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## About PARBICA

The Pacific Regional Branch of the International Council on Archives (PARBICA) formed in 1981 to carry out the aims and objectives of the International Council on Archives in the Pacific region. PARBICA's main objective is to build relations and provide support for those concerned with the administration and preservation of records, and to promote the management and use of records and archives more broadly.

As the largest and most diverse geographic region of the ICA's thirteen regional branches, PARBICA provides a vital link for archivists and records managers from across the Pacific to meet, network together and support each other in advocating good records management and the effective use and preservation of the Pacific's unique and irreplaceable documentary heritage. PARBICA members include government archives, non-government archival institutions and associations, and individual members.

## PARBICA Bureau

### President

Opeta Alefaio  
National Archives of Fiji

### Vice-President

Amela Silipa  
National Archives and Records Authority, Samoa

### Secretary-General

Talei Masters  
Archives New Zealand

Anna Monson  
Archives New Zealand

### Treasurer

Helen Walker  
National Archives of Australia

### Members

Julian Chonigolo  
Solomon Islands National Archives

Margaret Inifiri  
Solomon Islands National Archives

Augustine Tevimule  
National Archives of Vanuatu

Noa Petueli Tapumanaia  
Tuvalu National Library and Archives



[www.parbica.org](http://www.parbica.org)



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For membership enquiries see our website or  
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# Message from the PARBICA President

## Bula Vinaka!

These truly are exciting times for our profession, especially for us here in the Pacific. The leaps and bounds that you, our PARBICA members, are making are inspirational and underline how important engagement is for Pacific archives and recordkeeping to grow.

While fundamental concerns such as preservation, description and the all-important disaster preparedness continue to be going concerns, it is an archive's ability to face outward and engage with external parties that has the greatest potential for generating growth and increasing sustainability.

Very broadly there are two levels of engagement. The first is public engagement where archives develop outreach programs to draw attention to the considerable heritage in their care. This sort of work is being expertly done by the National Archives of Vanuatu and many other members as well. This direct public engagement is very powerful indeed because it substantiates the value of archives in a very real way. When such public engagements are done on a consistent basis, it builds trust with the community and increases the stature of the archives. This leads to organic growth as other stakeholders actively seek you out to collaborate on important matters.

The other level of engagement is strategic engagement, where archives find ways to add value to other agencies, and to demonstrate how archives as regulating authorities of recordkeeping have a critical role to play in enabling evidence-based governance and sustainable development. In this area the National Archives of Samoa has taken the lead by creating a records management support group, and which helps them to co-ordinate government recordkeeping. This is a very positive model, and other members are similarly finding ways to demonstrate their value as recordkeeping authorities.

Again the National Archives of Vanuatu is making inroads by securing UNESCO funding to run PARBICA Toolkit workshops, and the Tuvalu National Library and Archives has made high-level presentations with its parent ministry which have led to securing similar audiences with island councils and dedicated airtime on national radio to talk about the importance of archives and recordkeeping.

Similarly your PARBICA Bureau continues to seek avenues to present the case for recordkeeping as an essential underlying factor supporting development. We have had some progress, being invited to participate in the Pacific Islands Forum Secretariat Working Group on Governance. This was a major accomplishment in terms of regional governance. I am not sure if any of the ICA's other branches have been invited to contribute in a similar manner. And it was most apt to have the ICA President, our very own David Fricker, the Director-General of the National Archives of Australia, lending his considerable expertise to proceedings.

There are stirrings in the Pacific which over the next few years will draw more allies to our cause. This means that we need to continue to look for ways to engage, whether through public engagement or by adding value through strategic engagement. Our time is here, and through *Panorama* and other channels such as social media we hope to highlight the impressive progress that is being made, and to share the lessons learnt.

Vinaka Vakalevu,

**Opeta Alefaio**  
National Archivist of Fiji  
President, Pacific Regional Branch of the  
International Council on Archives



# Message du président PARBICA

## Bula Vinaka!

Il est des moments dans la carrière d'une personne qui sont une réelle source d'enthousiasme, et c'est le cas en ce moment pour nous tous qui avons la chance de vivre dans cette région du monde qu'est le Pacifique. Les extraordinaires avancées que vous, membres de la PARBICA, réalisez actuellement sont une véritable source d'inspiration et soulignent l'importance d'une mobilisation de notre part en faveur du développement des services d'archives et de conservation dans le Pacifique.

Si les fondements de notre travail tels que la conservation, la description et notre capacité à faire face aux catastrophes restent des préoccupations, nous devons, en tant qu'archivistes, aborder l'avenir avec sérénité et dialoguer avec les autres afin de multiplier nos possibilités de croissance et assurer notre pérennité.

Nous devons nous mobiliser à deux niveaux. Tout d'abord, auprès du public, avec l'élaboration et la mise en œuvre, par les services d'archives, de programmes de sensibilisation afin de faire découvrir le patrimoine considérable dont ils ont la charge. Ce type de travail est déjà réalisé avec soin et professionnalisme par les Archives nationales de Vanuatu et également de nombreux autres membres de la PARBICA. Cette mobilisation et ce dialogue direct avec le public sont d'une grande efficacité car ils permettent de démontrer de manière très concrète l'utilité des archives. Un tel engagement, lorsqu'il est constant, instaure la confiance au sein des populations et rend les archives plus populaires et attractives. Cela crée une croissance organique puisque ce sont les parties prenantes qui viennent activement vers vous pour collaborer sur des thèmes importants.

L'autre type de mobilisation est d'ordre stratégique et implique que des services d'archives proposent à des agences de l'aide et des conseils et leur expliquent comment, en tant qu'organisme de contrôle chargé de la conservation des documents, ils peuvent jouer un rôle essentiel dans le développement durable et la promotion d'une gouvernance basée sur du concret. Dans ce domaine, ce sont les Archives nationales des îles Samoa qui ont pris les devants, avec la création d'un groupe de soutien de gestion des archives qu'elles gèrent et qui les aide à coordonner la tenue des documents gouvernementaux. Ceci est un parfait exemple de prise d'initiative et beaucoup d'autres membres s'évertuent également à trouver des moyens de valoriser leur travail en tant qu'organisme responsable de la conservation des documents.

Je souhaite de nouveau mentionner les Archives nationales de Vanuatu qui se sont démarquées en obtenant des fonds de l'UNESCO pour organiser des ateliers de travail sur les outils de la PARBICA. Sans oublier les Archives et la Bibliothèque nationale de Tuvalu qui ont fait des présentations remarquables à l'attention des membres du ministère dont elles dépendent et de personnes de haut rang de conseils d'autres îles. Elles ont en outre eu la bonne idée d'utiliser du temps d'antenne à la radio nationale pour parler de l'importance des archives et de la tenue des documents.

Enfin, le Bureau de la PARBICA continue d'explorer des moyens de valoriser la tenue des documents en présentant cette activité comme un outil essentiel, voire incontournable, de soutien au développement. Nos progrès sont indéniables et la preuve en est une invitation à rejoindre un groupe de travail sur la gouvernance organisé dans le cadre du Forum des îles du Pacifique. Ce fut un accomplissement majeur en termes de gouvernance régionale et je ne suis pas certain que d'autres branches de l'ICA aient été invitées à contribuer de la sorte. Il était donc normal de demander au président de l'ICA, David Fricker en personne, directeur général des Archives nationales d'Australie, de nous apporter son expertise dans le cadre de ces discussions.

Cette passion et cet enthousiasme qui nous animent dans le Pacifique sont des forces qui nous permettront, dans les années à venir, de rallier toujours plus de monde à notre cause. Nous devons donc continuer de nous mobiliser, de nous engager, que ce soit auprès du public par une sensibilisation et un travail de proximité, ou auprès de nos partenaires, en établissant des partenariats stratégiques gagnants. C'est le moment pour nous tous d'agir, et grâce à Panorama et d'autres moyens de communication comme les réseaux sociaux, partageons nos extraordinaires avancées, et sachons ensemble tirer les leçons de nos expériences.

Vinaka Vakalevu,

### Opeta Alefai

Archiviste national à Fidji  
Président de la branche régionale du Pacifique de l'ICA  
(Conseil international des archives)



# Greetings from the ICA President

## Dear PARBICA

Warm Pacific greetings from Australia!

As President of the International Council on Archives (ICA), I spend a lot of time interacting with archivists from all over the world and I'm always proud to be associated with this wonderful regional branch of the ICA. I was particularly pleased to join PARBICA President Opeta Alefaio in Fiji last November at a meeting of the Pacific Islands Forum Secretariat's Working Group on Governance. Representation on this working group is a big step in advocating for the role of archivists in achieving effective governance and regional prosperity.

Sadly, this past year has seen further destruction in our region brought about by natural disasters and once again I find myself sending my best wishes to all those who have been affected. On a more positive note, the resilience of our friends in the Pacific region continues to shine through. The hashtag #strongerthanwinston is a terrific example of how social media can be used to share information and rally support, and I admire you all for your ingenuity and courage in difficult times.

On a professional front, I've been reflecting on just how much information differentiates the 21st century from previous periods of human history. That includes how we make it, how we keep it, how we find it and of course, how we use it. Information itself is the new 'economic resource'. You all know that just as for any other valuable resource, information must be properly understood and carefully managed to completely achieve its full economic benefit.

