
MOWCAP (Memory of the World Regional Committee for Asia and the Pacific) Update for PARBICA October 2021

The following are some of the activities that are relevant to the Pacific that MOWCAP has undertaken since the last PARBICA meeting in 2019.

1 Memory of the World Asia Pacific Regional Register (MOWCAP Register)

The Comprehensive Review of the Memory of the World Programme has now been completed and new General Guidelines and a Companion have been published on the UNESCO website. UNESCO has called for nominations to the international register. The deadline for UNESCO in Paris to receive nominations is 30 November 2021.¹

MOWCAP calls for nominations to the MOWCAP register in alternate years to the international register. It is our intention to call for nominations as soon as possible, probably early 2022. Meanwhile, the MOWCAP Bureau is reviewing the documents that were approved by the UNESCO Executive Board during its 211th Session in April 2021 and are making some changes to the MOWCAP nomination process so that it is consistent with the approved international process but takes account of regional needs.

MOWCAP will announce the call for nominations to the MOWCAP Register on our Facebook page, website and through an email to subscribers to our newsletter. If you want to receive a copy of the newsletter please email us at mowcapinfo@gmail.com or complete the contact form on our website.

2 Next MOWCAP General Meeting

The next MOWCAP General Meeting is now likely to be in the second half of 2022. However, it is never too early to think about what documentary heritage collections you will nominate for inscription on the MOWCAP register. Make 2022 the best year ever for Pacific nominations.

3 Funding for the AtoM project

MOWCAP and PARBICA worked together to develop a Pacific Member States Action Plan for the implementation of the UNESCO Recommendation on Documentary Heritage. One

¹ <https://en.unesco.org/news/call-nominations-unesco-memory-world-international-register-2022-2023-nomination-cycle>

of the activities in the plan was for MOWCAP to work with PARBICA to support a pilot project to test the applicability of AtoM in the Pacific environment. Funding for the project was identified by UNESCO Bangkok and a contract to undertake a project was signed with PARBICA in May 2021. The allocation of this funding shows the importance of having included AtoM in the Pacific Action plan and being able to show that there is agreement about Pacific archival priorities.

4 MOWCAP-Asia Culture Centre Grants Programme

In 2021 The Australian Academy of Science received a grant for the Fenner Collection Digitisation and Digital Access Project. The manuscript collection of Professor Frank Fenner in the archives of the Australian Academy of Science covers the life and work of a distinguished Australian scientist and was added to the UNESCO Australian Memory of the World Register in 2019. Also in 2021, Tuvalu received a grant to hold a workshop to develop a national register of documentary heritage as well as a work plan for their newly established Committee. In the 2020 round the University of the South Pacific and the Ministry of Cultural Development received a grant to continue their cooperation to digitise Cook Islands newspapers from 1981 to 2000 and also to digitise a collection of 65 rare Cook Islands books dating back to the 1840s.

5 Memory of the World Children's Book²

UNESCO Bangkok launched a Memory of the World Book for Children on 25 October 2021. "Let's Explore the Memory of the World" introduces young children to the value of documentary heritage and diverse histories and cultures. The book is beautifully illustrated and follows 2 children and their cat as they journey around the Asia Pacific region. Four documentary heritage collections from the Pacific that are inscribed on the Memory of the World International Register are included. These are from Vanuatu, Fiji, Australia and New Zealand. The book was printed with the support of the Asia Culture Center and the Asia Culture Institute in the Republic of Korea which are in the MOWCAP region.

² <https://bangkok.unesco.org/content/lets-explore-memory-world-tia-jik-and-pokpok>

Institutional, State, and Country Report Template

Organisational overview:

Name of your organisation:	<i>The University of the South Pacific</i>
Contact information for your organisation:	<p>Records Management</p> <p><i>The University of the South Pacific Private Mail Bag Laucala Campus Suva, Fiji Islands</i></p> <p><i>Location: MQ20 (B317) – Laucala Campus. Phone: (679) 32 31687 Email: records(at)usp.ac.fj Web: https://www.usp.ac.fj/records-management/</i></p>
Email:	records@usp.ac.fj

