divisions (municipalities, regions, provinces, etc.)	13	13 administrative districts
Population Data		
Population (approximate)	900,000	
Number of official and common languages / Primary languages	4	Tetum (official), Portuguese (official), Indonesian, English, and 16 indigenous languages
Level of literacy (percentage of over 15 year olds who can read and write)	NA	
Total gross domestic product per capita (in US dollars)	$500	
Telecommunications Infrastructure		
No. of main and cellular telephones in use	NA	
No. of local Internet service providers	NA	
Level of technological development and use (based on assessment by consultant)	low	Based on the absence of any information.
Level of government use of Internet (based on assessment by consultant)	low	Based on the absence of any information.
Records and Archives Status		
Archival Institution	NA	
Involved with public records care/records management	NA	
No. of archival employees (full time / part time /other) / Positions	NA	
Other agencies involved with records and archives care or cultural resource management for the country	NA	
Web presence for National Archives	NA	
Additional information		
Sources	http://www.cia.gov/cia/publications/factbook/print/tt.html	

Status of Archives (based on assessment by consultant)

Low level of development. East Timor is a recent member of PARBICA but specific information about the institution is not known. It can be assumed, through the lack of information, that the level of development is not yet very high.

Assessment of Educational and Training Needs

Education and training needed at a basic level. Educational and training needs are unknown but could be assumed to be at a basic level. The potential language(s) of instruction could be an issue in the development and delivery of any educational initiatives.

Country: FIJI		Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	democracy
Dependency status or affiliation	Member of the Commonwealth of Nations

No. of central government ministries or departments	24	
No. of quasi-government offices, authorities, crown, business or other agencies	24	
No. of administrative divisions (municipalities, regions, provinces, etc.)	5	There are 4 divisions and 1 dependency

Population Data

Population (approximate)	870,000	
Number of official and common languages / Primary languages	3	English, Fijian, Hindustani
Level of literacy (percentage of over 15 year olds who can read and write)	94	
Total gross domestic product per capita (in US dollars)	$5,500	

Telecommunications Infrastructure

No. of main and cellular telephones in use	85,000	
No. of local Internet service providers	2	
Level of technological development and use (based on assessment by consultant)	Medium	Less than 10 percent of the population appears to have access to telephone systems but there is a growing use of the Internet for business and dissemination of public information.
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information.

Records and Archives Status

Archival Institution	National Archives of Fiji, established in 1954	
Involved with public records care/records management	yes	Public Records Act, consolidation of earlier ordinances, in 1978
No. of archival employees (full time / part time /other) / Positions	19	Permanent (17), disestablished staff (2): qualified archivists (3)
Other agencies involved with records and archives care or cultural resource management for the country	yes	National museum
Web presence for National Archives	no	No official web presence for National Archives but email is available and the Archives' press releases are available on the Fiji government website.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/geos/fj.html DFAT, Market Information and Analysis Section, Fact Sheet: Fiji http://www.fiji.gov.fj/ministries/index.shtml http://www.fiji.gov.fj/press/2003_9/2003_09_04-04.shtml http://www.fiji.gov.fj/press/2002_05/2002_05_24-04.shtml http://www.fiji.gov.fj/ministries/infor_media.shtml http://www.bizconnections.com/fiji.htm http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=18

Status of Archives (based on assessment by consultant)

Medium level of development. The existing premises was opened in 1979, new premises are being planned. There is a very large staff, the largest in any Pacific island nation, and firm support for the growth of the archives. This is an institution that could become a lead agency in the region if support continues, but more training is needed within the institution and a stronger presence is needed in government records care. The institution also needs to become more closely aligned with government in the use of, and management of, Internet technologies and their products.

Assessment of Educational and Training Needs

Education and training needed at an intermediate and advanced level. The National Archives of Fiji is one of the most developed facilities in the Pacific, but its staff members urgently need to upgrade their skills and knowledge to participate in electronic government and more active government records management. Fiji is rapidly moving to an electronic environment yet paper records are still not managed according to formalized records management procedures on a consistent basis. The many staff members in the archives need training and upgrading, and the large number of government ministries or institutions suggests an important role for qualified records managers in departments. The large number of staff in the archives suggests varying levels of educational needs, especially intermediate and advanced. Fiji is home to the University of the South Pacific, which offers certificates and diplomas in library skills and is also a degree-granting university which includes students from many of the Pacific Islands. Fijians have ready access to tertiary education within their own country, therefore, but no courses are offered in records or archives management at USP at this time.

Country: FRENCH POLYNESIA	Member of PARBICA	yes	Member of USP	no

Government Structure

Type of government	Territorial government democracy	
Dependency status or affiliation	Dependency of France	
No. of central government ministries or departments	17	
No. of quasi-government offices, authorities, crown, business or other agencies	10	
No. of administrative divisions (municipalities, regions, provinces, etc.)	5	Administration is central but there are 5 archipelagic divisions

Population Data

Population (approximate)	262,000	
Number of official and common languages / Primary languages	2	French, Tahitian
Level of literacy (percentage of over 15 year olds who can read and write)	98	
Total gross domestic product per capita (in US dollars)	$5,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	56,000	
No. of local Internet service providers	2	
Level of technological development and use (based on assessment by consultant)	high	Over 20 percent of population appears to have access to telephone systems, and access to the Internet appears to be fairly common
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information. Government policy is to provide satellite coverage for all of French Polynesia, high speed ADSL lines, and additional infrastructures.

Records and Archives Status

Archival Institution	Territorial Archives of French Polynesia, established 1962	
Involved with public records care/records management	yes	
No. of archival employees (full time / part time /other) / Positions	7?	7 full time equivalent staff identified but 8 shown in organizational chart: administration (3), clerk (1), reading room staff (1), secretariat, Society for Oceania Studies (1), Archives Education Service (1), Director (1).
Other agencies involved with records and archives care or cultural resource management for the country	yes	Ministry of Culture, French Polynesian Centre for Social Sciences, Department of Tourism, Gaugin Museum, Museum of Tahiti and the Surrounding Islands, Library of the French University of the Pacific, Tahiti ORSTOM Centre Library, Te Fare Tahuiti Nui, Pacific Studies Association, Archaeology Department and Traditions Department of Polynesian Centre for the Humanities, Tahitian Academy, Department of Oral Tradition
Web presence for National Archives	No	Government is presently working on enhanced web services; the National Archives has an email address.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/geos/fp.html DFAT, Market Information and Analysis Section, Fact Sheet: French Polynesia http://www.presidence.pf/index.php?97 http://www.presidence.pf/index.php?81 http://www.bizconnections.com/Frenchpoly.htm http://www.spc.int/Culture/activities_polynesia.htm

Status of Archives (based on assessment by consultant)

Medium level of development. There is a purpose built building for the archives; there is a strong staffing structure, and close ties to France for educational opportunities. (The archives is associated with the French National Archives.) The institution does not appear to be funded to the levels needed for increasing involvement in government records care, especially electronic records and new technologies.

Assessment of Educational and Training Needs

Education and training needed at an intermediate and advanced level. This country is closely aligned with France and will be following French traditions in record keeping and archival activities, particularly with regard to government records, since they will follow the structure of the territories of France. It is likely that education and training for records officers will follow French traditions and, naturally, be in the French language. The needs of French Polynesia should be incorporated into any professional development activities of PARBICA but it is unlikely this country will take extensive advantage of any English-language educational courses developed beyond workshops or seminars. Note that the University of French Polynesia – Université de la Polynésie Française – has four main faculties or colleges of academic programmes: law, science, literature, languages and social sciences and adult continuing education. Its programmes in history, law, and Polynesian civilizations could encompass specific courses on records and information issues, but it does not appear to offer specific instruction in records, archives, or public/business administration.