Unfortunately, it appears that much of the world's focus on these pivotal issues is devoted to technology. Of course

this is important and I am confident that new and emerging technology will continue to deliver solutions for the archival community. However our use of technology must be shaped by the more fundamental core values – **archival** values – that transcend technology. In order to advance, technology must become obsolete; however, archives must endure forever.

The ICA, with the International Federation of Library Associations and Institutions (IFLA), is working together with UNESCO on a number of fronts towards the shared objectives to preserve, raise awareness of, and promote access to the documentary treasures of humanity. The ICA is also working hard on improving communication with members through an updated website, and the Executive Board is working with branch presidents to undertake a strategic review of regional branches. I look forward to bringing the outcomes of this work, along with a whole range of other effort going on behind the scenes, to all members of the ICA.

I especially look forward to following your stories in the future.

### David Fricker

President, International Council on Archives and  
Director-General, National Archives of Australia



# Salutations du président de l'ICA

## Très chers membres de la PARBICA,

Sincères salutations d'Australie à toute la région du Pacifique!

Mon rôle en tant que président du Conseil international des archives (ICA) est de prendre le temps de m'entretenir avec des archivistes du monde entier et je dois dire que je suis fier d'être associé à cette branche régionale de l'ICA qui accomplit un travail formidable. C'est avec un immense plaisir qu'en novembre dernier, je me suis rendu à Fidji pour rencontrer Opeta Alefaio, le président de la PARBICA, dans le cadre d'une réunion du groupe de travail sur la gouvernance du Forum des îles du Pacifique. Une représentation auprès de ce groupe de travail est essentielle à la défense des intérêts et du rôle des archivistes afin d'assurer une gouvernance efficace et de garantir la prospérité au niveau régional.

À ma grande tristesse, l'année qui vient de s'écouler a signifié de nombreuses dévastations dues à des catastrophes naturelles qui ont sévi dans la région. Hélas, une fois de plus, je me vois obligé de transmettre tous mes vœux de courage aux personnes qui en ont été victimes. Mais en ces temps difficiles, je souhaite également saluer la résilience et la force dont ont su faire preuve nos confrères de la région du Pacifique. Le hashtag #strongerthanwinston illustre bien le rôle que les médias sociaux peuvent jouer dans la diffusion d'informations et le ralliement d'un soutien indispensable dans de telles situations. J'admire l'ingéniosité et le courage dont vous avez su faire preuve dans l'adversité.

Sur un plan professionnel, j'ai pris le temps de réfléchir à ce qu'est l'information au XXI<sup>e</sup> siècle comparé aux ères précédentes de l'histoire de l'humanité et aux manières de la générer, de la stocker, de la rechercher et bien entendu, de l'exploiter. L'information est intrinsèquement la nouvelle « ressource économique » de notre temps. Comme nous le savons, elle est devenue une ressource précieuse qui doit être correctement comprise et faire l'objet d'une gestion attentive pour pouvoir en tirer tous les avantages économiques.

Malheureusement, s'il est vrai que le monde se concentre sur ces enjeux essentiels, tous ses regards et son attention se portent néanmoins surtout sur les technologies. Bien entendu, les technologies jouent un rôle primordial et c'est sans aucun doute que les avancées technologiques, récentes et à venir, permettront de résoudre de nombreux problèmes auxquels les archivistes doivent se confronter. Cependant, notre recours aux technologies doit être défini par des valeurs fondamentales, par des valeurs *archivistiques*, qui transcendent les technologies elles-mêmes. Car ce qui différencie les technologies des archives, c'est qu'au fur et à mesure des leurs avancées, les technologies tombent en désuétude, tandis que les archives elles, doivent durer éternellement.

L'ICA et la Fédération internationale des Associations et Institutions de Bibliothèques (IFLA) travaillent avec l'UNESCO sur plusieurs projets ayant pour objectifs communs la conservation des archives, la facilité d'accès et la sensibilisation aux trésors documentaires de l'humanité. L'ICA travaille également d'arrache-pied pour améliorer ses moyens de communication avec ses membres grâce à la mise à jour du site Web. En outre, le comité exécutif mène, avec les présidents de branches, une revue stratégique des branches régionales. C'est avec grand plaisir qu'à l'avenir, je ferai part à tous les membres de l'ICA des résultats de nos travaux, et vous informerai également de ce qui se déroule dans les coulisses.

Je me réjouis également par avance de suivre l'évolution de votre travail.

### David Fricker

Président de l'ICA et  
directeur-général des Archives nationales d'Australie



## Pacific Islands Forum Working Group on Governance

**The Pacific Islands Forum Secretariat (PIFS) held its first Working Group on Governance meeting in Suva in November 2015.**

The Pacific Islands Forum is the pre-eminent forum for discussion on key policy issues affecting the Pacific. In June 2015, the Forum's Regional Security Committee, the regional leader on political security and governance issues, endorsed a recommendation to establish a governance working group.

The PIFS Working Group on Governance aims to provide a platform for regional agencies and networks to discuss and collaborate on good governance projects, and to bring good governance issues and initiatives to the attention of Forum officials.

PARBICA was represented at this important meeting by President Opeta Alefaio, following on from a proposal submitted to PIFS from PARBICA on developing a regional recordkeeping initiative to support good governance and sustainable development in the region.

The invitation to PARBICA's President was extended in acknowledgement of the vital role PARBICA plays in the promotion and advocacy of good governance values and principles in the region.

Over two days, there was much discussion of existing and emerging governance issues in the Pacific, as well as of possible initiatives. Discussion included the importance of establishing and maintaining good public records and the necessity of effective information governance.

*The invitation to PARBICA's President was extended in acknowledgement of the vital role PARBICA plays in the promotion and advocacy of good governance values and principles in the region.*

## ICA Expert Group on Emergency Management and Disaster Preparedness

**The Professional Programme of the International Council on Archives (ICA) is designed and managed to generate as many relevant products as possible, in accordance with the ICA's values in favour of professional solidarity and international co-operation, taking into account cultural diversity.**

The Expert Group on Emergency Management and Disaster Preparedness (EG-EMDP) was recently created, under the management of the ICA's Programme Commission, to co-ordinate initiatives and exchange good practices in the field of emergency management and disaster preparedness.

Currently consisting of six members from France, Great Britain and the United States, the group held its first planning meeting in April 2015 at the ICA headquarters in Paris. At the meeting the group established its goals and objectives, a working plan for the next two years and terms of reference.

The group aims to improve its visibility and awareness during its first two years, allowing the group to raise funds to meet its goals and objectives. Future work plans include establishing training programs and resources; doing outreach through ICA branches and workshop sessions; establishing webinars; building relationships with Blue Shield and recovery firms; and preparing guidance leaflets and disaster response kits.

Members of the EG-EMDP will facilitate a workshop at the ICA Congress in Korea, which will cover risk assessment and mitigation, disaster plans and supplies, disaster team planning, salvage priorities, response techniques, recovery efforts and resources.

To stay up to date with the important work of the EG-EMDP, follow them on Facebook by searching for 'ICA - Expert Group on Emergency Management and Disaster Preparedness'.

**Brandon Oswald**  
ICA Expert Group on Emergency Management and Disaster Preparedness

## New member profile: Solomon Islands National Museum

**The Solomon Islands National Museum is the leading cultural and heritage institution in the Solomon Islands. The Museum is mandated to collect, protect, preserve, safeguard, record, develop and promote the tangible and intangible cultural heritage of the Solomon Islands.**

The Solomon Islands National Museum is a multicultural and multilingual national institution that provides facilities, resources and expertise for various cultural groups and associations, educational institutions, individuals, researchers, students and the general public. The Museum is the main repository of the country's cultural heritage. It is also responsible for developing appropriate cultural policies and legislation on behalf of the Solomon Islands government and its people.

The Museum is made up of various units, namely archaeology, ethnology, curator, conservator, audiovisual, administration, auditorium and the reference library section. These different units work together to achieve the functions of the Museum.

The Museum's reference library is small but with a number of collections, such as the Solomon Islands, Melanesian and Pacific collections; sociology, anthropology and archaeology collections; and some old journals and newsletters. The library can only accommodate 12 people. In terms of staffing, I am the only librarian and we usually recruit one intern to help. My job as a librarian is to assist researchers and catalogue all of the materials in the library. For the first and second quarter of each year, the reference library is usually busy with high school students from around the country coming to do their research. The opening hours are from 8am to 4pm local time, Mondays to Fridays, except public holidays.

The Museum faces many challenges in terms of recordkeeping and management of its collections. This is due to the fact that there is no software in place to properly

catalogue the materials and artefacts that the museum holds. Currently the materials are recorded and entered into an Excel spreadsheet. There is no security system in place to track the movement of library materials, which makes it very easy for the materials to be lost.

By being a member of PARBICA we believe that we will learn a lot from your experiences in terms of recordkeeping and management. We will be able to keep up-to-date with the changes that are happening within the profession. Being able to connect to the outside world and to attend the training that PARBICA provides will help us to develop skills and improve our work performance to the standard required.

