

Treasurer's Report for the Financial Years 2019-20 and 2020-21

PARBICA maintains a healthy cash balance spread across two Commonwealth Bank accounts, and PayPal. There are no unexpected costs or liabilities. With no physical conference in 2020-21, there are no expenditure pressures.

PARBICA incurred a deficit in 2019-20 due to our commitment to support attendance at the Adelaide ICA Conference. Taking that commitment out of our operations, we operated at a surplus of approximately \$7,000 for the year. 2021 Membership invoices were emailed in early March, after confirmation of ICA membership fee schedule. Fees were due 30 April. Less than half the PARBICA members had renewed their membership by 30 June 2021. Delinquent memberships are a recurring issue, and it seems some organisations become members in order to participate at a PARBICA conference, then allow their membership to lapse. 2020-21 has been a particularly difficult year for many members due to the global pandemic, so the Bureau decided to not issue past due notices to individual members.

ICA memberships paid to PARBICA on a joint invoice with PARBICA membership are received on behalf of the ICA. PARBICA report quarterly the receipt of ICA fees, and the ICA invoice PARBICA annually. Due to exchange rate fluctuations, the amount received on behalf of ICA and the amount reimbursed vary marginally.

Notes to and forming part of the accounts

Note: This special purpose financial report has been prepared for distribution to the members to fulfil the financial reporting requirements under the PARBICA Constitution. The Accounting policies used in the preparation of this report are consistent with the financial reporting requirements of the Bureau's constitution and with previous years, and are in the opinion of the Bureau, appropriate to meet the needs of members.

Annual Financial report 2020-21

CASH FLOW STATEMENT 2020-2021

INCOME:

PARBICA Membership dues	\$ 5,296.66
ICA Membership dues	\$ 3,278.83
Interest earned on deposits	<u>\$ 17.27</u>

Total income \$ 8,592.76

EXPENSES (including GST):

Publishing costs (Website hosting annual USD 150)	\$ 216.39
ICA Membership dues remitted to ICA	\$ 5,087.26
Memberships (Blue Shield Australia)	\$ 75.00
Bank fees	\$ 63.00
PayPal fees	<u>\$ 30.12</u>

Total expenses -\$ 5,471.77

Cash Surplus 2020-21 \$ 3,120.99

BANK RECONCILIATION 2020-21

Account	Balance at 1 Jul 2020	Plus deposits	Less Withdrawals	Balance at 30 June 2021
Everyday A/c	\$25,638.41	\$7,755.49	-\$5,225.26	\$28,168.64
Savings A/c	\$53,175.59	\$17.27	\$0.00	\$53,192.86
PayPal	\$4,310.40	\$820.00	-\$246.51	\$4,883.89
Totals	\$83,124.40	\$8,592.76	-\$5,471.77	\$86,245.39

Annual Financial report 2019-20

CASH FLOW STATEMENT 2019-20

INCOME:

PARBICA Membership dues	\$ 7,444.48
ICA Membership dues	\$ 6,106.22
Interest earned on deposits	\$ 54.86
PARBICA18 Conference Sponsorships received	\$ 29,389.03
PARBICA18 Conference Member contributions	\$ 325.00
PARBICA18 Conference Flight refunds	\$ 1,279.64
PARBICA18 Conference Accommodation refunds	<u>\$ 994.07</u>

Total income \$ 45,593.30

EXPENSES (including GST):

ICA Membership dues remitted to ICA	\$ 5,898.37
PARBICA18 Conference Member contributions	\$ 325.00
PARBICA18 Conference Flights	\$ 29,866.66
PARBICA18 Conference Accommodation	\$ 9,379.20
PARBICA18 Conference Registrations	\$ 7,635.00
Memberships (Blue Shield Australia)	\$ 150.00
Bank fees	\$ 348.00
PayPal fees	<u>\$ 98.58</u>

