**Pacific Regional Branch of the International Council on Archives (PARBICA)**

**Business Plan 2019-2021**  
PARBICA is a regional body of the International Council on Archives.

Through PARBICA's activities, decision-makers and the public will understand that effective records and archives management is essential for efficient government, good governance, strengthening culture and access to information

PARBICA will achieve this by:

* Taking the lead role to support and promote good practice for records management and archiving in the Pacific Region.
* Strengthening the technical leadership skills of archivists and record keepers in the Pacific Region.

This business plan is divided into two approaches; three key focus areas and business as usual. Full detail is provided in the table below.

Items in bold represent priorities added at PARBICA 18.

1. **Recordkeeping for Good Governance Toolkit**
   1. Support and promote the ongoing implementation of the Recordkeeping for Good Governance Toolkit
      1. **Develop module criteria for critical heritage records (archival holdings)**
   2. Support disaster preparedness through the creation of new guidelines for disaster planning, response and recovery, and vital records
2. **Archival Capability**
   1. Progress ‘Train the trainer’ (Guideline 11 of the Recordkeeping for Good Governance) initiatives for raising the standard of recordkeeping and archiving within countries
      1. **Determine how to contextualise the Toolkit for each country/organisation**
   2. Pursue and promote opportunities for education and training for Pacific archivists and recordkeepers
   3. Collate and make available information to support funding and design work for archive building projects
      1. **Share success stories and business cases**
   4. **Establish and promote funding needs across Pacific archives and recordkeepers to enable members to readily apply when funding is available**
   5. Maintain and promote information about recordkeeping and archival systems being used across the Pacific
   6. Provide information to members about best practice storage conditions for archives
      1. **Publish articles from PANORAMA on PARBICA website to increase accessibility**
   7. **Explore options to use AToM (Access to Memory) Software**
3. **Cooperation and Advocacy**
   1. Strengthen cooperation with Pacific heritage organisations
   2. Promote awareness of the role of archives and recordkeeping
   3. Work with UNESCO (United Nations Educational, Scientific and Cultural Organisation) to strengthen the Memory of the World programme in the Pacific region
   4. **Connect with SEAPAVAA (The Southeast Asia-Pacific Audiovisual Archive Association) to determine what relationships can be developed to the benefit of Pacific audio-visual holdings**
4. **Business as Usual**
   1. Support in-country leadership for recordkeeping for good governance
   2. Monitor the use of and effectiveness of the Recordkeeping for Good Governance Toolkit through Institutional, State and Country Reports
   3. Maintain and update the Recordkeeping for Good Governance Toolkit as required
   4. Share training resources and materials with colleagues from across the Pacific
   5. Support Pacific digitisation and digital library initiatives
   6. Continue to support other ICA regions to use the Recordkeeping for Good Governance Toolkit
   7. Strengthen links with Pacific organisations with a focus on those that depend on good recordkeeping to achieve their objectives
   8. Ensure the branch continues to run effectively
   9. Maintain a strong relationship with the International Council on Archives
   10. Increase membership
   11. Communicate relevant information to members and facilitate knowledge sharing
   12. Promote/market PARBICA activities and events
   13. Fundraise for member participation in relevant/useful and PARBICA supported/owned events, e.g., conferences