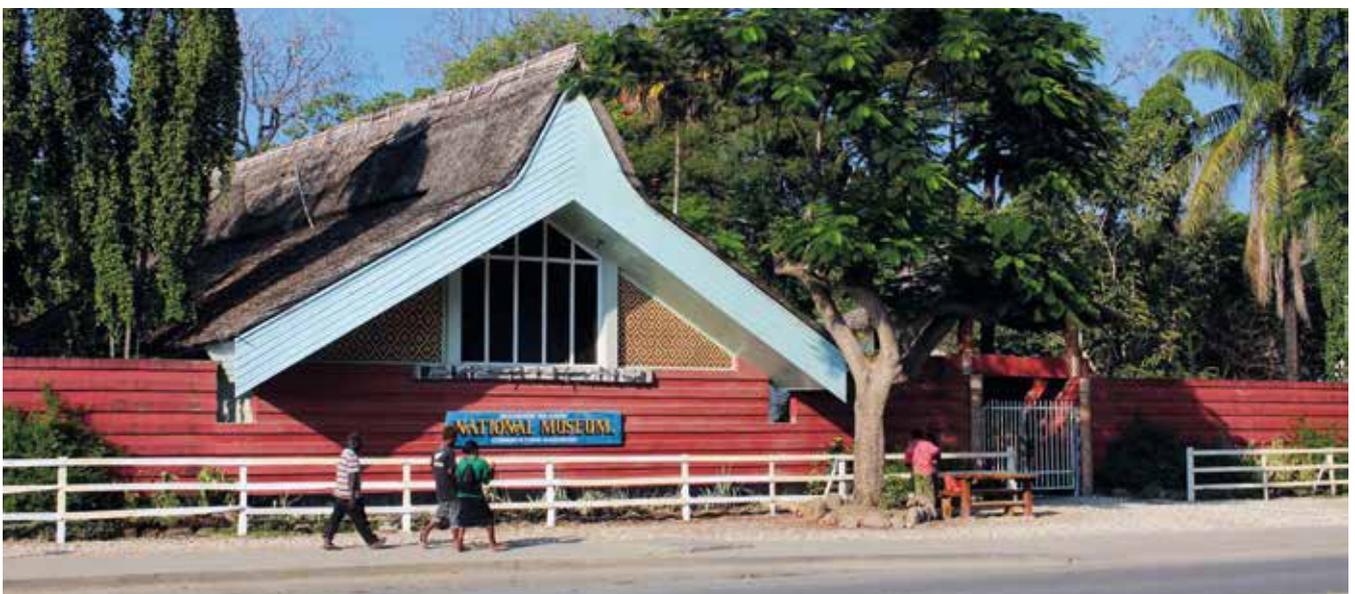
**Florida Tamu**

Librarian, Solomon Islands National Museum



[above] Reference library staff and interns Blondie Velma, Florida Tamu, Jonita Gere and Grinta Ale'eke. Courtesy: Florida Tamu

[below] Solomon Islands National Museum. Photographer: Jenny Scott



# PARBICA Bureau in review

**Tēnā koutou, welkam and warm Pacific greetings, PARBICA colleagues.**

## Bureau changes

The new PARBICA Bureau was elected at the General Conference in Auckland on 10 September 2015. Opeta Alefaio (Fiji) assumed the role of President and Amela Silipa (Samoa) the role of Vice-President. We were pleased to welcome new member Noa Petueli Tapumanaia (Tuvalu). Members expressed their gratitude to Amela for her hard work across two terms as President.

Julian Chonigolo (Solomon Islands) took a year's study leave, and the Bureau welcomed Margaret Inifiri from the National Archives of Solomon Islands as an acting member.

In July 2015, Stefanie Lash from Archives New Zealand began as the acting Assistant to the Secretary-General in the lead-up to PARBICA 16. Fiona Gunn from the National Archives of Australia took up the role of Assistant Treasurer, replacing Fleur Jamet in October 2015. Fleur transferred to the Australian Institute of Aboriginal and Torres Strait Islander Studies on a secondment.

In May 2016, Talei Masters returned to her role as PARBICA Secretary-General after a year's parental leave. Talei expresses her sincere gratitude to Anna Monson and Stefanie Lash for continuing the work of the Secretariat in her absence. Anna is now on a temporary secondment to another government agency, back in late August 2016.

*PARBICA's strength is its network, and to foster the network we need to communicate regularly.*

Anna Monson, Julian Chonigolo, Noa Petueli Tapumanaia, Augustine Tevimule, Amela Silipa, Helen Walker and Opeta Alefaio.  
Photographer: Fleur Jamet

## PARBICA 16

A key priority for the Bureau over the last year was organising the PARBICA 16 conference, 'Footprints in space and time'. The conference was held in association with the Archives and Records Association of New Zealand in Auckland in September 2015.

PARBICA was widely represented at the conference with attendees from 14 Pacific countries: Australia, French Polynesia, Fiji, Kiribati, Nauru, New Caledonia, New Zealand, Palau, Papua New Guinea, Samoa, the Solomon Islands, Tuvalu, United States of America (including the Hawaiian Kingdom) and Vanuatu.

The program consisted of workshops, conference sessions, networking events and a cultural visit to the Sir George Grey Special Collections of the Auckland Central Library. The conference allowed the opportunity for PARBICA's official governance meeting – the General Conference – and a business planning meeting to work on goals and opportunities for the next two years.

Thanks and congratulations go to the presenters, Bureau members and hosts who provided a valuable platform for attendees to meet and learn about different recordkeeping environments across the Pacific.

## Business planning

After PARBICA 16, the Bureau built the feedback it received from the meetings into a business plan for 2015–17. The business plan incorporates the previous four focus areas – recordkeeping for good governance, co-operation and advocacy, archival capability, and governance and membership. A new focus on communication, promotion, fundraising and marketing reflects the time and effort PARBICA Treasury put into promoting and fundraising for member participation in events.



## PARBICA 17

Preparations for PARBICA 17 in 2017 will commence shortly, and the PARBICA website and Facebook page will keep you up-to-date with conference information. If you are interested in being involved in the PARBICA conference as a host, speaker or supporter, please contact us.

The Bureau encourages members to start planning for PARBICA 17 now. Please look for ways to include some funding in your next budget to enable you to attend.

## Communications

PARBICA's strength is its network, and to foster the network we need to communicate regularly.

*A new focus on communication, promotion, fundraising and marketing reflects the time and effort PARBICA Treasury put into promoting and fundraising for member participation in events.*

If you have things you want to share with the PARBICA membership – new projects, challenges, questions, successes, photos – we now have a number of channels:

- Join us on the PARBICA listserv: [www.parbica.org/PARBICA%20Listserv.htm](http://www.parbica.org/PARBICA%20Listserv.htm).
- Like us on Facebook and post or share content there.
- Use the #parbica hashtag on Twitter.
- To submit website news or *Panorama* articles, contact the team at the National Archives of Australia: [PARBICA.Treasurer@naa.gov.au](mailto:PARBICA.Treasurer@naa.gov.au).
- Send pictures to upload to our Flickr account: [PARBICA.Treasurer@naa.gov.au](mailto:PARBICA.Treasurer@naa.gov.au) ([www.flickr.com/photos/67048204@N03](http://www.flickr.com/photos/67048204@N03)).
- Send items of interest directly to the Secretariat: [PARBICA.Secretariat@dia.govt.nz](mailto:PARBICA.Secretariat@dia.govt.nz).

Nō reira,  
Nā māua noa nā,

**Anna Monson**  
Acting Secretary-General, PARBICA

**Talei Masters**  
Returning Secretary-General, PARBICA



# Actualités du Bureau de la PARBICA

Tēnā koutou, welkam et très sincères salutations à tous nos collègues de la PARBICA.

## Changements affectant le Bureau

De nouveaux membres du Bureau de la PARBICA ont été élus lors de la Conférence générale qui s'est tenue à Auckland le 10 septembre 2015. Opeta Alefaio (Fidji) endosse le rôle de président et Amela Silipa (Samoa) celui de vice-présidente. Nous avons en outre le grand plaisir d'accueillir un nouveau membre parmi nous, Noa Petueli Tapumanaia (Tuvalu). Les membres ont souhaité remercier chaleureusement Amela pour son travail et tous les efforts qu'elle a déployés au cours de ses deux mandats en tant que présidente.

Julian Chonigolo (Îles Salomon) a pris un congé de formation d'un an, et, en novembre dernier, le Bureau a accueilli Margaret Inifiri des Archives nationales des Îles Salomon comme membre suppléant.

En juillet 2015, Stefanie Lash des Archives de Nouvelle-Zélande a endossé le rôle d'assistante intérimaire auprès du secrétaire général, en vue de la préparation de la conférence PARBICA 16. Fiona Gunn, des Archives nationales d'Australie, remplace Fleur Jamet depuis octobre 2015 au poste de trésorière adjointe. Fleur, quant à elle, a été détachée à l'Institut australien des études sur les Aborigènes et les Indigènes des îles du détroit de Torres.

En mai 2016, Talei Masters est revenue aux Archives de Nouvelle-Zélande et a réintégré sa fonction de secrétaire générale de la PARBICA après son congé parental d'un an. Talei a souhaité faire part de toute sa gratitude envers Anna Monson et Stefanie Lash qui ont su parfaitement prendre le relais en son absence et assurer la continuité des activités du secrétariat. Anna occupe désormais un poste temporaire au sein d'une autre agence gouvernementale, et devrait reprendre ses fonctions au secrétariat à la fin du mois d'août 2016.