Total expenses -\$ 53,700.81

Cash deficit 2019-20 **-\$ 8,107.51**

BANK RECONCILIATION 2019-20

Account	Balance at 1 Jul 2019	Plus deposits	Less Withdrawals	Balance at 30 Jun 2020
Everyday A/c	\$35,532.20	\$42,838.44	-\$52,732.23	\$25,638.41
Savings A/c	\$53,120.73	\$54.86	\$0.00	\$53,175.59
PayPal	\$2,578.98	\$2,700.00	-\$968.48	\$4,310.40
Totals	\$91,231.91	\$45,593.30	-\$53,700.81	\$83,124.40

PARBICA18 Conference Financial summary

All anticipated sponsorship and reimbursements were received, and PARBICA succeeded in our plan to support conference attendance to a budget of \$15,000. PARBICA's profile was high throughout the Conference, and our sponsored speakers well received. The overall sponsorships and receipts are shown below:

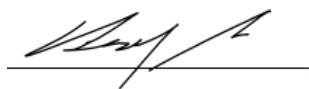
Sponsors:

UNESCO/MOWCAP/JFIT, US\$11,000	AUD	\$15,365.64
Norway National Archives, through National Archives of Australia, €5,000	AUD	\$8,469.61
Papua New Guinea Department of Implementation and Rural Development	AUD	\$500.00
REI Foundation, New Zealand	AUD	\$2,000.00
State Records South Australia	AUD	\$1,000.00
Pacific Manuscripts Bureau	AUD	\$500.00
ICA/PCOM Bursary, €1,000	AUD	\$1,553.78
TOTAL Sponsorships	AUD	\$29,389.03
Expenses:		
Return flights for 15 Delegates and 3 presenters	AUD	\$28,554.02
Accommodation for 13 Delegates and 3 presenters	AUD	\$8,385.13
Conference registrations for 9 delegates	AUD	\$7,635.00
TOTAL Support	AUD	\$44,574.15
Overall Costs to PARBICA of PARBICA18/ ICA Adelaide	AUD	\$15,185.12

Membership Report as at 30 June 2021

Current members and their payment status is below.

Category	Total	Paid 2021	2020 unpaid	2019 unpaid
A – National Archives	18	6	6	2
B – Professional Associations of Archivists	3	1	1	0
C – Other Related Institutions	45	17	16	5
D – Individuals	28	9	12	2
E – Honorary Members	10			
Total	104	33	35	9



David Swift
PARBICA Treasurer
19 October 2021



PARBICA Secretary General's Report

*General Assembly, PARBICA 19
1 November 2021*

Introduction

E ngā hau e whā o te motu, ngā mihi o te ata ki a koutou

The Secretary General's role is to plan and coordinate activities, administer Bureau meetings, manage memberships (jointly with the Treasury) and maintain relationships with members. This report provides an overview of some of the highlights from the last two years. This has been my first, and hopefully not last, term as the Secretary-General of PARBICA.

Bureau

PARBICA is a regional branch of the International Council on Archives (ICA) managed by an elected bureau of volunteers. During the two-year term the Bureau has met regularly using zoom.

Current Bureau members were elected and confirmed by the General Conference in Adelaide, Australia on 21 October 2019. The Bureau membership for the term 2019-2021 has included the following representatives:

President:	Mr Noa Petueli Tapumanaia (Tuvalu)
Vice-President:	Ms Amela Silipa (Samoa)
Secretary General:	Ms Lillie Le Dorré (New Zealand)
Treasurer:	Mr David Swift (Australia)
Member:	Mr Timoci Balenaivalu (Fiji)
Member:	Ms Margaret Inifiri (Solomon Islands)
Member:	Ms Julian Chonigolo (Solomon Islands)
Member:	Mr Opetia Alefaio (Fiji)

The Bureau has been supported by the following co-opted members:

Assistant to the Secretary General:	Ms Katherine C’Ailceta (New Zealand)
Assistant to the Treasurer:	Ms Cat Stanley (September 2019-2021)

The Bureau is grateful to those co-opted members for their support in these circumstances. My particular thanks to Katherine for her help and support – it has been a team effort and I am very grateful to her.