Country: GUAM	Member of PARBICA	yes	Member of USP	no

Government Structure

Type of government	Territorial government democracy	
Dependency status or affiliation	Dependency of the United States of America	
No. of central government ministries or departments	?	Information not available; web pages not accessible (see http://www.gov.gu/government.html)
No. of quasi-government offices, authorities, crown, business or other agencies	?	Information not available; web pages not accessible (see http://www.gov.gu/government.html)
No. of administrative divisions (municipalities, regions, provinces, etc.)	0	Administration is central

Population Data

Population (approximate)	164,000	
Number of official and common languages / Primary languages	3	English, Chamorro, Japanese
Level of literacy (percentage of over 15 year olds who can read and write)	99	
Total gross domestic product per capita (in US dollars)	$21,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	139,000	Note 84,000 land lines and 55,000 cell phones as of 1998
No. of local Internet service providers	20	
Level of technological development and use (based on assessment by consultant)	High	Over 80 percent of population appears to have access to telephone systems, and access to the Internet appears to be common
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information. All government employees have email addresses accessible through the Internet, for example.

Records and Archives Status

Archival Institution	To 2001, the government of Guam maintained its archives at the Nieves M. Flores Memorial Library; in 2001 enabling legislation transferred the responsibility to the Guam Archives within Guam's Department of Chamorro Affairs.	
Involved with public records care/records management	yes	As of 2001 change in responsibility.
No. of archival employees (full time / part time /other) / Positions	?	Information not available.
Other agencies involved with records and archives care or cultural resource management for the country	yes	University of Guam
Web presence for National Archives	no	No web presence established as yet.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/geos/gq.html
	http://www.bundestag.de/datbk/library/usa21.html
	http://www.uog.edu/
	http://ns.gov.gu/government.html
	http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=10

Status of Archives (based on assessment by consultant)

Low level of development. The government institution has only recently been established; status and current functions is not known. There does not seem to be an established archival presence in Guam and limited activity. The close relationship with the United States suggests that further expansion will be modelled after initiatives and approaches taken by the US National Archives.

Assessment of Educational and Training Needs

Education and training needed at an intermediate level. As is the case in American Samoa, this country has quite a high level of telecommunications and Internet development, which suggests a need to address electronic records and electronic government issues. Also similar to American Samoa, Guam has formalized links to the United States as a territorial dependency, is more likely to obtain necessary education and training through American institutions. It is not well developed in terms of archives policy and administration but it could be assumed that these structures will develop along American lines. Priority could be given to workshops and short course training on electronic records management and e-government readiness. Note that the Guam Community College offers associate degrees in 18 areas and runs 33 certificate programmes. The college also provides vocational training programmes in Guam's public high schools. As well, the University of Guam offers 29 baccalaureate programmes and 12 masters' degree programmes. Several university centers are recognized for their teaching and research; given the involvement of the University of Guam in records care for the island it is possible that the University may be a good place to develop courses in records and archives management.

Country: KIRIBATI		Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	republic	
Dependency status or affiliation	Member of the Commonwealth of Nations	
No. of central government ministries or departments	9	
No. of quasi-government offices, authorities, crown, business or other agencies	5	
No. of administrative divisions (municipalities, regions, provinces, etc.)	30	There are 3 units, 6 districts, and 21 island councils

Population Data

Population (approximate)	100,000	
Number of official and common languages / Primary languages	2	I-Kiribati, English
Level of literacy (percentage of over 15 year olds who can read and write)	NA	
Total gross domestic product per capita (in US dollars)	$840	

Telecommunications Infrastructure

No. of main and cellular telephones in use	4,000	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	Low	Less than 4 percent of the population appears to have access to telephone systems, and it does not appear that the Internet is a common means of disseminating information
Level of government use of Internet (based on assessment by consultant)	low	The government has a website but it includes limited information or does not seem to be maintained adequately.

Records and Archives Status

Archival Institution	National Library and Archives of Kiribati, archives is part of larger institution.	
Involved with public records care/records management	yes	Legislation is in place, 1981, but does not seem to be implemented.
No. of archival employees (full time / part time /other) / Positions	2	Chief Librarian and Archivist (1), Archivist (1), according to Pat Jackson's 1999 assessment.
Other agencies involved with records and archives care or cultural resource management for the country	yes	I-Kiribati Video Resource Unit, Kiribati National Library
Web presence for National Archives	no	Limited computer access for archives; no web presence for archives or government.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/geos/kr.html
	DFAT, Market Information and Analysis Section, Fact Sheet: Kiribati
	http://www.tskl.net.ki/
	Pat Jackson, "Archives in Kiribati," Australian Society of Archivists 1999 Conference, http://www.archivists.org.au/events/conf99/jackson.html
	http://www.bizconnections.com/kiribati.htm

Status of Archives (based on assessment by consultant)

Low level of development. The actual archival facility is in the Lands Management Division offices, physically in poor condition in high-risk location with no stable control. There appears to be insecure staffing and very limited resources; the archives is not an institution with any significant presence in the government structure.

Assessment of Educational and Training Needs

Education and training needed at a basic level. This is a small country with extremely limited development and a strong need for improved basic records and archives care. Core courses in records and archives management are essential to forward progress in this country. Anyone studying the subject would have to study by distance or leave the islands for training.

Country: MARSHALL ISLANDS		Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Constitutional government
Dependency status or affiliation	Free association with the United States of America
No. of central government ministries or departments	11	
No. of quasi-government offices, authorities, crown, business or other agencies	4	
No. of administrative divisions (municipalities, regions, provinces, etc.)	33	municipalities

Population Data

Population (approximate)	56,000	
Number of official and common languages / Primary languages	2	English, Marshallese
Level of literacy (percentage of over 15 year olds who can read and write)	94	
Total gross domestic product per capita (in US dollars)	$1,600	

Telecommunications Infrastructure

No. of main and cellular telephones in use	4,500	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	medium	It appears that only 8 percent of the population has access to telephone systems but there also appears to be a growing reliance on Internet communications
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information.

Records and Archives Status

Archival Institution	Alele Museum, Library, and National Archives, established by National Archives Act of 1989 amended in 1992	
Involved with public records care/records management	yes	"Alele has a formal arrangement with the Government to implement the National Archives Act which provides for the establishment of an office of National Archives to attend to the custody and preservation of public records and the deposition of private records." There appears to be large quantity of microform holdings.
No. of archival employees (full time / part time /other) / Positions	1	1 archivist in place with no formal training in the area
Other agencies involved with records and archives care or cultural resource management for the country	yes	Historic Preservation Office, College of the Marshall Islands (providing training for cultural sector profession through library studies program), Council of Chiefs
Web presence for National Archives	yes	See http://members.tripod.com/~alelemuseum/Archives.html

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/geos/rm.html DFAT, Market Information and Analysis Section, Fact Sheet: Marshall Islands http://www.rmiembassyus.org/government/overview.html http://members.tripod.com/~alelemuseum/Archives.html http://www.bizconnections.com/MarshallIslands.htm http://www.spc.int/Culture/activities_marshall.htm http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=8

Status of Archives (based on assessment by consultant)

Medium level of development. There is recognition of the need for an archives but it is unclear if the government sees a connection between the institution and the care of government records. The archives are presently housed in a "trailer-like office"; construction is underway expand the facility. Staffing levels are extremely low and training does not appear to be supported to any extent.

Assessment of Educational and Training Needs

Education and training needed at an intermediate level. While The Marshall Islands appears to have high connectivity and a strong development of e-government – signs of a more sophisticated approach to information – the Archives itself is marginalized and underfunded. There is a great need for expansion and improvement of physical facilities, for training and education of the archivist, and also for awareness raising amongst the government to recognize the role of records and archives in public administration. Note that there is a College of the Marshall Islands, which offers associate degree programmes in liberal arts, education, business, computer science, marine sciences and nursing. There is also a developmental studies program, adult basic education and continuing education. It is possible that individual courses in records and archives management could be incorporated into the continuing education programme as a start to training in the field on the islands.

Country: MICRONESIA, FEDERATED STATES (including Pohnpei and Yap)	Member of PARBICA	yes	Member of USP	no

Government Structure

Type of government	Constitutional government
Dependency status or affiliation	Free association with the United States of America

No. of central government ministries or departments	11	
No. of quasi-government offices, authorities, crown, business or other agencies	8	
No. of administrative divisions (municipalities, regions, provinces, etc.)	4	4 states. Note that Pohnpei and Yap are both individual members of PARBICA but for the purposes of this survey they have been identified as states within the Federated States of Micronesia and their needs incorporated into the analysis herein.