[below] Workshop participants at PARBICA 16. Photographer: Helen Walker

[right] A look at the disaster preparedness kit, Sir George Grey Special Collections of Auckland Central Library. Photographer: Anna Monson



## PARBICA 16

L'une des priorités du Bureau au cours de l'année passée a été l'organisation de la conférence PARBICA 16 intitulée « Footprints in space and time » (Des traces dans l'espace et dans le temps). Organisée en collaboration avec l'Association des archives et de la documentation de Nouvelle-Zélande, la conférence s'est déroulée à Auckland en septembre 2015.

La PARBICA était généreusement représentée à cette conférence qui réunissait des participants de 14 pays du Pacifique : Australie, États-Unis d'Amérique (y compris Hawaii), Fidji, les Îles Salomon, Kiribati, Nauru, Nouvelle-Calédonie, Nouvelle-Zélande, Palaos, Papouasie-Nouvelle-Guinée, Polynésie française, Samoa, Tuvalu, et Vanuatu.

Le programme proposait des ateliers de travail, des miniconférences, des opportunités de réseautage ainsi qu'une visite culturelle des Sir George Grey Special Collections de la Bibliothèque centrale d'Auckland. Cette conférence fut également l'occasion d'une réunion de gouvernance officielle de la PARBICA intitulée « Conférence générale » et d'une séance de planification des activités visant à élaborer des objectifs et à réfléchir aux perspectives des deux prochaines années.

Nous souhaitons adresser tous nos remerciements et nos félicitations aux présentateurs, membres du Bureau et hôtes qui ont permis aux participants de se rencontrer et de s'informer sur les différentes méthodes de tenue des documents utilisées dans tout le Pacifique.



## Planification des activités

Lors de la conférence PARBICA 16, le Bureau a utilisé les commentaires exprimés durant des réunions pour élaborer un plan de développement pour 2015-2017. Ce plan portera essentiellement sur les quatre domaines de priorité déjà connus de tous : la tenue des documents pour assurer une bonne gouvernance, la coopération et la défense des intérêts, les capacités archivistiques, ainsi que la gouvernance et les adhésions. De nouveaux axes de travail qui sont la communication, la promotion, la collecte de fonds et le marketing témoignent du temps et des efforts du service de trésorerie de la PARBICA qui se consacre à la promotion et à la collecte de fonds en faveur d'une plus large participation des membres aux événements.

## PARBICA 17

Les préparations pour la conférence PARBICA 17 qui se déroulera en 2017 vont bientôt s'amorcer et le site Web de la PARBICA ainsi que sa page Facebook seront régulièrement mis à jour pour vous tenir informé. Si vous souhaitez participer à la conférence PARBICA en tant que hôte, présentateur ou même juste la soutenir, contactez-nous dès maintenant.

Le Bureau encourage fortement les membres à s'organiser pour PARBICA 17 dès aujourd'hui. Passez-en revue dès maintenant votre prochain budget pour savoir comment financer votre participation à la conférence.

## Communications

La force de la PARBICA, c'est son réseau, et pour consolider ce réseau, il est essentiel de communiquer régulièrement.

Si vous souhaitez échanger avec d'autres membres du PARBICA, partager vos idées et réflexions, discuter des nouveaux projets et défis à relever, poser des questions, faire part de vos accomplissements ou juste envoyer des photos, plusieurs moyens s'offrent à vous:

- En nous rejoignant sur le service listserv de la PARBICA à l'adresse : <http://www.parbica.org/PARBICA%20Listserv.htm>
- En aimant notre page Facebook, et en y postant ou partageant du contenu.
- En utilisant le hashtag #parbica sur Twitter.
- En publiant des actualités dans le site Web ou des articles dans Panorama. Contactez l'équipe NAA à l'adresse suivante: [PARBICA.Treasurer@naa.gov.au](mailto:PARBICA.Treasurer@naa.gov.au)
- En envoyant des photos à télécharger sur notre compte Flickr: [PARBICA.Treasurer@naa.gov.au](mailto:PARBICA.Treasurer@naa.gov.au) (<https://www.flickr.com/photos/67048204@N03/>).
- En envoyant directement au Secrétariat des articles présentant un intérêt tout particulier à l'adresse: [PARBICA.Secretariat@dia.govt.nz](mailto:PARBICA.Secretariat@dia.govt.nz)

Nō reira,  
Nā māua noa nā,

### Anna Monson

Secrétaire générale suppléante de la PARBICA

### Talei Masters

Secrétaire générale de la PARBICA (ayant récemment réintégré son poste)



## PARBICA 16: your views

**'Beautiful', 'fruitful', 'engaging' and 'enlightening' are just a few of the words you used to describe the PARBICA 16 experience.**

After PARBICA 16 in Auckland in September, participants who successfully applied to have their attendance supported were asked to complete a survey about their experiences. The survey sought to better understand which sessions the delegates thought were most beneficial to their work, any change to them professionally or personally as a result of PARBICA 16, and any suggestions for the future. Participants were also encouraged to share other stories about their PARBICA experience.

Ten out of the eleven funded participants completed the survey and all highlighted a range of sessions that were relevant to their work, particularly sessions dealing with significance, disaster preparedness, collection development, digitisation and the ICA's AtoM .

***'All of the sessions I attended were relevant to my work and I was also able to find solutions to other issues that we encounter at work through sharing of ideas and presentations from presenters.'***

***'I think all the sessions I did attend were beneficial to my work, however I would also say the "Assessing significance of collection" by Roslyn Russell really provided me and my office some things that we have never learned about.'***



Photographer: Helen Walker

While approximately half of the participants thought that PARBICA 16 covered everything they wished to hear, a number suggested some particular topics or areas that could have been explored, such as:

- records management – electronic document and records management system
- digitising of records
- disaster management practice, including sample disaster management policies and procedures
- train the trainer
- developing proposals to fund archival buildings in the Pacific.



Photographer: Helen Walker

***'From my recordkeeping background, I am only working with records/files. I was hoping there would have been some presentations on digitisation – a) Choosing the best strategy; b) Scanning paper records to digital format; c) Types of systems & software recommended – and whether AtoM is suitable for government organisations that deal with administrative and core function records or only for archival institutions that deal with large collections.'***



Photographer: Andrew Lau, andrewlauphotography.com



Photographer: Andrew Lau,  
andrewlauphotography.com

Many participants reported personal change or professional achievements after PARBICA 16. These ranged from drafting a disaster management plan for their archives and establishing electronic recordkeeping practices, through to prioritising community engagement and conducting awareness-raising activities by their institution.

*‘My PARBICA 16 conference report to the management has resulted in positive action and the immediate recruitment of an IT staff [member] for the records/archives unit. We’ll be working together to set up the e-records management system – digitising the department’s records/archives. Personally, the management is reimbursing me for monies I spent ... to attend the conference.’*

Others highlighted the importance of the linkages and networks fostered by PARBICA. Two participants found that the conference allowed them to lift their work to another level and refocus on issues that they previously had not considered important.

Half of the participants shared additional stories that celebrated PARBICA’s role in creating networks for exchanging ideas and gaining education, including an unforgettable story of making friends with colleagues while lost in the wilds of Auckland en route to a PARBICA function.



Photographer: Helen Walker

*‘Personally I became more concerned about the importance of archives and good recordkeeping in my country. My work has improved in the way of handling archival records requests and making an effort to make presentations and public awareness programs.’*

*‘PARBICA 16 was a success for us as we were able to send more participants to the conference. The government is now starting to change its mindset on the importance of good recordkeeping for good governance.’*



Photographer: Helen Walker



Photographer: Helen Walker

*'PARBICA 16 was my first conference. What I experienced was far more than I expected. I was able to establish good relationships with other archivists from other Pacific member countries and PARBICA members. I was also able to meet some important people that I used to read about. The most important and thrilling experience I got was being nominated to become a PARBICA Bureau member. What I have learnt from other archivists really got me started to making a change in my workplace in our approach towards the importance of archives. I did have a chance to voice some of Tuvalu Archives' concerns, which is that we need more archival training. But I was surprised by the offer given by the National Archives of Fiji for Tuvalu Archives to have a training attachment with them for two weeks. I also had a chance to meet the UNESCO officer and learn about the Memory of the World. To my surprise I was invited to attend the Memory of the World consultation that was held in Suva last month hosted by the National Archives of Fiji. All these were the greatest experiences I had in attending PARBICA 16.'*



Photographer: Andrew Lau, [andrewlauphotography.com](http://andrewlauphotography.com)

In terms of future PARBICA conferences, one participant noted that training in recordkeeping continues to be an issue. Another suggested that the conference provide hands-on training that directly reflected the work that participants do. Another participant suggested that there should be more workshops on recordkeeping and conservation.

*'Please note the Samoan delegation was large because each records officer in her/his government department put in a request for funding to attend. I am so proud of them for doing this, because records positions are so quiet.'*

It was thought that more archivists or representatives from Pacific Island countries should prepare papers and present on their archival/records management work, challenges faced, government support and other archival work that is of significance to their country.