The Bureau would also like to express its thanks to Opetia Alefaio for his work as PARBICA President, and for agreeing to stay on as a Bureau member to help guide the new president and members.

Our Congratulations to Ms Cat Stanley on her appointment to the role of State Manager for the National Archives of Australia’s Northern Territory Office in Darwin. Thank you for your assistance to our treasury, Cat.

Special mention must be made to Ms Margaret Inifiri, formerly Government Archivist for the National Archives of the Solomon Islands. Margaret has retired from the Solomon Islands Government during 2021. The Bureau thanks Margaret for her service to the National Archives, to PARBICA and to her colleagues across the Pacific. Congratulations on your much-deserved retirement Margaret.

The PARBICA Bureau welcomed Ms Julian Chonigolo as Bureau member, replacing Margaret. Julian has been appointed to the Government Archivist role, while Mr Kabini Afia was appointed as acting Deputy Government Archivist. Congratulations to both of you on your appointments.

Membership

The membership report is covered in the Treasurer’s report

Highlights of this term

PARBICA Recordkeeping for Good Governance Toolkit

Translations of the Toolkit

French

The Recordkeeping for Good Governance Toolkit (the Toolkit) has been produced by PARBICA for Pacific archivists to better equip government agencies across the Pacific to improve the state of recordkeeping within their administrations. During this term, the complete suite of Toolkit modules were translated into French. These have been made available to PARBICA members through the PARBICA website.

PARBICA is grateful for the work of the UNESCO Memory of the World Programme for providing French translations of each Toolkit Module in September 2021. This translation is particular value to our members in French speaking islands including New Caledonia, Wallis and Futuna, and Tahiti. We hope you will find these useful.

Japanese

During this term, some of PARBICA's most recent Toolkit modules – Guideline 20: Developing a Disaster Preparedness Plan, Guideline 21: Developing a Disaster Response Plan, and Guideline 22: Developing a Disaster Recovery Plan, were translated by the National Archives of Japan for use by their staff nationwide.

The project arose out of the COVID 19 lockdowns as a way to assist colleagues in Japan with practical training when opportunities for international communication and exchanges are limited. National Archives of Japan plan to use the translated modules for a joint training session with the National Archives of Thailand, conducted by the UNESCO Bangkok office in the next year.

Both of these translation highlight the enduring value of the Toolkit as a fundamental training and guidance resource for records managers and archivists right around the world.

Development of further Toolkit modules

No new modules were developed during this term. As ever, The PARBICA Bureau is seeking feedback from members about which other new topics would be useful to develop toolkit modules for in future. The Bureau would like to be in a strong position to take advantage quickly of any funding opportunities that may arise.

Designing the Archive Conference, Adelaide 2019

PARBICA 18

PARBICA was well represented at the 2019 *Designing the Archive* conference presented by the Australian Society of Archivists (ASA), Archives and Records Association of New Zealand Te Huinga Mahara (ARANZ), the International Council on Archives (ICA) and PARBICA. The conference was held at the Adelaide Oval from 21-25 October 2019.

Through the generous sponsorship of our supporters, we were able to cover the costs of return flights for 15 delegates and 3 presenters, accommodation for 13 delegates and 3 presenters and the conference registration fees for 9 delegates.

The conference opened with a moving Welcome to Country by Michael O'Brien, a descendant of the Kurna (Adelaide Plains) and Narrunga (York Peninsula) peoples. Delegates then enjoyed refreshments at the beautiful Art Gallery of South Australia and exclusive viewing of the Tarnanthi exhibition.