Population Data

Population (approximate)	108,000	
Number of official and common languages / Primary languages	9	English (official), 8 indigenous languages
Level of literacy (percentage of over 15 year olds who can read and write)	89	
Total gross domestic product per capita (in US dollars)	$2,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	11,000	Cellular phones only available in some areas in recent years
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	medium	About 10 percent of the population appears to have access to telephone systems and Internet use is increasingly common.
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information. Further, the state of Pohnpei and the state of Yap both have a fairly extensive web presence independent of the larger group of states.

Records and Archives Status

Archival Institution		Micronesia Archives and Historic Preservation Unit; also individual units such as in Pohnpei and, more developed, the Yap State Archives
Involved with public records care/records management	yes	The institution is involved with developing a formal records filing system and training people to use it.
No. of archival employees (full time / part time /other) / Positions	12	Archivist (1), librarians (3), administration (8). (this is information at the national level, not for Pohnpei or Yap specifically.)
Other agencies involved with records and archives care or cultural resource management for the country	NA	None identified through research.
Web presence for National Archives	no	The Micronesia Archives has an email address but the governments are expanding their own web presence.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/geos/fm.html DFAT, Market Information and Analysis Section, Fact Sheet: FSM http://www.fsmgov.org http://members.tripod.com/~alelemuseum/Archives.html http://www.bizconnections.com/fsm.htm http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=6 http://www.fm/PohnpeiLeg/orglist.htm http://www.opsa.ftm http://www.fsmlaw.org/pohnpei/index.htm http://www.fsmlaw.org/yap

Status of Archives (based on assessment by consultant)

Low level of development. There is no purpose built facility, no professionally trained staff, and limited opportunities for expansion of services or education and training. There appears to be rapid growth in the use of Internet technologies which suggests a need to address the growth of e-government and e-records in the near future.

Assessment of Educational and Training Needs

Education and training needed at a basic and intermediate level. There is a high need for education and training for Micronesia as a whole and for the states of Pohnpei and Yap. Educational needs vary somewhat depending on which state is under consideration but overall both basic and intermediate education and training would be best. Note that the College of Micronesia offers certificates and associate of science (AS) degrees in may subjects, including business administration and computer information systems. An associate of arts degree is offered in liberal arts, and one can pursue Micronesian studies.

Country: NAURU		Member of PARBICA	no	Member of USP	yes

Government Structure

Type of government	Parliamentary republic	
Dependency status or affiliation	Member of the Commonwealth of Nations	
No. of central government ministries or departments	10	Note there is no official capital; government offices are in Yaren District
No. of quasi-government offices, authorities, crown, business or other agencies	1	
No. of administrative divisions (municipalities, regions, provinces, etc.)	14	There are 14 districts

Population Data

Population (approximate)	12,600	
Number of official and common languages / Primary languages	2	Nauruan (official), English used in government and commerce
Level of literacy (percentage of over 15 year olds who can read and write)	NA	
Total gross domestic product per capita (in US dollars)	$5,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	2,500	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	Low	While close to 20 percent of the population appears to have some access to telephone systems, Internet connectivity and use seems to be very low
Level of government use of Internet (based on assessment by consultant)	low	There does not seem to be any government information on the Internet. There is a general information page, at http://www.www.nr/, which seems to be offered by the ISP provider for Nauru.

Records and Archives Status

Archival Institution	There appears to be an archival facility within the Ministry of Internal Affairs, Culture and Tourism, but little more information is available.	
Involved with public records care/records management	NA	No information available
No. of archival employees (full time / part time /other) / Positions	NA	No information available
Other agencies involved with records and archives care or cultural resource management for the country	yes	Nauru Museum, Arts and Crafts Centre, University of the South Pacific Extension Library
Web presence for National Archives	no	The government itself does not seem to have an Internet presence although there is an Internet country code of .nr.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/print/nr.html
	World Encyclopedia of Political Systems, 3rd ed., New York, Facts on File, available at http://www2.hawaii.edu/~ogden/piir/pacific/nauru.html
	http://www.bizconnections.com/nauru.htm
	http://www.spc.int/Culture/activities_nauru.htm
	http://www.www.nr/

Status of Archives (based on assessment by consultant)

Low level of development. Nauru appears to have a very low level of development, with very limited archival activity, even an almost non-existent presence as a member of PARBICA.

Assessment of Educational and Training Needs

Education and training needed at a basic level. This country would require priority attention at a very basic level to assist with development of basic archival policies, procedures, and practices, and improved involvement in government record keeping. Anyone interested in studies in the area would have to take distance learning courses or leave the island for training.

Country: NEW CALEDONIA	Member of PARBICA	yes	Member of USP	no

Government Structure

Type of government	Territory of France	
Dependency status or affiliation	Dependency of France	
No. of central government ministries or departments	17	
No. of quasi-government offices, authorities, crown, business or other agencies	8	
No. of administrative divisions (municipalities, regions, provinces, etc.)	3	3 provinces

Population Data

Population (approximate)	211,000	
Number of official and common languages / Primary languages	34	French (official) and 33 Melanesian-Polynesian dialects
Level of literacy (percentage of over 15 year olds who can read and write)	91	
Total gross domestic product per capita (in US dollars)	$14,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	60,000	Over 13,000 cellular phones are in use.
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	high	Close to 30 percent of the population has access to telephone systems and there is an extensive Internet presence.
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information. See http://www.gouv.nc/.

Records and Archives Status

Archival Institution	Archives of New Caledonia (Archives de la Nouvelle-Calédonie), established in 1987	
Involved with public records care/records management	no	Institution looks after historical records and semi-current records but does not have authority for current records management. There is a strong historical focus to the institution's operations.
No. of archival employees (full time / part time /other) / Positions	9	Director (1), archivists (2), archives assistants (2), technician (1), administrative staff (3)
Other agencies involved with records and archives care or cultural resource management for the country	yes	Mention is made of a library and museum; additional information about the museum can be found at http://www.gouv.nc/pages/administration/nc_patrimoine.shtm. It appears there is a fairly sophisticated approach, at least from the web presence, to culture and heritage.
Web presence for National Archives	yes	The archives has Internet access and an email address; there is also a page on the government's website for the archives, at http://www.archives.gouv.nc/, which appears to have been developed in 2003 and is quite sophisticated.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/print/nc.html DFAT, Market Information and Analysis Section, Fact Sheet: New Caledonia http://www.bizconnections.com/NewCaledonia.htm http://www.archives.gouv.nc/ http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=9

Status of Archives (based on assessment by consultant)

Medium level of development. There is a purpose built facility, opened in 1992, which meets high technical standards. There is an extensive staff structure and several members have received training and education in records and archives, largely from overseas agencies (including in France). The fact that the institution does not have responsibility for current records care limits its effectiveness.

Assessment of Educational and Training Needs

Education and training needed at an advanced level. Like French Polynesia, New Caledonia is closely aligned with France and will follow French traditions in record keeping and archival activities, particularly with regard to government records. It is likely that education and training for records officers will follow French traditions and, naturally, be in the French language. Note that the University of New Caledonia – Université de la Nouvelle-Calédonie – has several campuses. The Faculty of Arts, on the Magenta campus, offers courses, certificates and licences in history, geography, regional cultures, English and modern literature. The Nouville-Ateliers campus houses the Faculty of Law, which offers a certificate and a masters' degree in law, as well as a specialty in public administration. Note there is specific reference to a certificate in information science, which may or may not offer courses specifically in records or archives but may be a good home for any such courses for a New Caledonia audience.