| **Focus Point** | **Specific Activity** | **Responsible for Activity** | **Progress/Update** |
| --- | --- | --- | --- |
| **Focus Area 1: Recordkeeping for Good Governance** | | | |
| **1.1** - Support and promote the ongoing implementation of the Recordkeeping for Good Governance Toolkit | **1.1.1** - Provide assistance to countries as funding is made available | PARBICA Bureau to coordinate |  |
| **1.1.2** - Re-visit the draft Communications Plan created for discussion at PARBICA 15 | PARBICA Secretariat to lead and PARBICA Bureau to discuss |  |
| **1.2** - Support disaster preparedness through creation of new guidelines for disaster planning, response and recovery, and vital records | **1.2.1 - Development of new guidelines for disaster planning, response and recovery, and vital records** | PARBICA Bureau with assistance of Pacific Island Reference Group |  |
| **Focus Area: 2. Archival Capability** | | | |
| **2.1** - Progress ‘Train the trainer’ (Guideline 11 of the Recordkeeping for Good Governance Toolkit) initiatives for raising the standard of recordkeeping and archiving within countries | **2.1.1 - Determine how to contextualise the Toolkit for each country/organisation** | PARBICA Bureau |  |
| **2.1.2** - Identify countries that have successfully used Guideline 11 (‘train the trainer’) of the toolkit and ask them to provide overviews/summaries of their experience for publication on the PARBICA website | PARBICA Bureau |  |
| **2.2** - Pursue and promote opportunities for education and training for Pacific archivists and recordkeepers | **2.2.1** - Promote training, programme, conference and grant opportunities via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed | PARBICA Secretariat and Treasury |  |
| **2.2.2** - Review the opportunities for formal professional development available to PARBICA members | PARBICA Bureau |  |
| **2.2.3** - Share links to useful new global training resources with members via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed | PARBICA Secretariat and Treasury |  |
| **2.3** - Collate and make available information to support funding and design work for archive building projects | **2.3.1** - Ensure that PARBICA members communicate any experiences with developing new archives buildings | PARBICA Bureau |  |
| **2.3.2 - Share success stories and business cases with PARBICA members** | PARBICA Bureau |  |
| **2.4 - Establish and promote funding needs across Pacific archives and recordkeepers to enable members to readily apply when funding is available** | **2.4.1** - Request information from members on their funding needs; maintain register of funding needs | PARBICA Secretariat and Treasury |  |
| **2.4.2** - Continue to provide feedback on funding applications for funding grants (e.g. for The International Fund for Archival Development (FIDA) populated by PARBICA members | PARBICA Bureau |  |
| **2.5** - Maintain and promote information about recordkeeping and archival systems being used in the Pacific | **2.5.1** - Use the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed to link Pacific archivists and recordkeepers to tools that will develop archival capability e.g. Archives New Zealand community archives tools | PARBICA Secretariat and Treasury |  |
| **2.6** - Provide information to members about best practice storage conditions for archives | **2.6.1** - Update the existing content on the ‘Conservation’ section of the PARBICA Website | PARBICA Treasury |  |
| **2.6.2 - Publish articles from PANORAMA about storage conditions on PARBICA website** | PARBICA Treasury |  |
| **2.6.3 - Publish preservation tips on PARBICA website** | PARBICA Treasury |  |
| **2.7 Explore options to use AtoM software** |  |  |  |
| **Focus Area 3: Cooperation and Advocacy** | | | |
| **3.1** - Strengthen cooperation with Pacific heritage organisations | **3.1.1** - Have a Pacific Manuscripts Bureau (PAMBU) member continue to be an observer at PARBICA bureau meetings (PAMBU member) | PARBICA Bureau |  |
| **3.2** - Promote awareness of the role of archives and recordkeeping | **3.2.1** - Create an ‘International Archives Day’ section on the PARBICA website that can be used to both promote ‘International Archives Day’ and a place for PARBICA members to upload content based on their celebrations of the day | PARBICA Treasury, PARBICA Bureau members and National Archivists/PARBICA Members |  |
| **3.2.2** - Continue to share examples of national advocacy of archives and recordkeeping through PANORAMA (PARBICA’s annual newsletter) | PARBICA Secretariat and Treasury |  |
| **3.3** - Work with United Nations Educational, Scientific and Cultural Organization (UNESCO) to strengthen the Memory of the World programme in the Pacific region | **3.3.1** - Promote the programme on the PARBICA website | PARBICA Treasury |  |
| **3.3.2** - Assist members with accessing advice on making a nomination or establishing a national Memory of the World Committee | PARBICA Bureau |  |
