

**PARBICA Recordkeeping Toolkit Workshop:
Tuvalu
PARBICA Record Plan and the Tuvalu Government Filing Manual
Friday 7 June 2013**

Workshop Plan

Aim: Introduce the PARBICA Administrative Record Plan and the Tuvalu Government Registry Filing Manual to participants and discuss how each could be used by individual organisations

Objectives: By the end of the session, participants will be able to:

- understand what a record plan is and how it relates to file titling
- have an awareness of the Tuvalu Government Registry Filing Manual and know how it should be used
- understand how the PARBICA Administrative Record Plan could be used to support the updating of file indexes for government organisations

Time	Content	Activity	Resources	Who
1.00-1.20pm	<ul style="list-style-type: none"> • Overview of session • What is a record plan? • Why do we need a record plan? <ul style="list-style-type: none"> - Importance of file titling - Functions, activities and transactions 	Presentation	PowerPoint	Talei
1.20-1.30pm	<ul style="list-style-type: none"> • Introduction to PARBICA's record plan • Overview of associated guidelines 	Presentation	PowerPoint	Talei
1.30-1.40pm	<ul style="list-style-type: none"> • Introduction to the Tuvalu Government Filing Manual <ul style="list-style-type: none"> - Brief Introduction by Ane 	Presentation		Ane

1.40pm – 2.10pm	<ul style="list-style-type: none"> • Group activity to get to know the manual <ul style="list-style-type: none"> ○ 5 groups ○ 3 groups do sections 1-8 ○ 2 groups do sections 4-17 <ul style="list-style-type: none"> ▪ Each group reports back on: ▪ 2 things they consider as being the most important messages; and <p>2 things that they don't already do</p>	Group Work Copies of manual		Talei
2-10pm – 2.30pm	<p>Report back and discussion</p> <ul style="list-style-type: none"> - Making sure they've understood the register and the cross referencing 			Talei Ane Mark
2.30 -2-50	Afternoon Tea			
2.50- 3.10	<p>File titling</p> <ul style="list-style-type: none"> - Practice putting file titles using PARBICA record plan 	Group Exercise	Handouts of the example documents	Talei
3.10pm – 3.40	Example of how it has been adapted for the Ministry of Home Affairs	Presentation and discussion	Handouts of the HA	Ane
3.40pm-4pm	<ul style="list-style-type: none"> • Strategies for implementing the Tuvalu Government Filing Manual Developing it further Adopting it more widely Maintaining it long term immediate actions in relation to the Filing Manual and/or PARBICA Record Plan 	Presentation Group discussion	PowerPoint	Talei, Ane