Country: NIUE	Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Self-governing parliamentary democracy
Dependency status or affiliation	Free association with New Zealand
No. of central government ministries or departments	6	
No. of quasi-government offices, authorities, crown, business or other agencies	?	
No. of administrative divisions (municipalities, regions, provinces, etc.)	14	14 villages

Population Data

Population (approximate)	2,200	
Number of official and common languages / Primary languages	2	Niuean, English
Level of literacy (percentage of over 15 year olds who can read and write)	95	
Total gross domestic product per capita (in US dollars)	$3,600	

Telecommunications Infrastructure

No. of main and cellular telephones in use	400	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	Medium	Over 18 percent of the population has access to telephone systems, and apparently there is a move to wireless telephone communications, but it does not appear that there is regular use of the Internet among the population.
Level of government use of Internet (based on assessment by consultant)	medium	The government uses the Internet to disseminate basic information about the country, especially about tourism or industry, but does not use the tool to disseminate government information or provide an interactive forum for users.

Records and Archives Status

Archival Institution	Niue National Archives, under the Community Affairs Department in association with the National/Public Library	
Involved with public records care/records management	yes	It appears the archives has responsibility for records management under the archives Act of 1992.
No. of archival employees (full time / part time /other) / Positions	1	Only 1 staff member is in the archives, given the leave of absence of the archivist, and the current Assistant Archivist does not have formal training.
Other agencies involved with records and archives care or cultural resource management for the country	NA	No information is available.
Web presence for National Archives	no	It does not appear the archives has access to a computer as of the time of reporting in 2001 and

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/print/ne.html
	DFAT, Market Information and Analysis Section, Fact Sheet: Niue
	http://www.gov.nu

Status of Archives (based on assessment by consultant)

Low level of development. The physical archives are kept in leased government housing and records are moved regularly, affecting their security and stability. There are few or no educational opportunities and a need for improved training and development at a very basic level.

Assessment of Educational and Training Needs

Education and training needed at a basic level. There is a great need for basic training in records and archives care, coupled with recognition of the growing involvement of the government in electronic technologies and the need for government officials to understand the related records care. There do not appear to be any other educational opportunities close at hand and the closest educational supplier is New Zealand. Anyone interested in studying records and archives issues would have to leave the island or pursue distance learning opportunities.

Country: NORTHERN MARIANA ISLANDS	Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Self-governing Commonwealth	
Dependency status or affiliation	Self governing but in political union with the United States of America	
No. of central government ministries or departments	25	
No. of quasi-government offices, authorities, crown, business or other agencies		
No. of administrative divisions (municipalities, regions, provinces, etc.)	4	4 municipalities

Population Data

Population (approximate)	80,000	
Number of official and common languages / Primary languages	3	English, Chamorro, Carolinian (86 percent of population speaks a language other than English at home)
Level of literacy (percentage of over 15 year olds who can read and write)	97	
Total gross domestic product per capita (in US dollars)	$12,500	

Telecommunications Infrastructure

No. of main and cellular telephones in use	22,000	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	Medium	Over 27 percent of the population appears to have access to telephone systems but there does not seem to be extensive development of Internet sites.
Level of government use of Internet (based on assessment by consultant)	medium	The government uses the Internet to disseminate basic information about the country, especially about tourism or industry, but does not use the tool to disseminate government information or provide an interactive forum for users.

Records and Archives Status

Archival Institution	The CNMI Archives has been part of Northern Marianas College since 1984 when it was established.	
Involved with public records care/records management	no	There is no archives legislation but the archives uses Public Law 8-41, the Open Government Act, to guide its operations in the care of public records. There is a close relationship with the University of Hawaii for storage of microfilms.
No. of archival employees (full time / part time /other) / Positions	3	Professional staff (2), technical staff (1)
Other agencies involved with records and archives care or cultural resource management for the country	NA	No information available.
Web presence for National Archives	yes	The archives, which is at Northern Marianas College, is described on the College website

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/print/cq.html http://www.mariana-islands.gov.mp/ http://www.mariana-islands.gov.mp/cabinet.htm http://www.nmcnet.edu/resources.cfm/libraryservices/Archives/about http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=12

Status of Archives (based on assessment by consultant)

Medium level of development. This institution is well advanced in certain areas, particularly in preservation and reproduction, and seems to receive good support from the government. It does not have enabling legislation, which may hinder its development and which would be an important step to take in future.

Assessment of Educational and Training Needs

Education and training needed at an intermediate level. There is a strong link with the United States in archival practice, and it is likely that this link would continue to education and training. Its telecommunications and information management structures are developing quickly, given its links with the United States. Priority could be given to workshops and short course training on legislative issues, along with electronic records management and e-government readiness. Note that the Northern Marianas College offers a Bachelor's degree in education; associate degrees in 15 programmes including liberal arts, business management, accounting, computer applications and the technical trades. The College coordinates bachelor's and masters degree programmes with the University of Guam, University of Massachusetts at Framingham, National University and an online doctoral programme with the University of San Diego. The linkages with American educational institutions are strong and it is likely that citizens of the Northern Marianas would look to their own country or these affiliates identified above for further education in records and archives.

Country: PALAU	Member of PARBICA	yes	Member of USP	no

Government Structure

Type of government	Constitutional government
Dependency status or affiliation	Free association with the United States of America

No. of central government ministries or departments	10	
No. of quasi-government offices, authorities, crown, business or other agencies	9	
No. of administrative divisions (municipalities, regions, provinces, etc.)	16	16 states

Population Data

Population (approximate)	20,000	
Number of official and common languages / Primary languages	5	English and Palauan (official) and Sonsoralese, Tobi, and Anguar
Level of literacy (percentage of over 15 year olds who can read and write)	92	
Total gross domestic product per capita (in US dollars)	$9,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	7,700	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	medium	Close to 40 percent of the population has access to telephone systems but Internet use appears to be less developed.
Level of government use of Internet (based on assessment by consultant)	low	There does not seem to be an official government web page but there seems to be an increasing number of Palau related web pages from commercial sources, some of which include limited government information.

Records and Archives Status

Archival Institution	Palau National Archives, under the Ministry of Community and Cultural Affairs	
Involved with public records care/records management	yes	Legislation passed in 1990, to control the collection and preservation of government documents and records.
No. of archival employees (full time / part time /other) / Positions	2	Archivist (1), archives clerk (1)
Other agencies involved with records and archives care or cultural resource management for the country	yes	Division of Cultural Affairs and Historical Preservation Office, Palau Museum, Belau National Museum Research Library
Web presence for National Archives	no	The institution has computer access, email, access to the Internet, but does not have an official web presence.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/print/ps.html
	DFAT, Market Information and Analysis Section, Fact Sheet: Palau
	http://www.bizconnections.com/palau.htm
	http://www.spc.int/Culture/activities_palau.htm
	http://www.pacificislands.cc/pmhighered/edprofile.php?higheredid=13
	http://www.palaunet.com/

Status of Archives (based on assessment by consultant)

Medium level of development. There is archival legislation, a purpose built building, and financial support for training and upgrading.

Assessment of Educational and Training Needs

Education and training needed at a basic and intermediate level. The current staff members have received some short-course training or have trained each other. Additional education and training is critical to continued growth, but there appears to be good support in government for continued expansion of the knowledge base of the archives. Note that Palau Community College offers Certificates and associate of science (AS) degrees, including studies in office administration, tourism and hospitality and vocational education. An associate of arts degree is offered in liberal arts. It is possible that consideration could be given to expansion of courses in office administration or in the vocational education area.

Country: PAPUA NEW GUINEA	Member of PARBICA	yes	Member of USP	no

Government Structure

Type of government	Constitutional monarchy with parliamentary democracy
Dependency status or affiliation	Member of the Commonwealth of Nations
No. of central government ministries or departments	25
No. of quasi-government offices, authorities, crown, business or other agencies	14
No. of administrative divisions (municipalities, regions, provinces, etc.)	20

Population Data

Population (approximate)	5,300,000	
Number of official and common languages / Primary languages	715	There are 715 indigenous languages; English is spoken by only 1-2 percent of the population
Level of literacy (percentage of over 15 year olds who can read and write)	66	
Total gross domestic product per capita (in US dollars)	$2,300	

Telecommunications Infrastructure

No. of main and cellular telephones in use	64,000	
No. of local Internet service providers	3	
Level of technological development and use (based on assessment by consultant)	low	Only 1 percent of the population appears to have access to telephone systems and there is limited connectivity to the Internet, especially outside major centres
Level of government use of Internet (based on assessment by consultant)	high	The government uses the Internet not only to disseminate basic information about the country but also to provide current documents or resources and to provide an interactive forum for users to seek more information.