*'This conference was a high water mark; we need to maintain or exceed it.'*



Photographer: Andrew Lau, [andrewlauphotography.com](http://andrewlauphotography.com)



Photographer: Andrew Lau, [andrewlauphotography.com](http://andrewlauphotography.com)

# Highlight resolutions from PARBICA 16

At PARBICA 16 in September 2015 in Auckland, a number of resolutions were agreed by the General Conference. We've selected some of the resolutions to highlight here:

## Resolutions

- Reiterated that PARBICA members are instrumental in leading change in their respective countries through their role in driving effective records management for good governance and keeping the memory of their nation.
- Reconfirmed that strong systems for the creation and management of records and the preservation of archives are key foundations of sustainable economic development and good business practice, as well as essential to support good governance and collective memory in all countries, states and territories in the Pacific region.
- Reaffirmed the importance of working in partnership with national, regional and international organisations to develop sound recordkeeping and archival systems throughout the Pacific region.

## Memory of the World

- Encouraged members to investigate setting up their own national UNESCO Memory of the World committees in order to raise the profiles of their collections.
- Noted that online presence is a key way to make collections visible around the Pacific and the world, and called on archivists to investigate collaboration opportunities for access to shared digital collections.
- Called on Pacific archivists to look for ways to record and preserve indigenous traditions.

## Agility and readiness

- Noted that Pacific archivists face resource challenges, and called on archivists to collaborate with each other and potential partner organisations, and to look actively for opportunities for funding and resources.

## Training and education

- Resolved to build on the work that has gone into making training resources and materials available online through the PARBICA website.
- Reaffirmed the value of international work placements and attachments as a way for Pacific archivists and recordkeepers to gain experience in archiving and recordkeeping and to strengthen relationships.

## Recommendations

- Urged the PARBICA Bureau to encourage non-member countries, states, territories and institutions in the Pacific to join PARBICA and share in the benefits of membership.
- Agreed that the PARBICA Bureau will focus on including a toolkit module on disaster preparedness as this becomes a more pressing issue in the Pacific.
- Agreed that the PARBICA Bureau will look to provide guidance on developing and monitoring recordkeeping performance indicators for government agencies.

For a full list of these resolutions, please visit the PARBICA website ([www.parbica.org](http://www.parbica.org)).

*PARBICA members are instrumental in leading change in their respective countries through their role in driving effective records management for good governance and keeping the memory of their nation.*

# Pacific Islands Association of Libraries, Archives and Museums

**The Pacific Islands Association of Libraries, Archives and Museums (PIALA) was established in 1991 as a regional association committed to fostering awareness, co-operation and resource sharing among libraries, archives, museums and related institutions of the Pacific Islands. PIALA membership is comprised mainly of Micronesians, but has expanded to other Pacific states, such as Hawai'i and Fiji.**

## History of PIALA

PIALA was established by a few committed librarians. Due to a lack of personnel assisting with the development of libraries in the region and minimal advocacy, it was difficult for the association to achieve its goals. Funding from the United States enabled PIALA to bring together librarians, archivists and curators from the freely associated states of the Marshall Islands, Federated States of Micronesia, Republic of Palau, Commonwealth of the Northern Marianas and Guam to its first conference in 1993. The first conference was held in Palau and continues annually, with each of the island states taking turns at hosting.

## PIALA today

PIALA is fortunate to establish friendships with developed countries' library associations, archives and museums. These relationships established with other Pacific and international organisations are a key contributor to the development of PIALA in terms of professional development, resource sharing and networking activities and events.

For instance, the Hawai'i Library Association (HLA) opens its door to PIALA members to attend its annual conferences. The provision of a scholarship in honour of the late Karen Peacock, one of the founders of PIALA, makes it possible for members to attend the annual HLA conferences.

Another key player in PIALA's development is the Pacific Resources for Education and Learning (PREL). PREL provides training through its annual conferences and special projects. A few of its major projects in the past were the Pacific Digital Library and Pacific Leaders Training Institute. Both projects brought together librarians from US-affiliated countries for digitisation and library technology training.

A recent project, initiated by Ms Jane Barnwell along with Dr Chandler of the University of North Texas, is Leap I and Leap II. Leap I ran from 2011 to 2013 and resulted in the graduation of 23 librarians with master's degrees in Library Information Science. Leap II began in May 2016 and will run until late 2018.

Other major contributors to PIALA's development are the International Federation of Library Associations and Institutions, the American Library Association and PARBICA. UNESCO has also provided development opportunities. The knowledge acquired from these conferences and training has enabled our librarians to implement new skills in digital technologies.

The number of certified librarians in the Micronesian region has increased. As more librarians, archivists and curators develop themselves professionally, the services they provide also improve.

## Future for PIALA

The 21st century and beyond will be a challenge as technology takes off with ever-increasing speed and innovation. In order to meet the needs of the digital generation, PIALA will:

- strengthen professional development
- use more advanced technologies and integrate technology into its programs
- promote information literacy
- increase instruction in the library and outreach in the communities.

### Lola Schutz

President, Pacific Islands Association of Libraries, Archives and Museums



PIALA Conference participants. Courtesy: Lola Schutz

# Palau National Archives acquires a new building

**The Bureau of the Palau National Archives has experienced a dream becoming reality in the form of our new building. The construction of the long-awaited and anticipated permanent office of the Palau National Archives is taking place this year, with the building located at Bekeu Detimel in Melekeok State adjacent to the National Government Capitol of the Republic of Palau.**

In the past twenty years, the Palau National Archives has moved twice, sacrificing proper storage space to house the ever-burgeoning bulk of backlogged records and documents of our national government. The urgency of obtaining a building to house our permanent office is important to properly safeguard Palau's historical records and documents. It is significant to be able to preserve and protect these records for the public and future generations.

The immense contribution of the perfect location for the Palau National Archives building is due to the vision of immeasurable dedication and generous attribution from the Paramount High Chief Reklai Mr Bao Ngirmang of Melekeok State and his Council of Chiefs, the Governor of Melekeok State and the Melekeok State Public Land Authority.

The new Palau National Archives building has taken over eight years of careful planning, effort and collaboration among our government, supporters, friends of the Palau National Archives and especially two former Archives Council chairs: the late Mr Bonifacio Basilius and the late Senator Kathy Kesolei. The actual construction of the building started on 18 April 2016 and will be completed in the second half of 2016.

A prominent and instrumental force behind the progress and realisation of the new building, from the initial designing stage to its current construction, is the late beloved Mr John

Wright, a true colleague and mentor of the Palau National Archives. Mr Wright's counterpart, Hawaiian-based architect Mr Joe Farrell, donated his genius to designing the building. Through the great efforts of many people throughout the years, the design of the building was finally accepted, and proved affordable enough to be funded to be built.

The building is funded through Republic of Palau Stimulus Package 2015 grant and by the kindness of the Republic of China, Taiwan. The building will cost US\$280,000 and will be completed in 180 calendar days.

The completion of the building will allow the Bureau of the Palau National Archives to continue to perform and maintain its duties, relying on our existing rules and regulations and the PARBICA Toolkit for Good Governance.

The increase in space in the new building will also allow rapid processing and preparation for the next phase of digitisation of Palau's public records. An application for funding of this digitisation has been submitted to the US Department of Agriculture Rural Development Administration Grant program.

The Palau National Archives is enthusiastic and grateful to see our dream of a new building become a reality.

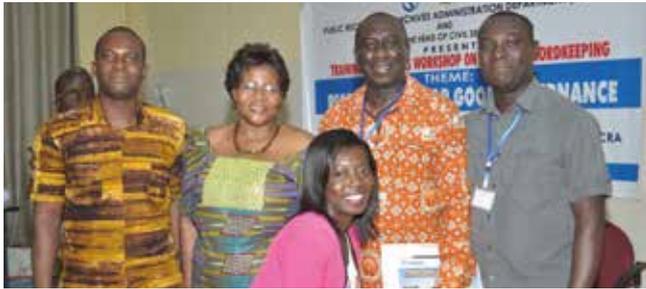
**Brian Lakobong**  
Palau National Archives

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[Construction of Palau's new archives building.](#)  
[Courtesy: Palau National Archives](#)



# PARBICA Toolkit: the Ghana experience



## First regional workshop

In early 2012, Ghana's Public Records and Archives Administration Department (PRAAD) expressed its wish to use the PARBICA Toolkit as the Ghanaian Right to Information Bill was being considered for passage. Participation in the Open Data/Government Initiative required strong recordkeeping frameworks across all government agencies.

The International Council on Archives (ICA) Programme Commission proposed that a regional workshop be organised in Ghana for Anglophone West African Regional Branch of the International Council on Archives (WARBICA) members, using the Toolkit. This first workshop was funded by the Fund for the International Development of Archives (FIDA) and the ICA. Christine Martinez, ICA Deputy Secretary-General; Mark Crookston, PARBICA Secretary-General; and Anna Gulbransen, PARBICA Deputy Secretary-General, facilitated the workshop. Participating countries included Liberia, Gambia, Sierra Leone and Cameroon. The opening ceremony was chaired by the Head of the Civil Service, with the Chairman of the Public Services Commission as a guest of honour. The Attorney General, Auditor-General and Department of Information Studies were all represented owing to the importance of good recordkeeping to their work.