| **3.3.3** - Broker international partnerships for nominations | PARBICA Bureau |  |
| **3.3.4** - Encourage PARBICA members to sign the Universal Declaration on Archives register | PARBICA Bureau |  |
| **3.4 - Connect with SEAPAVAA (The Southeast Asia-Pacific Audiovisual Archive Association) to determine what relationships can be developed to the benefit of Pacific audio-visual holdings** | **3.4.1 - Re-establish relationship with SEAPAVAA** | PARBICA Bureau |  |
| **Business as usual** | | | |
| **4.1** - Support in-country leadership for recordkeeping for good governance | **4.1.1** - Organise PARBICA conferences so that the content is consistent with supporting recordkeeping and archival leadership | PARBICA Bureau |  |
| **4.1.2** - Monitor recordkeeping performance for government agencies (one of the top recommendations in the ‘Recommendations for PARBICA’ section of the ‘Institutional, State and Country Report Template’ | PARBICA Bureau |  |
| **4.2** - Monitor the use of and effectiveness of the Recordkeeping for Good Governance Toolkit | **4.2.2** - Request responses to ‘Institutional, State and Country Report Template’ every two years | PARBICA Bureau |  |
| **4.3 -** Maintain and update the Recordkeeping for Good Governance Toolkit as required | **4.3.1 – Research, develop and publish guideline on the use of Atom in the Pacific** | PARBICA Bureau with support of external partner |  |
| **4.4** - Share training resources and materials with colleagues from across the Pacific | **4.4.1** - Upload presentations by PARBICA members at conferences/training events on the PARBICA website | PARBICA Treasury |  |
| **4.5** - Support Pacific digitisation and digital library initiatives | **4.5.1** - Use the PARBICA website, Facebook page and Twitter feed to disseminate information about advice and resources for digitisation activity | PARBICA Secretariat and Treasury |  |
| **4.6** - Strengthen links with Pacific organisations with a focus on those that depend on good recordkeeping and archiving to achieve their objectives | **4.6.1** - Create a PARBICA Stakeholder Engagement Strategy based on the draft Communications Plan created for discussion at PARBICA 15  Some relevant organisations to include in a Stakeholder Engagement Strategy are: Blue Shield, Memory of the World Committee for Asia and the Pacific (MOWCAP), South East Asia Pacific Audio Visual Archives Association (SEAPAVA), Pacific Manuscripts Bureau (PAMBU), Secretariat of the Pacific Regional Environment Programme (SPREP), Pacific History Association (PHA), Pacific Digital Library, Pacific Islands Forum, Pacific Islands Forum secretariat, Transparency International Pacific Association of Supreme Audit Institutions (PASAI), Public Service Commissioner's Network, Pacific Ombudsman's Alliance, United Nations Development Programme and central banks | PARBICA Bureau |  |
| **4.7** - Continue to support other ICA regions to use the Recordkeeping for Good Governance Toolkit | **4.7.1** - Take opportunities as they arise | PARBICA Bureau |  |
| **4.8** - Ensure the branch continues to run effectively | **4.8.1** - PARBICA Bureau will meet quarterly every year (approximately every 3 months) | PARBICA Bureau |  |
| **4.8.2** - Draft budget to be prepared for each biennial meeting | PARBICA Treasury |  |
| **4.8.3** - Continue to develop a records management plan including a records policy, a file plan and a disposal schedule | PARBICA Bureau |  |
| **4.9** - Maintain a strong relationship with the International Council on Archives | **4.9.1** - Ensure that members are aware of ICA funding sources and timeframes via the PARBICA listserv (PARBICA Secretariat), the PARBICA website, Facebook page and Twitter feed (PARBICA Treasury) | PARBICA Secretariat and Treasury |  |
| **4.9.2** - Ensure that ICA receives a copy of PANORAMA (PARBICA’s annual newsletter) | PARBICA Treasury |  |
| **4.10** - Increase membership | **4.10.1** - Continue to encourage new members | PARBICA Bureau |  |
| **4.10.2** - In particular, encourage audio visual archives in the Pacific to join PARBICA | PARBICA Bureau |  |
| **4.11** - Communicate relevant information to members and facilitate knowledge sharing | **4.11.1** - Continue to disseminate relevant information to members via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed | PARBICA Secretariat and PARBICA Treasury |  |
| **4.11.2** - Continue to maintain PANORAMA as a key tool for communicating with members | PARBICA Treasury to lead and Secretariat and Bureau Members to contribute |  |
| **4.12** - Promote/market PARBICA activities and events | **4.12.1** - Promote PARBICA activities and events to members via the PARBICA listserv, the PARBICA website, Facebook page and Twitter feed | PARBICA Secretariat and Treasury |  |
| **4.13** - Fundraise for member participation in relevant/useful and PARBICA supported/owned events, e.g. conferences | **4.13.1** - Continue to use crowdfunding campaigns as a means of securing funding for PARBICA members attendance at conferences | PARBICA Bureau |  |