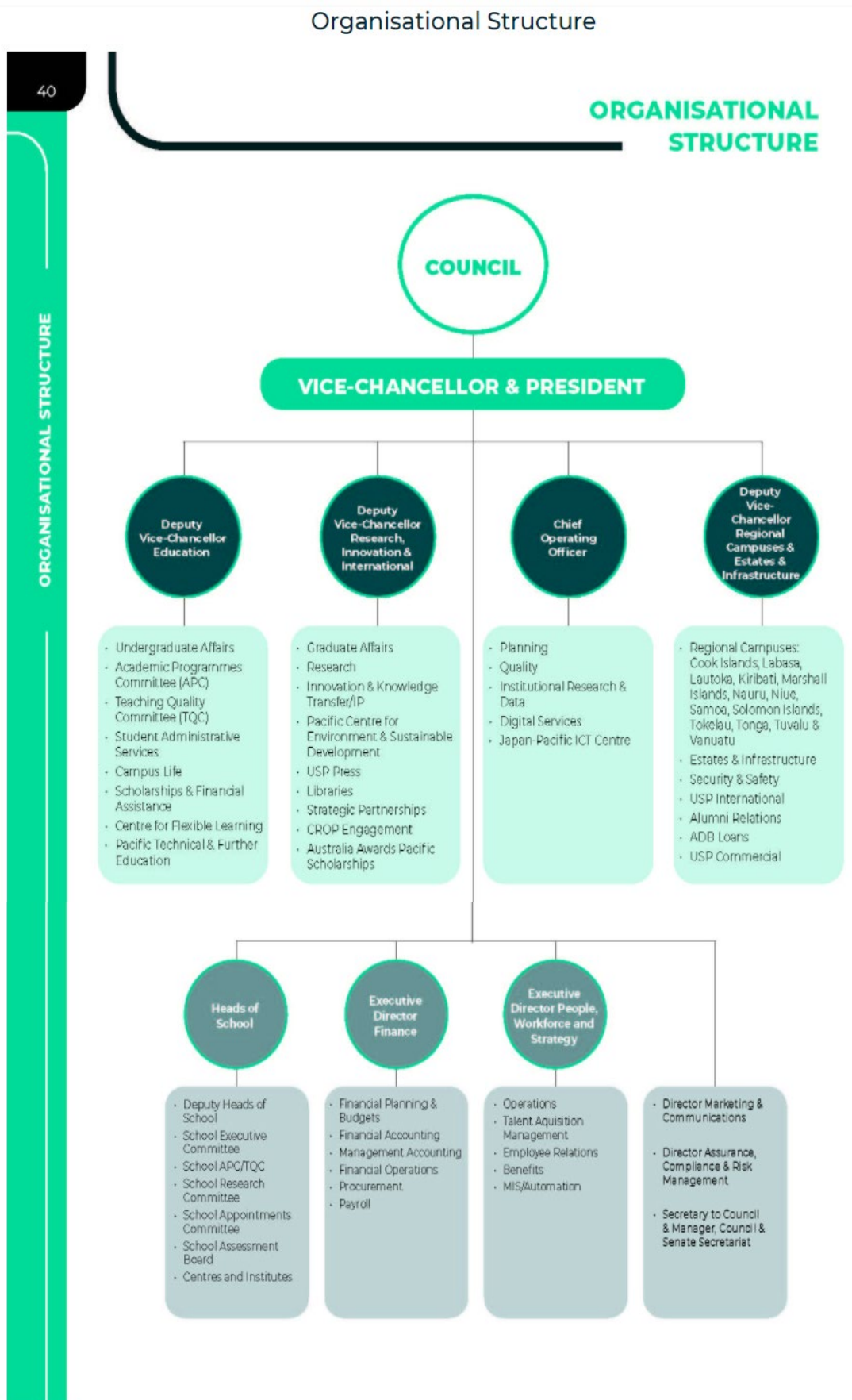
1. Provide a summary of your stated objectives, goals and responsibilities:

Foster a vibrant, robust, and integrated records management ecosystem that enables evidence based governance and knowledge generation at The University of the South Pacific.

Responsibilities:

- *manage the University records management framework of policies guidelines and procedures for the accurate governance of its information assets;*
- *create a culture across the University which values the management of records as a vital resource for planning monitoring evaluating and learning;*
- *harness technology to provide a seamless solution for the University’s records management needs;*
- *guarantee that the region can benefit from the University’s unique and ongoing story by identifying and managing crucial archives and artefacts;*
- *support information governance and access to information as key enablers of sustainable Pacific islands development*

2. Provide a copy of your organisational structure and your reporting structure:



Reporting Structure

The image shows a screenshot of the University of the South Pacific (USP) website's navigation menu. At the top left is the USP logo with the text 'THE UNIVERSITY OF THE SOUTH PACIFIC'. At the top right is the text 'WHY USP' with a downward arrow. The main menu items are: 'Office of the Vice-Chancellor and President', 'Home', 'Senior Management Team', 'Staff', 'Consultancy Database and Registration Management', 'SMT Decisions', 'Conferences, Statements & Speeches', 'Message to Students', 'Message to Staff' (with a downward arrow), 'Sections' (with an upward arrow), 'Marketing and Communications Unit', 'Council and Senate Secretariat (CSS)', 'Records Management' (highlighted with a red box), 'Assurance and Compliance', 'Information Technology Services', and 'Human Resources'.

3. Number of staff employed in your organisation:

7

Current developments:

4. Describe any major changes since 2019:

There has been an increased focus on facilities and strengthening storage capacity. This has provided more stable conditions to safeguard our records and upgrade the physical working environment.