Records and Archives Status

Archival Institution		National Archives and Public Records Service of Papua New Guinea, established in 1957 and formalized in 1962; currently operates under the National Library and Archives Act, 1993
Involved with public records care/records management	yes	Responsible for assisting government with records services, providing archives and microfilm services
No. of archival employees (full time / part time /other) / Positions	14	Director General (1), National Archivist (1), senior archivists (2), conservation officer (1), archives officers (4), repository officer (1), repository supervisor (1), micrographics officer (1), administrative assistants (2). Apparently staff levels were reduced to 13 in 2002/3. Only one member of staff has professional training.
Other agencies involved with records and archives care or cultural resource management for the country	yes	University of Papua New Guinea,
Web presence for National Archives	no	It is possible there is information about the archives in the Department of Education website (http://www.education.gov.pg/) but this link is not working so information could not be checked.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/print/pp.html
	DFAT, Market Information and Analysis Section, Fact Sheet: Papua New Guinea
	http://www.bizconnections.com/Papua%20New%20Guinea.htm
	John Evans, "Records and Archives Management, A Papua New Guinea Report," at http://www.pngbuai.com/000general/archives/default.htm
	http://www.pngonline.gov.pg/
	http://www.pm.gov.pg/pmsoffice/PMsoffice.nsf

Status of Archives (based on assessment by consultant)

Medium level of development. This institution is large and well established; second to Fiji in the Pacific islands region. But it is marginalized in terms of modern technology and staff support. It has extensive national responsibilities for records in an extremely large and complex country but limited resources to carry out its work.

Assessment of Educational and Training Needs

Education and training needed at a basic and intermediate level. This country is in urgent need of expansion and development of the archives, so that it may serve the large and complex government well. Priority should be given to the delivery of educational and training programmes to national archives staff as well as to officers of other agencies of government, representatives of the university, and others involved with records care throughout the country. The country has so many existing agencies, including educational institutions and associations, that capacity building should be possible within the country. Note that there are a large number of educational institutions in Papua New Guinea. The University of Papua New Guinea offers undergraduate and graduate degrees, diploma and certificate programmes in a wide range of major subjects. Potentially relevant programmes include Language and Communication, History, Information and Communication Sciences, and Management. There had been a programme in place in records and archives management some years ago but this ended and has not been reinstated. There is also the Papua New Guinea University of Technology.

Country: POHNPEI	Member of PARBICA	yes	Member of USP	no

See under Micronesia, Federated States

Country: SAMOA		Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Constitutional monarchy under native chief	
Dependency status or affiliation	Member of the Commonwealth of Nations	
No. of central government ministries or departments	25	
No. of quasi-government offices, authorities, crown, business or other agencies	5	
No. of administrative divisions (municipalities, regions, provinces, etc.)	11	11 districts

Population Data

Population (approximate)	178,000	
Number of official and common languages / Primary languages	2	Samoan, English
Level of literacy (percentage of over 15 year olds who can read and write)	99.7	
Total gross domestic product per capita (in US dollars)	$5,600	

Telecommunications Infrastructure

No. of main and cellular telephones in use	9,700	
No. of local Internet service providers	2	
Level of technological development and use (based on assessment by consultant)	low	About 5 percent of the population has access to telephone systems and there is only limited access to Internet systems.
Level of government use of Internet (based on assessment by consultant)	low	The government has a website but it includes limited information or does not seem to be maintained adequately. (For example, the news page includes press releases from 2000 but nothing more recent.)

Records and Archives Status

Archival Institution	National Archives Project, Ministry of Youth, Sports and Cultural Affairs	
Involved with public records care/records management	no	The National Archives Project is a special project to take steps to develop a National Archives of Samoa, but the institution has not formally been established. There is much work underway to establish the facility and archives have been collected and are held at the Nelson Memorial Public Library.
No. of archival employees (full time / part time /other) / Positions	2	A consultant was in place for a few weeks in 2001 and the museum curator participates in records and archives care; PARBICA surveys indicate a staff of 2 archivists and 2 "other" but it is unclear if these are permanent positions given the absence of a dedicated archival facility.
Other agencies involved with records and archives care or cultural resource management for the country	yes	National Museum of Samoa, Nelson Memorial Public Library, Samoa Visitors Bureau
Web presence for National Archives	no	

Additional information

Sources	http://www.cia.gov/cia/publications/factbook/print/ws.html DFAT, Market Information and Analysis Section, Fact Sheet: Samoa http://www.samoa.ws/govtsamoapress/government_departments1.htm http://www.bizconnections.com/samoadir.htm http://www.spc.int/Culture/activities_samoa.htm

Status of Archives (based on assessment by consultant)

Low level of development. Samoa does not officially have an archival facility and formal recognition of the importance of records and archives is essential to any forward development. The museum curator is a strong supporter of the archives and has been active in seeking support but without formal recognition these efforts have limited effect.

Assessment of Educational and Training Needs

Education and training needed at a basic level. There is a very high need for education and training, and for awareness raising in government. Ideally, an institution would be established, a qualified practitioner engaged, and then that staff sent for additional training and education. Until a formal facility is established it is unclear the kind of education and training that would be most useful, as any staff trained may not actually be involved with the archives over the long term. Note: the National University of Samoa (Le Iunivesite Aoao o Samoa) offers bachelor's degrees, diplomas, and certifications in a range of topics. Of relevance to records and archives studies may be the Faculty of Arts' Samoan Studies and History areas, and the Faculty of Commerce's studies in business. The Faculty of Science offers a bachelor's degree in Science with a major in Computing Studies. There appear to be plans underway to merge the National University of Samoa and the Samoa Polytechnic, a two-year and vocational training college. Expanded educational opportunities may develop as a result of this merger.

Country: SOLOMON ISLANDS		Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Parliamentary democracy (currently extremely unstable)	
Dependency status or affiliation	Member of the Commonwealth of Nations	
No. of central government ministries or departments	20	
No. of quasi-government offices, authorities, crown, business or other agencies	4	
No. of administrative divisions (municipalities, regions, provinces, etc.)	10	9 provinces and 1 capital territory

Population Data

Population (approximate)	510,000	
Number of official and common languages / Primary languages	120	There are 120 indigenous languages; Melanesian pidgin is the common language in most of the country. English is the official language but is spoken by only 1-2 percent of the population.
Level of literacy (percentage of over 15 year olds who can read and write)	NA	
Total gross domestic product per capita (in US dollars)	$1,700	

Telecommunications Infrastructure

No. of main and cellular telephones in use	8,700	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	low	Only 1 percent of the population appears to have access to telephone systems and there is limited Internet use.
Level of government use of Internet (based on assessment by consultant)	medium	The government uses the Internet to disseminate basic information about the country, especially about tourism or industry, but does not use the tool to disseminate government information or provide an interactive forum for users.

Records and Archives Status

Archival Institution	National Archives of the Solomon Islands, established by National Archives Act, 1994	
Involved with public records care/records management	NA	No information available
No. of archival employees (full time / part time /other) / Positions	NA	No information available
Other agencies involved with records and archives care or cultural resource management for the country	yes	A number of other institutions appear to be active; given the historical importance of the country for World War II studies and the strong environmental tourism interest there appears to be a strong tourism element to many activities.
Web presence for National Archives	no	No information has been found.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/print/bp.html
	DFAT, Market Information and Analysis Section, Fact Sheet: Solomon Islands
	http://life.csu.edu.au/~dspennem/MCHMIS/Solomons_Law.html
	http://www.bizconnections.com/SolomonIs.htm
	http://lucy.ukc.ac.uk/Rainforest/solomon.html

Status of Archives (based on assessment by consultant)

Low level of development. This institution does not seem to have a presence in the country or internationally, and is not actively participating in PARBICA, which suggests difficulty with resources, time, or government support for growth of the facility. While the government is developing electronic resources, the archives is not a participant, apparently, and so does not appear to be involved with the move to e-government and e-records.