It was an intensive five-day training session in manual recordkeeping. The following outcomes were agreed: to develop a network in West Africa; to work with strategic partners; and for members to continue to use and adapt the Toolkit. As another outcome, a National Recordkeeping Policy was drafted and, with help from Christine Martinez through the ICA, sponsorship obtained from the Australian Public Service Commission to undertake a stakeholder consultation. The policy is currently before the Civil Service Council for onwards submission to Cabinet.

Most of the WARBICA participants sent feedback for further action. A report to the FIDA/ICA Brussels Conference recommended further engagement by the ICA with member governments and an expansion to include the African Union.

## Digital recordkeeping

A Training of Trainers Workshop on Digital Recordkeeping was held in September 2015, partly funded by FIDA and the Ghana Government. The facilitator was Cassie Findlay from Recordkeeping Innovations. This was a five-day workshop for 30 records officers from the Ghana public service. Relevant high-level government officials were present at the opening ceremony.

The facilitator and participants worked hard to achieve the outcomes of the training. However, my analysis is that more preparation and selective participation would have been better. PRAAD did not have a National Digital Recordkeeping Strategy on which to base the training and, as a result, the training was done in the abstract. The facilitation costs were an issue and we recommend training country/regional master trainers who can then be on hand for easy consultation.

However, it was a good beginning with results from the training gradually being implemented, starting in PRAAD itself and on a pilot basis with two or three public institutions.

In conclusion, the Toolkit module on manual recordkeeping is good for the management of records, and simple and straightforward. We have used the Toolkit to train a team from the Liberian Records Service and another from the African Union.

In my view, group training across the African continent would be best for the future as challenges can be discussed and sorted out while taking into consideration the harmonisation attempts by the various groupings in Africa, both Anglophone and Francophone together.

**Helen Afi Gadzekpo**

Former Archivist

Public Records and Archives Administration Department,  
Ghana

[Above] l to r: Participants in the First Regional Workshop in Ghana.  
Courtesy: Helen Afi Gadzekpo

# Recordkeeping for good governance training, Vanuatu

**In April 2016, the National Archives of Vanuatu (NAV) hosted a workshop on PARBICA Recordkeeping for Good Governance Training Toolkit Guidelines 1–7 at the Vanuatu Police College, Port Vila. The objectives of the training were to:**

- upgrade the knowledge and skills of records managers to better organise and manage records
- establish a network between the NAV and its stakeholders
- establish the Vanuatu Memory of the World National Interim Committee.

The training was funded by the UNESCO Cluster Office for the Pacific states (Apia, Samoa), with the support of the Vanuatu National Library and National Archives and PARBICA. The NAV facilitated the three days of training.

Thirty-two record managers from government ministries and departments took part in the training and received certificates of participation. The participants included records managers from the State Office, Prime Minister's Office, Ministry of Trade, Reserve Bank of Vanuatu, Lands Department, Vanuatu Police Office, Vanuatu Mobile Force, Ministry of Internal Affairs, Department of Foreign Affairs, Port Vila Municipality, Shefa Health Office, External Trade, Public Solicitor's Office, Vanuatu Cultural Center and National Library and Archives of Vanuatu.

The first day covered the Recordkeeping Capacity Checklist; identifying recordkeeping requirements; model recordkeeping policy; and the Administrative Record Plan. In addition, participants developed an understanding that, without adequate records, organisations cannot do their work efficiently or account for their actions. Records are vital for the good governance and efficient management of any organisation.

The rest of the training covered tips on adapting and implementing the PARBICA Administrative Record Plan;

developing and implementing a record plan for core business functions; and the disposal schedule for records.

During the training, a Memory of the World interim committee was established to work closely with the Government of Vanuatu, Vanuatu National Cultural Council, UNESCO Memory of the World and PARBICA. The committee is made up of six representatives from six government departments.

The committee has two mission statements. The first is to facilitate preservation, by the most appropriate techniques, of the world's documentary heritage. This may be done by direct practical assistance, by the dissemination of advice and information, and through the encouragement of training. The second is to liaise with the Vanuatu National Cultural Council and the National Government of Vanuatu to appoint a committee with its own legal constitution to preserve, protect and promote Vanuatu documentary heritage nationally, regionally and worldwide.

This year, NAV has planned more awareness-raising on the importance of recordkeeping through training and media. Dating back to 1980, Vanuatu civil servants have not taken recordkeeping seriously in the public sector. We need to create records management policies that will assist and protect in the event of an audit.

As I mentioned during the training, 'We are a staff of two at the National Archives. We need the records managers who participated in this training to be ambassadors of National Archives to your ministries and departments, and to tell your senior officers about the importance of records and why we need to archive them.'

NAV would like to acknowledge UNESCO for funding the training and PARBICA for the Toolkit. Special thanks to Mrs. Aterina Samasoni-Pele of UNESCO for her support, and to the 32 participants in the training.

**Augustine Tevimule**  
Acting Chief Archivist, National Archives of Vanuatu

[left] Group photo from PARBICA Toolkit training.  
Courtesy: Augustine Tevimule

[right] The newly established Vanuatu Memory of the World interim Committee.  
Courtesy: Augustine Tevimule



## Joint Technical Symposium: international forum for audiovisual preservation, Singapore



**The Joint Technical Symposium (JTS) is the peak international forum that explores issues of audiovisual preservation by bringing together the world's foremost researchers and practitioners to present and discuss outcomes of research and other findings. JTS is organised under the auspices of the UNESCO-affiliated Co-ordinating Council of Audiovisual Archives Associations (CCAAA) and its members' technical committees.**

Over the past decade since the last JTS, audiovisual archiving has undergone dramatic changes in the approach to sustainable preservation. The diversity of technology and applications available demands that a collaborative approach is used to make the best choices and uses of what is offered. To reflect this, the theme of the JTS in Singapore in 2016 (JTS2016) was *Sustainable Audiovisual Collections Through Collaboration*.

JTS2016 was the first time JTS has been held outside Europe or North America and was hosted by the South East Asia–Pacific Audio Visual Archive Association and the National Archives of Singapore.

Two hundred and nine delegates drawn from Europe, North America, Africa, as well as the South-East Asia Pacific region attended the symposium and attached trade show. The symposium, held at the National Museum of Singapore, was opened by the Singaporean Minister for Communications and Information, Dr Yaacob Ibrahim, and ran for three days of papers, demonstrations and discussions on topics ranging from new techniques for traditional conservation of objects to new technologies for digital preservation restoration and access.

The sessions included broad themes such as metadata, transferring audio from obsolete formats, restoration of moving image (motion picture film and video), and storage

technologies and conservation treatments. The final session was a moderated forum that developed a range of themes and concerns by delegates. One of the major themes discussed was that of training, especially for less resourced archives. An outcome was that there were several offers of assistance from other delegates, a good example of the collaborative approach described in the JTS2016 theme.

One of the most important parts of such an event is the opportunity to meet people and develop networks. JTS2016 provided many such opportunities during the tea and meal breaks, as well as during the formal welcome dinner, screening of a restored classic film *Sultan Mahmood Mangkat Di-Julang*, side trips to Singapore Night Zoo, bus tours of Singapore, a heritage walk and the closing ceremony.

Events such as JTS2016 are crucial in keeping the audiovisual archivists of the world in touch with new developments in the field and providing all-important networks to work through.

The proceedings of JTS2016 will be available later this year.

**Mick Newnham**  
National Film and Sound Archive of Australia  
President, South East Asia Pacific Audio Visual Archive  
Association

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[above] JTS2016 Conference venue, National Museum of Singapore.  
Photographer: Jason Crowe

## 22nd Pacific History Association conference, Guam

**In May 2016, over 200 delegates attended the Pacific History Association (PHA) conference hosted by the University of Guam in the Mariana Islands. The PHA conference is held every two years and brings together Pacific Islanders, historians, researchers and Pacific information specialists.**

As part of the PHA conference, Eleanor Kleiber (University of Hawai'i) and Kylie Moloney (Pacific Manuscripts Bureau) co-ordinated a full-day library/archive panel titled *Revitalising Pacific library and archive collections*. The panel was well attended and many academics were impressed by the papers that described innovative projects to improve descriptions and access to Pacific Island resources throughout the region. The papers included presentations by archivists and librarians about digitisation projects, innovative outreach and new media projects, collaborative language projects with Pacific Islanders, and improving descriptions and metadata to aid accessibility.

The library/archive panel was a great success and included the following presentations:

- 'Making history', Opeta Alefaio, National Archives of Fiji
- 'Genealogies of the Marshall Islands', Wilbert Alik, College of the Marshall Islands and Eleanor Kleiber, University of Hawai'i at Mānoa
- 'Patrolling the past: bringing Papua New Guinea colonial-era reports into the digital realm', Kathy Creely and Cristela Garcia-Spitz, University of California San Diego Library
- 'Making Pacific language materials discoverable: changing how we describe language at the University of Hawai'i Library's Pacific Collection', Eleanor Kleiber, University of Hawai'i at Mānoa
- 'Wherever you may be ... improving access to Pacific Island archives', Kylie Moloney, Pacific Manuscripts Bureau

- 'Archival project at the Richard F Taitano Micronesian Area Research Center under the auspices of the National Historical and Publications Commission, NHPRC', Antonio Perry, University of Guam.