Papers presented

PARBICA members who presented at *Designing the Archive* include Timoci Balenaivalu (Fiji), Noa Petueli Tapumanaia (Tuvalu). Timoci's presentation focused on how Pacific archives are perceived; using empathy and experimentation to make archives more relevant in a resource poor environment. Noa presented on the journey of the Tuvalu National Library and Archives over the previous 40 years, sharing the major challenges faced by his organisation and how they were working to strategically overcome them.

Noa also co-presented a paper with long-time PARBICA friend and colleague Kylie Maloney entitled *The repatriation of historical records from Kiribati to Tuvalu: Indigenous priorities and self-determination in action at the Tuvalu National Library and Archive*. This paper described the repatriation of colonial records from Kiribati to Tuvalu and highlighted some of the challenges and positive outcomes of the physical repatriation of records back to the indigenous people of Tuvalu.

In addition, Noa sat on a panel discussion with Brandon Oswald and Fred Van Kan. The focus of this panel discussion was FIDA, the Fund for the International Development of Archives. FIDA supports colleagues in low-resourced environments.

Tukul Kaiku, Kakaito Kasi, and Vicky Puipui, all from Papua New Guinea, presented a paper on the establishment of 22 provincial archives in Papua New Guinea, providing a general background of the Overview of Records and Archives Department in Papua New Guinea National Library, Archives and Records Services, the Ten-Year Strategic Plan 2016-25, and the 22 provinces.

Amela Silipa (Samoa) presented a paper on indigenous languages, which provided an overview of the ways that the Samoan Ministry of Education, Sports and Culture includes in its Curriculum the teaching of the Samoan language as compulsory from years 1 -13. Amela also shared how the National Archives of Samoa was working in collaboration with the Culture in preserving and revitalising their language through development of the monolingual dictionary, storytelling and the collection of folk songs.

Former PARBICA Secretary-General, Talei Masters and Lillie Le Dorré, both from Archives New Zealand, facilitated a workshop on identifying Vital Records, using the newly published Toolkit Module Guideline 23: Identifying Vital Records for Government Departments.

Archival Capability

PARBICA 18 Disaster Preparedness Workshop

Brandon Oswald and Emilie G Leumas ran an interactive PARBICA Recordkeeping for Good Governance workshop examining the four basic stages of disaster preparedness: mitigation, preparedness, response and recovery. The workshop was highly attended by PARBICA members and participants reported that it was not only well run, but informative and fun, with hands on practice with wet material!

The workshop helped participants to consider all situations and levels of a disaster's impact, particularly those that cause damage to records, collections, and disrupts the flow of business and services. It also inspired participants to be more proactive before, during and after a disastrous event occurs at their organisation.

This workshop was provided by the Japanese Funds in Trust (JIT) in partnership with the UNESCO Memory of the World program. The workshop was a tangible activity for the JIT to advance one of their key strategies, a 'global policy framework for sustainable preservation of documentary heritage through disaster risk reduction and management'. PARBICA is greatly appreciative of the support of the JIT for funding this workshop, and for the ongoing support of the UNESCO Memory of the World program.

Co-operation and Advocacy

UNESCO Memory of the World partnership

AtoM pilot project

PARBICA enjoys a close relationship with the UNESCO Memory of the World Regional Committee for Asia and the Pacific (MOWCAP) and is grateful for this support and collegiality.

During this term, PARBICA worked with MOWCAP to develop a Pacific Member States Action Plan for the implementation of the UNESCO Recommendation on Documentary Heritage. A key activity within this plan is to work with together to pilot a project to test the feasibility of using AtoM in the Pacific. AtoM or Access to Memory is a web-based, open source application for standards-based archival description and access in a multilingual, multi-repository environment.

A project team comprised of Joshua Ng (New Zealand), Jan Hutař (New Zealand) and Ross Spencer (Germany) have delivered the first component of the project – an analytical report – with remaining products including a Toolkit module expected before the end of the calendar year. Joshua and Jan will present a report on their work to date as part of the partner reports later on in the General Assembly meeting.