Education and Training:

5. List the specific qualifications of staff at your organisation:

- i. Manager, Records Management – Master of Business Information Systems (MBIS).*
- ii. Systems analyst – Masters in Information Systems (MINS).*
- iii. Records Officer, Systems Admin*
- iv. Records Officer, Classification – Masters in Business Administration (MBA).*
- v. Records Officer, Retention and Disposal – Masters in Management & Public Admin (MCOMMG), PGDCRM, BA*
- vi. Records Assistant, Retention and Disposal - Diploma in Library and Information Services, Bachelor of Commerce in Management and Public Administration, Information Systems.*
- vii. Records Assistant – Generalist - Dip. in Library/Information Studies & Undergrad BCOM (Management and Public Administration & Human Resources/Employment Relations)*

6. Identify specific training needs:

- Conservation and preservation of hard copy records*
- Digitisation of records*
- Workflows and Automation in Content Manager (formerly HP Trim)*

7. Provide details of any conference or professional development opportunity staff have attended since 2019:

The Record Officer, Retention and Disposal attended the PARBICA Conference 21-25 October, 2019 – Adelaide Australia.

8. Describe the availability of professional literature (serials, internet databases etc...):

Professional literature is available through the PARBICA website and an Australian Society of Archivists membership.

Recordkeeping for Good Governance

9. Are you aware of the Recordkeeping for Good Governance Toolkit project?

Yes

10. Have you used any component of the toolkit in the in the past two years?

Yes

- Disaster preparedness plan – this tool was used to prepare a draft copy of the disaster preparedness plan for the USP records office. It provided a guideline on what topics were needed to cover in the plan. It provided a step by step process that was needed to outline and the solution for the recovery efforts.*

- *Records keeping for good governance – this basically informs us the general record keeping rules, the do's and don'ts', importance of records keeping, how to manage an organizations records, Archiving and disposal of records, digitization of records and its preservation techniques.*

11. Do you have any planned initiatives that involve using the Toolkit?

Perhaps utilise the Train the Trainers guideline to carry out training for staff on Records Management to improve recordkeeping practices at the University.

12. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?

Yes.

13. Can you comment on whether the standard of recordkeeping has improved in government agencies?

Not to sustainable levels. There is typically an improvement after training but staff usually move on to other positions quickly.

Leadership

14. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Yes, based on USP's records management policies and experience using the Electronic Document and Records Management system – Content Manager.

15. Are there any additional skills you need to talk authoritatively to other agencies?

i) Training and evaluation and ii) Monitoring & Evaluation, to help build case studies to demonstrate the impact and need for good recordkeeping as a critical enabler of good governance and sustainable development in the South Pacific.

Communication in country

i) Do you have any advice on the best way to communicate with senior officials in government agencies?

Collaborate, share information and propose solutions to records management challenges.

ii) Are there any resources that would help you to communicate with senior officials in government?

Find ways to connect to international, regional, and local fora/policies/initiatives as a way to demonstrate value and engender continued engagement with senior officials.

iii) Did your organisation celebrate International Archives Week in June 2020 and/or June 2021? If yes, what activities or events were held?

No. Due to Covid, Fiji was on lockdown and the University was closed.

State of recordkeeping and archives management

- iv) **Identify the top types of records requiring the most immediate work:**
Vital records/Archival records
- v) **Describe the state of digital recordkeeping in your country:**
Basic stage.
- vi) **Describe any digital recordkeeping technologies being used in your country:**
Electronic Records Management System used by USP is Content Manager
- vii) **List the records of significance to your country and or the Pacific region held in your collection:**
Educational Institution records
- viii) **Are these records of significance on the [Memory of the World Register](#)?**
*Yes, under **Quality Education** - Sustainable Development Goal 4 and its targets.
"Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all".*
- ix) **Describe the tools you use to manage your collection:**
 - i. *Electronic Management System – **Content Manager** for capturing soft copy records*
 - ii. *Building and Shipping containers for storing hard copy records*

Collaboration

- x) **Are you working with other institutions on any projects or initiatives?**
Digital Pasifik <https://digitalpasifik.org/>

Recommendations for PARBICA

Recommendations for future guidance

xi) What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies **(1)**
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc) **(2)**
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Train the trainer **(3)**
- Other _____

Other involvement in PARBICA activities

xii) if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other _____

Communication

xiii) What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

xiv) Does your organisation have access to the internet?

Yes

xv) How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

xvi) What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

xvii) Would you prefer to receive your membership renewal invoice by email or post?

- Email – confirm address:
- Post

Other recommendations for PARBICA

xviii) Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.

Include in the Toolkit 'Best practices on managing records when working remotely or working from home (WFH)'.

- *Where to save work documents*
- *Classifying records i.e. personal records from university records*
- *Capturing communication between employees*
- *Shared online spaces e.g. Zoom*

Disposition and Destruction of Documents

- *What to do with documents printed or created at home*
- *Save documents while avoiding duplication of records in multiple devices*

- *Ability to determine whether a document created is a record and know its Retention requirements*