Assessment of Educational and Training Needs

Education and training needed at a basic level. There is a high need for improved records and archives education here, based on the lack of an archival presence in the country. It would be important to assess the current level of government support for the institution and endeavour to enhance that support in order to build capacity. Basic education and training in traditional records and archives functions appears to be a first priority for this country. Note that tertiary education for the Solomon Islands is offered through the University of the South Pacific.

Country: TOKELAU		Member of PARBICA	no	Member of USP	yes

Government Structure

Type of government		
Dependency status or affiliation	Territory of New Zealand	
No. of central government ministries or departments	22	Divided amongst the different atolls
No. of quasi-government offices, authorities, crown, business or other agencies	NA	
No. of administrative divisions (municipalities, regions, provinces, etc.)	3	3 atolls: Atafu, Nukunonu, and Fakaofo

Population Data

Population (approximate)	1,400	
Number of official and common languages / Primary languages	2	Tokelauan, English
Level of literacy (percentage of over 15 year olds who can read and write)	NA	
Total gross domestic product per capita (in US dollars)	$1,000	

Telecommunications Infrastructure

No. of main and cellular telephones in use	NA	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	Low	There does not appear to be an extensive telephone system in place, based on the lack of information available.
Level of government use of Internet (based on assessment by consultant)	medium	The government uses the Internet to disseminate basic information about the country, especially about tourism or industry, but does not use the tool to disseminate government information or provide an interactive forum for users.

Records and Archives Status

Archival Institution	none	
Involved with public records care/records management	NA	
No. of archival employees (full time / part time /other) / Positions	NA	
Other agencies involved with records and archives care or cultural resource management for the country	NA	
Web presence for National Archives	NA	

Additional information

Sources	http://www.cia.gov/cia/publications/factbook/print/tl.html
	http://www.tokelau.org.nz/Government/government.htm
	http://www.bizconnections.com/tokelau.htm

Status of Archives (based on assessment by consultant)

Low level of development. This group of atolls, which is approximately 17 times the size of The Mall in Washington, DC, is not a member of PARBICA and no information is available about its archival activities. It is a member of USP and so would be able to take any educational programmes developed. The fact that it is not a member of PARBICA and information about its record keeping work is not known suggests it is at a very basic level of operation.

Assessment of Educational and Training Needs

Education and training needed at a basic level. It is not really possible to assess the educational and training needs but it is assumed they would be very basic. Note that tertiary education for Tokelau is offered through the University of the South Pacific.

Country: TONGA		Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Hereditary constitutional monarchy
Dependency status or affiliation	Member of the Commonwealth of Nations

No. of central government ministries or departments	16	
No. of quasi-government offices, authorities, crown, business or other agencies	9	
No. of administrative divisions (municipalities, regions, provinces, etc.)	3	3 island groups

Population Data

Population (approximate)	108,000	
Number of official and common languages / Primary languages	2	Tongan, English
Level of literacy (percentage of over 15 year olds who can read and write)	98.5	
Total gross domestic product per capita (in US dollars)	$2,200	

Telecommunications Infrastructure

No. of main and cellular telephones in use	8,300	
No. of local Internet service providers	2	
Level of technological development and use (based on assessment by consultant)	low	Only about 7 percent of the population appears to have access to telephone systems and there appears to be limited Internet development.
Level of government use of Internet (based on assessment by consultant)	medium	The government uses the Internet to disseminate basic information about the country, especially about tourism or industry, but does not use the tool to disseminate government information or provide an interactive forum for users..

Records and Archives Status

Archival Institution	Tonga Traditions Committee	
Involved with public records care/records management	no	While the government acknowledges the need for records management, the Tonga Traditions Committee is responsible for traditions, archives, and culture, not for government activities.
No. of archival employees (full time / part time /other) / Positions	4	Archivist (1), performing arts specialist (1), administrator (1), support staff (1); an additional part time staff of 6 are involvedwith a specific programme, as of 2001.
Other agencies involved with records and archives care or cultural resource management for the country	yes	The Tonga Traditions Committee appears to be the major agency in the country for the preservation of heritage-related information, but also in the country are the Catholic Diocesan Archives, the Tupou College Museum, the Tonga National Centre, the University of the South Pacific Centre Library, and the Ministry of Education Library.
Web presence for National Archives	no	The archivist has noted an Internet market for archival information and sees this as an important step in development of the facility (see the PARBICA country reports from 2001)

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/print/tn.html DFAT, Market Information and Analysis Section, Fact Sheet: Tonga http://www.pmo.gov.to/main.htm http://www.pmo.gov.to/government_ministries.htm http://www.tongatapu.net.to/tonga/islands/tbu/tongatapu.htm http://www.bizconnections.com/tonga.htm http://www.spc.int/Culture/activities_tonga.htm http://www.vacations.tvb.gov.to/

Status of Archives (based on assessment by consultant)

Low level of development. While the Tonga Traditions Committee is actively following historical archives work, it does not have the authority to play a larger role in the management of government records and information. A priority would be to help establish basic infrastructures, including an expanded role, so that government record keeping systems were developed on a stronger footing.

Assessment of Educational and Training Needs

Education and training needed at a basic level. Priorities for education and training would be basic records and archives management work, with emphasis on infrastructure development. Note that support is offered by the government for distance education studies by government employees. Note that tertiary education for Tonga is offered through the University of the South Pacific.

Country: TUVALU	Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Constitutional monarchy with a parliamentary democracy
Dependency status or affiliation	Member of the Commonwealth of Nations

No. of central government ministries or departments	9	
No. of quasi-government offices, authorities, crown, business or other agencies	3	
No. of administrative divisions (municipalities, regions, provinces, etc.)	0	

Population Data

Population (approximate)	11,000	
Number of official and common languages / Primary languages	4	Tuvaluan, English, Samoan, Kiribati
Level of literacy (percentage of over 15 year olds who can read and write)	NA	
Total gross domestic product per capita (in US dollars)	$1,100	

Telecommunications Infrastructure

No. of main and cellular telephones in use	1,000	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	Low	Only about 9 percent of the population appears to have access to telephone systems and there is limited Internet use.
Level of government use of Internet (based on assessment by consultant)	medium	The government uses the Internet to disseminate basic information about the country, especially about tourism or industry, but does not use the tool to disseminate government information or provide an interactive forum for users. The government has established a web page which seems to focus on tourism; it includes quite extensive links to other sites which suggests a high level of maintenance. But no official government information or documents seem to be disseminated through the site.

Records and Archives Status

Archival Institution	Tuvalu National Archives and Library	
Involved with public records care/records management	no	The archives seems to hold a vast quantity of public records but there is no evidence it has official responsibility for government records management.
No. of archival employees (full time / part time /other) / Positions	2	Archivist (1), assistant (1)
Other agencies involved with records and archives care or cultural resource management for the country	no	The library and archives, which operate together out of the same facility as one unit, seem to be the major institution in the country for heritage and cultural resource management.
Web presence for National Archives	no	The archives has specifically noted the absence of a web presence and the need for improved computerisation of activities.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution
	http://www.cia.gov/cia/publications/factbook/print/tv.html
	DFAT, Market Information and Analysis Section, Fact Sheet: Tuvalu
	http://www.bizconnections.com/tuvalu.htm
	http://www.spc.int/Culture/activities_tuvalu.htm
	http://www.tuvaluislands.com/

Status of Archives (based on assessment by consultant)

Low level of development. This institution does not seem to have formal legislation and is operating out of inadequate physical facilities. Basic upgrading and development are key priorities.

Assessment of Educational and Training Needs

Education and training needed at a basic level. The archives has specifically indicated that training is a high priority. Basic records and archives education and training is an essential first step in capacity building. Note that tertiary education for Tuvalu is offered through the University of the South Pacific.