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. PARBICA is grateful to MOWCAP and UNESCO Bangkok for this funding.

A global pandemic

The unprecedented global pandemic has become the ‘new normal’ for many around the world. The impact has been felt greatly in our corner of the world too, with border closures, curfews and lockdowns put in place at various times to help stem the advance of the virus, which has impacted PARBICA colleagues frequently over the past two year.

Fiji has been particularly impacted with 51,846 cases at 18 October 2021 and over 600 deaths. The PARBICA Bureau pays its respects and condolences to friends and colleagues who have lost loved ones as a result of the pandemic.

Border closures mean that we are not meeting kanohi-ki-te-kanohi or face to face today. Through the wonders of modern technology, we are able to connect here through zoom however this can never replace the experience of being together in person. It is my hope that PARBICA 20 can happen in person as it will be an important milestone and one for celebration.

The use of this webinar tool does open doors for expanding our reach – I believe that decent number of you here today might not have been able to attend if we were meeting in person. The PARBICA Bureau have already begun thinking about the opportunities that this technology presents us, including the possibility of quarterly webinars, where friends and colleagues can share their work with others. Stay tuned for more in this space during the next term!

Reflections on next steps for PARBICA

With the pandemic continuing for an unknown length of time, the Bureau may choose to continue to focus on more foundational activities, rather than 'big bang' projects but it may also take the possibilities presented by lockdowns and technology to become more active and deliver more for the membership.

Members of the Bureau work hard to complete funding applications and continually look for new avenues for funding. To capitalise on the hard work of the Bureau it is important that members are responsive. Members can demonstrate this by ensuring they respond to requests from the Bureau in a timely manner, look for funding opportunities in-country and take a leadership role within your own country. Similarly, it is important that those who are elected to Bureau positions engage as often as possible, to support the President in their role and ensure that members are offered an exciting and engaging range of work and outcomes.

The next PARBICA conference will be held in 2023. It is very likely that it will still be difficult to secure funding for members to participate. I actively encourage you all to look for ways to include, at least partial, funding into your budgets to enable you to attend PARBICA 20.

As reflected in the Treasurer's report, the accounts are looking healthy, thanks largely to a lack of travel. The costs for running this conference are close to none as the Department of Internal Affairs, Archives New Zealand's home agency, has provided the zoom license free-of-charge. Thank you to Internal Affairs for this, it is greatly appreciated.

Ngā mihi nui ki a koutou

After two terms as Secretary-General, I am not running for re-election for the 2021-2023 term. I have taken a new position as Private Secretary to the Hon. Jan Tinetti, Minister for Internal Affairs in New Zealand and as such, am not currently working in the archives and records space. One of my portfolio responsibilities is New Zealand's National Library and Archives so I am not moving too far out of the whānau/family and will be keeping my finger on the pulse while in this role.

I would like to sincerely and heartily thank my fellow Bureau members for their support, encouragement and friendship over the past two terms that I have been lucky enough to hold this position. It has been excellent to work with you all. I also extend my thanks to Archives New Zealand and the Department of Internal Affairs for their continued support of the PARBICA Secretariat. In particular, I would like to thank Katherine C'Ailceta for supporting me as Assistant to the Secretary General, your support and work to keep the Secretariat going has been invaluable. Ngā mihi nui ki Talei Masters and Mark Crookston, former Secretary-Generals and PARBICA whānau members for their guidance and support as well.

Finally, many thanks to our PARBICA members. I have relished my time learning the Secretariat ropes, the work of PARBICA and work of its people – our members and supporters. The strength of our network and the connected of the membership despite vast geographic distance is something I reflect on often and hope to see that continue through 2022 and beyond.

Nō reira, tēnā koutou, tēnā koutou, tēnā koutou katoa

Lillie Le Dorré
Secretary-General, PARBICA