Other panels at the conference included presentations on Oceanic art, the Pacific War, missions and churches in the Pacific, indigenous Pacific histories, Micronesian histories, teaching Pacific history, tattoo and gender in the Pacific, and photographing the Pacific.

The PHA conference is an inspiring conference and provides a place for archivists and librarians to meet many of our regular international customers face to face. New and exciting collaborations were proposed and we look forward to the next PHA conference to be held in London in 2018.

### **Kylie Moloney**

Executive Officer, Pacific Manuscripts Bureau  
The Australian National University



[above] Ruby Aquinoc Santos of Sunidu Pasika, a Chamorro Belembaotuyan group performing at the PHA Conference. Photographer: Victor Consaga

[left] l to r: Opeta Alefaio, Eleanor Kleiber and Wilbert Aik at the PHA Conference. Photographer: Kylie Moloney

# Conservation work using *washi* paper, Japan



[above left] Using leaf casting machine.

[above right] Demonstration of *Urauchi* or lining.

[right] *Tsukuroi* or patching technique. Courtesy: Akutsu Tomohiro

**The National Archives of Japan holds 1.39 million volumes (as of 31 March 2016). Of these, 480,000 volumes are inherited from the Edo shogunate. These are mostly printed or handwritten on Japanese *washi* paper.**

Damage to *washi* documents is primarily caused by insects or water. Insect damage is the result of poor storage environment that allows access by insects, such as the deathwatch beetle, which eat the paper, resulting in partial loss or fragmentation of leaves or leaves sticking together because of insect faeces. If *washi* is exposed to water, it may develop a condition called *fuke* in which wet areas become cottony and the paper becomes more fragile.

*Washi* and fresh *shōfunori* wheat starch paste have traditionally been used in the conservation of Japanese paper. *Washi* is a tough and flexible paper made mainly from the bark of *kōzo*, or Japanese paper mulberry. Thickness and paper colour are selected to match the document to be treated. The thickness of the wheat starch paste is also adjusted to match the materials involved in the conservation task.

Using these materials, methods of conservation include *tsukuroi* (patching), *urauchi* (lining) and leaf casting.

## *Tsukuroi* (patching)

*Washi* patches are applied to replace paper that has been eaten by insects.

### Procedure

- Using a water pen, trace out a patch of *washi* slightly bigger than the lost area of the leaf. Then tear out the patch along the wet line, so that the edges of the patch have fibres (*kuisaku*).
- Apply starch paste on the edges of the hole to be patched.
- Apply the torn-out *washi* patch.



## Urauchi (lining)

For overall strengthening of a document that has been weakened by *fuke* or other deterioration, glue a sheet of *washi* over the document.

### Procedure

- a. Cut two sheets of non-woven lining fabric slightly larger than the sheet of *washi* to be backed and, after moistening, fix them separately on a work surface.
- b. Reverse side up, place the document to be backed on either piece of non-woven fabric and smooth it out by brushing with a *mizubake* water brush.
- c. On the other piece of non-woven fabric, place a sheet of *washi* cut about 2 cm larger on each side than the document to be backed and apply starch paste all over with a *noribake* paste brush.
- d. Lift up the non-woven fabric with the pasted *washi* on it, place the pasted *washi* over the document to be backed, and then smooth the surface of the non-woven fabric with a *nadebake* smoothing brush.
- e. Remove the topmost piece of non-woven fabric, apply starch paste around the edges of the lining *washi* sheet, then along with the remaining non-woven fabric, fix it to a *karibariita* drying board and use a *nadebake* smoothing brush to smooth only the margins where starch paste was applied.
- f. Remove the non-woven fabric.

## Leaf casting

This is a method to infill with pulp fibres to form new paper to replace extensive areas lost to damage by insects or other causes.

### Procedure

- a. Place the document to be treated on the net attached to the leaf casting machine.
- b. Blend some fibre pulp and water with a mixer.
- c. Charge the leaf casting machine with the dissolved pulp, which will be used to infill lost areas.
- d. Press-dry the treated document.

In this way, depending on the deterioration or damage to documents, we use the appropriate conservation method to ensure usability and long-term preservation of our holdings.

### Akutsu Tomohiro

Conservation Section Chief, Archival Affairs Division  
National Archives of Japan

# Preventative preservation for Pacific cultural heritage organisations

**The term 'preservation' refers to the protection of cultural property through activities that minimise chemical and physical deterioration, such as improved storage conditions and environmental control.**

Preventative preservation is by far the most cost-effective approach to extending the life of a collection in the Pacific Islands.

Preventative preservation need not be onerous – actions that an archival institution performs daily such as accessioning, processing, binding, photocopying, minor repair and deaccessioning can affect the long-term survival of the collection.

A crucial part of preventative preservation is in understanding how to prioritise. There are three main criteria to consider when prioritising preservation actions:

- **Impact:** to what extent will an action improve the preservation of the institution's collection? What is the potential effect of implementing this action?
- **Feasibility:** the amount of time and resources required to implement the project, which might include staffing and levels of expertise; financial implications; and policy and procedural changes.
- **Urgency:** will waiting to implement the preservation action cause harm or damage to the collection?

Prioritising will be determined by the level of risk, use, storage, condition and value of the materials in the collection.

## Low cost climate control

Simple environment improvements, made at very low cost, can extend the life of your records. For example:

- Do not change settings on climate equipment, including air conditioners. If your repository uses a dehumidifier, make sure that it is always adequately filled (or emptied) to maintain a steady condition.
- If air conditioning is not feasible, use of fans can be an economical way to improve the environment. Fans circulate stagnate air over records.
- Separate out collections that need special conditions. While every institution has a space problem, it is always worth considering other storage areas or modifying your space to suit the collection better.
- If possible, keep outside doors and windows closed, especially where records are being stored and used, to ensure that records are kept safe from dirt, dust and pests.

## Handling pest infestations

Pests thrive in warm, dirty and high humidity conditions. The key to preventing pests is to stop an infestation from taking hold, so catching the problem early is crucial. Older buildings are problematic, as there are endless routes for pests to enter the building.

The typical pests found in Pacific Islands' cultural heritage organisations include silverfish, booklice, centipedes, cockroaches and rodents. Inexpensive traps can be purchased at local stores and strategically placed in areas where infestations are suspected, but not too close to archive materials.

## Pest monitoring

There are areas to monitor where pests are likely to live, feed and nest, such as:

- kitchen and bathroom areas
- storage and holding areas
- staff offices
- bushes and trees in close proximity to the archives.

Traps should be checked 48 hours after being placed and monitored to see what pest is present and in what numbers, and to observe their pattern of movement. It is a good idea to keep detailed notes about the dates and locations where traps are placed, and any other useful observations.

Routine housekeeping is also essential. It is also recommended to hire a pest control business that can periodically treat the archives. The repository should be cleaned every six months, and all areas of the archives should be checked for signs of pests at least once a month. This includes:

- looking at the collection for stains and signs of insect grazing
- checking window sills and under and behind bookshelves
- looking for small piles of dust, insect bodies and droppings
- cleaning up insect debris immediately.

Incoming collections should also be thoroughly examined for pests and, if possible, isolated from other materials until processed.

**Brandon Oswald**  
Island Culture Archival Support

# Volunteers and digitisation: Public Record Office Victoria's experience

**Public Record Office Victoria's (PROV) volunteer program dates back to the 1980s. Originally established by members of genealogical associations and heavily focused on indexing immigration records, it now sees over 160 volunteers working on projects across multiple collection areas, including digitising and metadata creation.**

Volunteers provide a staggering amount of time to PROV – over 35,000 hours in 2014–15. It was recognised that this resource needed to be managed effectively to ensure that volunteers are allocated projects aligned to PROV's strategic outcomes of preserving records of government and supporting communities to connect with their history and culture.

To meet these objectives, the Collection Access Governance Group (CAGG) was convened to conceive and prioritise digitisation, volunteer and collection management projects and activities. This group has sufficient stakeholders from across the organisation to represent all interests and provide authority, clarity and unity of purpose.