Country: VANUATU	Member of PARBICA	yes	Member of USP	yes

Government Structure

Type of government	Parliamentary republic
Dependency status or affiliation	Member of the Commonwealth of Nations

No. of central government ministries or departments	28	
No. of quasi-government offices, authorities, crown, business or other agencies	8	
No. of administrative divisions (municipalities, regions, provinces, etc.)	6	6 provinces

Population Data

Population (approximate)	200,000	
Number of official and common languages / Primary languages	3	English, French, pidgin; there are also over 100 local languages
Level of literacy (percentage of over 15 year olds who can read and write)	53	
Total gross domestic product per capita (in US dollars)	$2,900	

Telecommunications Infrastructure

No. of main and cellular telephones in use	5,800	
No. of local Internet service providers	1	
Level of technological development and use (based on assessment by consultant)	Low	About 2 percent of the population appears to have access to telephone systems and there is limited Internet use.
Level of government use of Internet (based on assessment by consultant)	medium	The government uses the Internet to disseminate basic information about the country, especially about tourism or industry, but does not use the tool to disseminate government information or provide an interactive forum for users.

Records and Archives Status

Archival Institution	National Archives of Vanuatu	
Involved with public records care/records management	NA	No information available
No. of archival employees (full time / part time /other) / Positions	1	Archivist (1)
Other agencies involved with records and archives care or cultural resource management for the country	NA	
Web presence for National Archives	no	There is no archival website and no mention of the institution on the official government site.

Additional information

Sources	PARBICA institutional and country reports, statistical surveys, and additional data provided by institution http://www.cia.gov/cia/publications/factbook/print/nh.html DFAT, Market Information and Analysis Section, Fact Sheet: Vanuatu http://www.bizconnections.com/vanuatu.htm http://www.vanuatu.net.vu/

Status of Archives (based on assessment by consultant)

Low level of development. This institution is under resourced and seems to have a very low profile in its country and with PARBICA. The one archival representative does not seem to have support for expansion of activities, although legislation is in place which recognizes the official role of the archives.

Assessment of Educational and Training Needs

Education and training needed at a basic level. Education and training at a basic level is an essential first stop. Since French is an important operational language, it is not clear if education should be in English or French, and development of educational activities should take into account the challenges posed by language in this (as well as other) countries. Note that tertiary education for Vanuatu is offered through the University of the South Pacific.

Country: YAP	Member of PARBICA	yes	Member of USP	no

See under Micronesia, Federated States

Appendix B

Funding Agencies

Following is a description of funding agencies active in the Pacific region. Information is provided alphabetically by institution and includes name or title, contact information, a brief description of the types of funding programmes offered, identification of the core countries supported, and a web address for more information.

Note the following about the chart below:

- Descriptions of funding programmes are taken from sources identified and have not been critiqued or interpreted.

- Identification of countries supported is also taken from sources identified; if more than 4 countries are identified, the term "Pacific region" is included as the coverage is assumed to be relatively broad.

- The source website or relevant website is included; physical contact details such as street address have not been included as they change from source to source.

- Specific programmes within larger agencies have been identified separately if they appear particularly relevant to records and archives management or information management issues, but interested readers are encouraged to review the agency's larger operations to ensure a close fit between needs and available support.

Sources of additional information on funding and aid programmes in the Pacific include:

- AusAID: "Regional Overview of the Pacific," web publication, updated 14 May 2003, available at http://www.ausaid.gov.au/country/southpacific.cfm

- Department for International Development, "Pacific Region Strategy Paper 1999," web publication, available at http://www.worldbank.org/education/strategy/EAP.pdf

- Japan International Cooperation Agency, "Capacity Development and JICA's Activities: Cooperation for Promoting Knowledge Acquisition," International Development Center of Japan, February 2003, web publication, available at http://www.jica.go.jp/english/publication/studyreport/etc/

- Mose Saitala, Regional Programme Manager, UNDP Governance Programme for the Pacific, "An Overview of Governance Constraints in the Pacific," web publication, available at http://www.undp.org.fj/gold/docs/OVERVIEW.PDF

- World Bank, "Education and Training in East Asia and the Pacific Region," June 1998, web publication, available at http://www.worldbank.org/education/strategy/EAP.pdf

For additional information and updates on different funding programmes, see

- Pacific Development Directory, at http://www.drc.org/nz/pdd/more.html

- The Gransmanship Center, Foundations and Corporate Giving Programmes, at http://www.tgci.com/intl/asia.asp

- Small Grant Schemes in the Pacific at a Glance, at http://www.undp.org.fj/pslp/icare/sgs/docs/SGS_contacts.pdf

Funding Agency	Description of Pacific-related Activities	Official Website or other Online Source of Information
Appropriate Technology for Community and Environment Inc.	Supports the development and use of appropriate technologies for a range of activities including community development and management. Specific support offered to Papua New Guinea, Samoa, Solomon Islands, and Vanuatu.	http://www.pactok.net.au/docs/apace/home.htm
Asia Development Bank (based in Manila)		http://www.adb.org/About/default.asp
Asia Pacific Management and Information Systems	Supports establishment of businesses and offers management consultant, training, and development support. Specific support offered to Northern Mariana Islands and Guam.	http://www.apmis.com
Asian Development Bank South Pacific Regional Mission	Supports South Pacific development through administration of approved loans and technical assistance projects, assistance for specific ADB projects, provision of economic inputs in region, disseminatin of information, organization of education and training serminars, promotion of private sector development.	http://www.adb.org/SPRM/default.asp
AusAid	Offers a wide range of support in a range of areas: relevant areas include community development, economy, education, industry, information technology, and management.	http://www.ausaid.gov.au/
British Executive Service Overseas	Provides retired executives and professionals for short-term assignments up to 6 months.	http://www.bhc/org/fj/aid/aid_1.htm
Canada Fund	Provides financial support for small-scale local initiatives within Canada's six priority areas for overseas development: basic human needs, participation of women, improvement of infrastructure services, protection of human rights and promotion of good governance, support for small business, and protection of the environment.	http://www.c-spodp.org/Canada_Pacific/CanadaFund.htm
Canadian International Development Agency (CIDA)	Provides resources in six key areas: basic human needs; gender equality; infrastructure services; human rights, democracy, and good government; private sector development; and the environment. Within infrastructure services and human rights, democracy, and good government are several activities that may be relevant for Pacific needs. IDRC supports Pacific islands countries, which are identified as part of its "Asia" grouping.	http://www.acdi-cida.gc.ca/INDEX-E.HTM
Carnegie Corporation	According to the website, the agency was originally established to provide funding "for the advancement and diffusion of knowledge and understanding among the people of the United States." Subsequent charter amendments allowed the Corporation to fund work in countries that are or have been members of the British Commonwealth. Overseas grants are currently concentrated in Commonwealth Africa. Grants in "noncharter" countries are occasionally made when their substantial purpose is the advancement and diffusion of knowledge and understanding among the people of the United States. The present programme areas are education, international peace and security, international development, and strengthening US democracy. The international development programme includes funding for university and library development, but does seem to be focused on African countries.	http://www.carnegie.org/
Commonwealth Development Corporation	Closely aligned with DFID, provides support for private sector development. Specific support offered to Papua New Guinea, Fiji, and Solomon Islands. Identified as the main instrument within the overseas aid programme for encouraging productive investment in the private sector of developing countries.	http://www.hm-treasury.gov.uk/documents/enterprise_and_productivity/public_enterprise_partnerships/ent_pep_cdc.cfm
Commonwealth Foundation	Supports strengthening civil society and democracy, to eliminate poverty, protect human rights, support the rule of law, and enhance good governance.	http://www.commonwealthfoundation.com/structure/purpose.html
Commonwealth Secretariat Commonwealth Fund for Technical Cooperation	Supports training programmes, expert visits to the field, and support in key areas such as industry, economics, law, exporting, and marketing; also supports institution building, public sector reform, democracy, governance and human rights.	http://www.thecommonwealth.org/whoweare/cftc/cftc.html
Department for International Development (DFID)	Britain's regional programme in the Pacific, concentrates on two sectors: education and rights/good governance. Emphasis is placed on three least developed partner countries: Kiribati, Solomon Islands, and Vanuatu. Assistance to the Pacific is also available under other DFID categories, and DFID works with other funding agencies to aid development in the area. DFID also administers a "Tuvalu Trust Fund" which supports that country's development. DFID has identified "knowledge in development" as a priority for activities since 1997 and has given increased attention to information management.	http://www.bhc/org/fj/aid/aid_1.htm http://www.dfid.gov.uk/PolicieAndPriorities/knowledge/studies_content.htm
European Union	Gives grants direct to recipients (public or private bodies - universities, firms, interest groups, NGOs - and private individuals in certain cases) for the implementation of other common policies in areas such as research and development, education, training, the environment, consumer protection and information. Its also awards direct grants for the application of the EU's external	http://europa.eu.int/

	policies. It is unclear from the website what kind or level of support is offered outside of the EU region.	
Ford Foundation	Offers support in a range of areas of particular relevance to quality record keeping, including asset building and community development, which helps strengthen and increase the effectiveness of people and organizations working to find solutions to problems of poverty and injustice; peace and social justice, which seeks to promote access to justice and the full range of human rights for all members of society. It supports regional and international cooperation, helps foster effective, open and accountable governmental institutions and a strong civil society; and the knowledge, creativity, and freedom programme, which seeks to promote access to justice and the full range of human rights for all members of society. It supports regional and international cooperation, helps foster effective, open and accountable governmental institutions and a strong civil society.	http://www.fordfound.org/
International Development Research Centre (IDRC, Canada)	IDRC's objectives include mobilising and strengthening the research capacity of developing countries, particularly capacity for policies and technologies that promote healthier and more prosperous societies, food security, biodiversity, and access to information and developing links among developing-country researchers, and providing them access to the results of research around the globe, in particular through developing and strengthening the electronic networking capacity of institutions in developing countries that receive IDRC funding. To achieve these objectives, IDRC funds the work of scientists working in universities, private enterprise, government, and nonprofit organizations in developing countries and provides some support to regional research networks and institutions in the Third World. This support is designed to build a corps of researchers in each country and to help develop the networks of people and institutions that can undertake effective research and use the results of research to effect change.	http://www.idrc.ca/
International Monetary Fund	Provides financial and technical assistance, aids in poverty reduction and development. Pacific activities governed by the Asia and Pacific Department.	http://www.imf.org/
International Telecommunications Union	Under the Constitution of the International Telecommunication Union, the purposes of ITU including promoting member states' needs, encouraging cooperation, promoting technical assistance, and encouraging the best use of telecommunications technologies. The nature of specific funding programmes is unclear but the organisation does state that it promotes and offers technical assistance to developing countries in the field of telecommunications, and also to promote the mobilization of the material, human and financial resources needed to improve access to telecommunications services in such countries.	http://www.itu.int/home/index.html
Japan International Cooperation Agency	Supports a range of activities in the Pacific. Has identified as priorities economic self-reliance and environmental conservation, including the appropriate management of resources for sustainable development; also priorities are technical training and dispatch of technical cooperation experts. JICA also seeks to develop cooperative programmes and partnerships with other agencies.	http://www.jica.go.jp/english/activities/regions/06oce.html http://www.jica.go.jp/english/activities/schemes/01tec.html http://www.jica.go.jp/english/activities/schemes/12par.html
Kellogg Foundation	Supports development work in a range of areas. Note that the Pacific region is not identified as a priority area for this foundation but it is worth investigating specific grant programmes to see if relevant opportunities exist.	http://www.wkkf.org/
New Zealand Aid	Plans and implements programmes of assistance, in close consultation with aid partners, works with other Pacific donors like Australia, to coordinate development policy, provides financial and other support to NGOs, participates actively in the OECD's Development Assistance Committee, the United Nations, the Asian Development Bank, the Pacific Islands Forum and other international bodies on development assistance issues.	http://www.nzaid.govt.nz/
New Zealand Marist Brothers' Trust Board	Supports local initiatives, focus on small agency activities; specific countries supported include New Zealand, Fiji, Kiribati, Samoa, and Tonga.	http://www.maristbrothers.org.nz/
Pan Pacific South East Asia Womens Association	Supports education and information technology among other initiatives, with a focus on women's needs.	See Pacific Development Directory; agency is also described at http://www.peace.ca/panpacificandsoutheastasia.htm
Rockefeller Foundation	Offers a range of support for development programmes; one particular programme is called "Global Inclusion," which supports work on key policy issues at the regional and global level that relate to, and advance, the goals and work of the Foundation's themes. Global Inclusion's grantmaking currently includes support for the emergence of fairer, development-oriented intellectual-property policies, to support knowledge building and new practices aimed at increasing pro-poor philanthropic investments globally, and to inform global approaches to conflict prevention and management.	http://www.rockfound.org/
Sasakawa Pacific Island Nations Fund (SPINF),	Provides funding to support development projects in the Pacific, particularly those with an educational or awareness raising focus that serve two or more Pacific island nations	http://www.spf.org/spinf/
Secretariat of the Pacific Community (formerly the South Pacific Commission)	Works in partnership with its members, other organisations and donors to deliver priority work programmes to member countries and territories. Its work programmes aim to develop the technical, professional, scientific, research, planning and management capability of Pacific Island people and directly provide information and advice, to enable them to make informed decisions about their future development and well-being. SPC is the only bilingual (English/French) regional organisation covering all 22 countries	http://www.spc.org.nc/

	and territories of the Pacific.	
South Pacific Board for Educational Assessment	Supports assessment of educational offerings; receives its funding through AusAID, NZODA, and other agencies.	http://www.spbea.org.fj/
South Pacific Centre for Communication and Information in Development	Supports activities in information technology and education; "believes that improved information technologies and tools are a factor in sustainable development." Specific support offered for Papua New Guinea.	See Pacific Development Directory; see also description at http://www.journ.upng.ac.pg/UniTavur/UniTavur2/SPCenCIID.html
South Pacific Forum Secretariat	Supports economic and social development by fostering cooperation between governments and international agencies, and by representing the interests of members.	http://www.forumsec.org.fj/
South Pacific Project Facility	Links with other agencies to identify funding sources, provide funds, and aid with development in the Pacific, particularly in the business sector.	http://sppf.ifc.org/index.html
South Pacific Trade Commission	Contributes to the sustainable economic advancement of the Pacific Island Forum countries by promoting trade and investment with Australia.	http://www.sptc.gov.au/
State, Society and Governance in Melanesia Project	Is involved with analysis of governance in the Pacific; an organization based in Australia at the Australian National University.	http://rspas.anu.edu.au/melanesia
UNDP	Supports community development, education, information technology, business and management activities.	http://www.undp.org.fj
UNDP Governance for Sustainable Human Development in the Pacific	Funds economic development, good governance, and support for development of women.	http://www.undp.org/fj/governance
UNESCO Asia and Pacific Region	Supports community development, economic development, education, and other activities.	Go to http://ww.unesco.org and follow the links to Asia and the Pacific
Voluntary Service Overseas	Britain's largest volunteer organization, supports the distribution of over 100 volunteers working in the Pacific.	http://www.bhc/org/fj/aid/aid_1.htm
World Bank Global Development Learning Network – East Asia and the Pacific Association	Supports education and training through distance learning in the Pacific and Asia.	http://ww.gdln-eapa.org/Index.html
World Bank Group	Supports regional and country approaches, including specific World Bank supported activities such as analytical and diagnostic work, capacity building and advisory services, lending services, partnerships, and anti-corruption activities.	http://www.worldbank.org/
World Bank Group: International Finance Corporation	Promotes sustainable private sector investment in developing countries as a way to reduce poverty and improve people's lives, through financing private sector projects in the developing world, helping private companies in the developing world mobilize financing in international financial markets, and providing advice and technical assistance to businesses and governments.	http://www.ifc.org/about