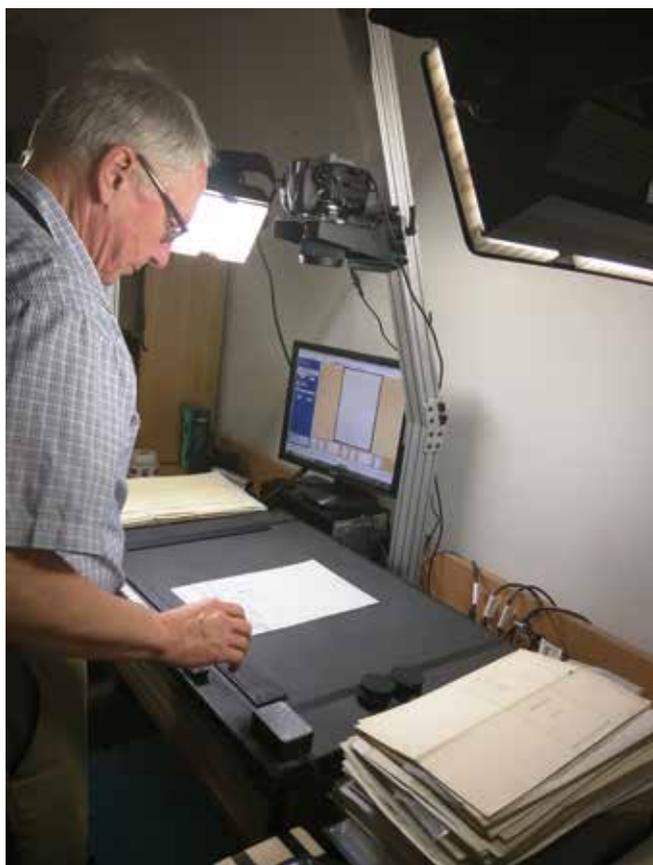
All potential volunteer digitisation projects are weighed by CAGG against the following statements:

- **Demand:** Are the original records heavily used? Will digitisation increase use of the records?
- **Risk:** Are the original records at risk? Will digitising help manage this risk?
- **Value:** Do the records have particular value or significance?
- **Opportunity:** Is there an anniversary or other significant occasion that complements these records?

Volunteers are currently digitising record series from across our collection where the answers to these questions are 'yes'. These series are in a variety of physical formats that require different digitisation techniques: individual files, where single pages are laid on a document scanner; and overhead camera digitisation for volumes and large format map and plan scanning. In 2016, volunteers are digitising printed photographs for the first time. This pilot project, focusing on a series of Melbourne Harbour Trust photographic prints, will lay the groundwork for similar projects in the future.



PROV volunteer Neil Paddle digitising planned electric telegraph routes. Courtesy: Leigh Kinrade



*The next opportunity to expand the program will come during the redevelopment of PROV's website and online catalogue. This is intended to include 'crowdsourcing' functionality – the ability for volunteers and researchers to transcribe, tag or otherwise attribute metadata to digitised records in PROV's collection.*

In 2014–15, PROV partnered with the National Archives of Australia to contribute to Project Albany. PROV volunteers identified, preserved and digitised the First World War Commonwealth repatriation and medical files that documented the experiences of the men and women who returned from the Great War.

As with all volunteer activities, digitising projects are considered to add value as the work would never be able to be undertaken by staff. Digitising records for members of the public (copy requests) and highly technical digitising (such as glass plate negatives) is undertaken by specialist digitising staff.

PROV also undertakes digitisation partnerships with various external organisations, from small historical societies to large-scale family history organisations such as FamilySearch, to host external volunteers working within the established volunteer program to digitise PROV records. Volunteer members from FamilySearch are currently onsite digitising Will and Probate files, Coronial Inquest papers

and Petty Court Session registers at a rate of over 1000 images a day using specialist equipment provided by their organisation. Long-term partnerships such as these will, over time, see significant parts of our collection digitised and discoverable.

PROV's volunteer program is limited by its available on-site physical spaces, supervising staff and other resources required to manage volunteer projects. The next opportunity to expand the program will come during the redevelopment of PROV's website and online catalogue. This is intended to include 'crowdsourcing' functionality – the ability for volunteers and researchers to transcribe, tag or otherwise attribute metadata to digitised records in PROV's collection. The appetite shown by current volunteers for working with similar external projects suggests that, once available, this will be a popular option for supplementing on-site work.

**Leigh Kinrade**  
Team Leader, Volunteer Program  
Public Record Office Victoria, Australia

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[above] FamilySearch volunteer Garry Reynolds digitises c.1937 Will and Probate files. Courtesy: Leigh Kinrade

# Profile of a Category C member: Department of Implementation and Rural Development, Papua New Guinea

**The Department of Implementation and Rural Development's (DIRD) vision is to create an equitable, dynamic and sustainable rural sector in Papua New Guinea. DIRD's mission is to facilitate, co-ordinate, monitor and evaluate:**

- the implementation of rural interventions and appropriate public investment programs (PIP)
- the formulation and co-ordination of a rural development program and policies
- assist in facilitating the Central Agency Co-ordination Committee reform processes and their implementation aimed at improving the livelihood of rural families and communities.

The Registry/Records Office in DIRD was set up in 2010 and came into operation in 2011, when the need for proper management of recordkeeping became a concern due to an increased backlog of records and files in a 40-foot shipping container. The registry currently has four staff, namely the Officer-in-Charge – Registry/Records, Records Officer, Archives and Scanning Officer and Records Management Clerk. DIRD maintains its own records/archives in three storage facilities onsite: 40-foot shipping container, fully refurbished; shed; and Registry/Records Office.

Like other government agencies in PNG, DIRD creates, uses and manages two major types of records: Core Function (Development Program) Records; and Administrative Function Records.

In terms of Core Function Records, under the Core Functional Structure we have the Implementation Wing Division (IWD) and the PIP Division. The Record Plan for the IWD records defines the groups of records that are either received or generated during the course of facilitating, co-ordinating and monitoring implementation of development programs in the 89 districts and 22 provinces in PNG.



The Administrative Function Records are the administrative records that allow the department to carry out its business. These include records such as administrative guidelines; committee meeting minutes and resolutions; legal records and contracts; procedures and manuals; media records; IT and facilities records; finance and travel records; and so forth.

The main challenges faced by the Registry/Records Office in DIRD include:

- little budget for records management or electronic data digitising, with the purchase of high speed scanners, document management systems and other resources still required
- an increasing backlog of records and files
- a need for a records storage facility with inbuilt archive boxes and filing shelves
- the challenge of manual filing and archiving, which is a tiring and time consuming task
- a need for greater staff training on records and document management systems.

Despite these challenges, we are undertaking many activities. Currently, the Registry/Records Office is updating DIRD's filing indexes and drafting indexes for new officers; drafting a disposal and retention schedule; and completing manual archiving by boxing records. We are also preparing documents for digitisation, collecting quotations on scanners and software, and attending document management solutions demonstrations by suppliers.

We have plans for the future of records management within DIRD, including securing an offsite digital storage facility; establishing a records and archives section on the DIRD website; maintaining an electronic records management system; and developing a disaster management plan.

## **Simiang Bunem**

Officer-in-Charge – Registry/Records  
Department of Implementation and Rural Development  
Papua New Guinea

Records staff [front] Simiang Bunem, Camilus Haim [back] Jonah Nahamo, Harvy Philemon. Courtesy: Simiang Bunem

# Historical photographic exhibition, Cook Islands

The National Archives of the Cook Islands has successfully completed a public display of the 'Historical Photographic Exhibition' from the Johnson's Studio Collection, held in March 2016 at the Ministry of Cultural Development (MOCD). Mr Anthony Turua, Head of Ministry, welcomed everyone to witness and share memories of our past Cook Islands' community from the collection, and acknowledged the sponsors (Bank of the South Pacific, Mike Rennie, UNESCO and MOCD) in supporting the exhibition.

Over 2000 photos were displayed in digital format and 500 A4-sized photographs were displayed, both on panels and in frames. Photos were selected and labelled as sports, school, Parliamentary, Ui Aiki, Gospel Day, Teachers Training College and weddings from the 1960s and 1970s.

In 1987, the Johnson's Studio Collection was handed to Mr George Paniani, who was then the Archivist. It was through his expertise that three volumes of the family genealogy belonging to Mrs Margaret Johnson were saved, taking 6–8 weeks. In exchange, Mr Paniani requested the Johnson's Studio Collection for the Archives. Four days later, the collections were delivered and the genealogy volumes retained. These were some of the stories shared by Mr Paniani on the opening day of the exhibition.

The Honourable Mr Teariki Heather, Minister for Cultural Development, delivered a warm welcome and opening introduction, stating that it is a historical moment for us today to go back in time and congratulate the Johnson family.

Gail Townsend from the Cook Islands' National Commission for UNESCO said that UNESCO has two focus areas that relate to this project. One is around culture, and by digitising these images we are safekeeping them for the future, which is something that UNESCO is particularly committed to. UNESCO is also committed to making things accessible. UNESCO started this project three or four years ago and it's still going, so it's wonderful to see an initial investment that is still being used and producing images for the country to enjoy.

Freddy Webb spoke to the children in his speech, stating that kids have the capacity to ensure that our history will never fade, that your children and your children's children will always have reason to hope that you will be the ones to ensure that our history lives on. Thanks to UNESCO, we have found the capacity to ensure that this dream will be sustainable.

**Paula Paniani**  
Archives, Ministry of Cultural Development, Cook Islands



[top] Historical Photographic Exhibition Logo. Courtesy: Paula Paniani

[middle] Nikao Side School Prefects 1972 with Principal Mr John Arell. Courtesy: National Archives of the Cook Islands

[bottom] Avarua and Rutaki School view the photos. Courtesy: Paula Paniani

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Cover image: GP Orbassano, *Blue pois*, acrylic colours on emulsioned canvas

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GP Orbassano is an award-winning photographer living in Tonga. After working for more than twenty years as a professional photographer, he moved from Italy to Tonga with his family and, inspired by the amazing colours surrounding the beauty of the people and the landscape, he returned to his first love of painting. GP combines both talents to create paintings that include photographs, representing the intrigue of the South Pacific where everything is not what it seems and the contrast between the elegant past and the fast future is observed daily.

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