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|  | **Opening – 10am Fiji time**  Mr Noa Peteuli Tapumanaia (Tuvalu), PARBICA President, opened the 19th General Assembly at 10am. Noa noted that this it was the first time the PARBICA conference has taken place online. |
|  | **General Business** |
|  | ***Condolences***  Noa requested a moment’s silence be observed in remembrance of recently passed colleagues:  Mr Vani Igo, Papua New Guinea  Mr Frank Upwood, Monash University |
|  | ***Apologies***  No apologies received |
|  | ***Assessment of Quorum***  Quorum is passed |
|  | ***Adoption of Agenda***  The agenda was presented by Noa Petueli Tapumanaia.  Acceptance of the agenda was moved by David Fricker (Australia) and seconded by Katherine Pawley (New Zealand)  Agenda was accepted. |
|  | ***Admission of Observers***  Several observers were admitted online. |
|  | **Confirmation of the minutes of the 19th General Conference, held in Adelaide, South Australia, on 21 October 2019**  The minutes of the 19th General Conference, held in Adelaide, South Australia, 2019, were presented to the Assembly.  Confirmation and acceptance of the minutes was moved by Amela Silipa (Samoa) and seconded by Ewan Maidment (Australia).  The minutes were adopted. |
|  | **Activities of PARBICA 2019-2021** |
|  | ***President’s Report***  Presented by Noa Petueli Tapumanaia, President. A full copy of the report is attached as Appendix 1.  Noa welcomed the attendees to the conference and remarked that an online conference is new to many PARBICA attendees. He noted that it had been a very busy two years for PARBICA since the last conference, and that we remember those who have been affected by the pandemic. He also recognised the hard work of the PARBICA Bureau during this time.  Noa acknowledged the request of the National Archives of Papua New Guinea to host PARBICA19 and their commitment to doing this. Unfortunately due to Covid the Bureau decided to host the conference online in order to reduce risk for attendees.  Noa noted some areas of development for PARBICA, including the UNESCO symposium held in Africa in September 2021 where lessons learnt from the pandemic were shared. There was also the launch of the French-language version of the record-keeping for good governance toolkit, and this is also being translated into Japanese, which demonstrates the international importance of this toolkit.  The Access to Memory (AtoM) project has also progressed, and PARBICA has been been working closely with UNESCO on this. This project aims to understand the current barriers Pacific archives experience when implementing archives management systems. It also intends to develop guidelines and resources on AtoM that can be shared across the Pacific.  PARBICA has also supported the development of a data embassy in the Pacific. Noa has been in discussion with ICA President David Fricker about this work, and this topic will be explored more during this conference.  Noa concluded by noting that challenges for Pacific archives will increase over the next few years, particularly in the face of climate change. He called for collaboration in order to work together against these problems. Noa concluded by thanking all attendees for joining PARBICA19. |
|  | ***ICA President’s Report***  Presented by Mr David Fricker, ICA President. A full copy of the report is attached as Appendix 2.  David thanked Noa for the invitation to join PARBICA19. He acknowledged the first nations of Canberra and all first nation people attending the conference and stated his commitment to the recognition and respect for indigenous knowledge in archival practice around the world.  David observed that we are becoming more accustomed to gathering together online and was glad to see ICA organisations using technology to their advantage. David noted that he had been involved in several online celebrations for archive anniversaries across the world and he congratulated PARBICA for embracing this way of working.  David discussed developments in the ICA, including recent reforms made to the ICA constitution. The last significant changes were made in 2012, and the current reforms were made with much consultation and consideration across the ICA community in order to increase democratisation and representation. An example of this is that Category D members now have voting rights. The new constitution has codified its approach to how general assemblies are run, with clearer term limits for bureau members and staggering elections for more continuity in leadership.  Another development in the ICA was the establishment of a forum for professional associations. This was done in order to recognise the special role professional associations play in the ICA and in the archiving profession. This forum is available for professional associations, and has a codified and revised terms of reference in the ICA constitution.  There have also been further alterations to the ICA constitution. Some items have been removed and redefined as ‘internal regulations’ instead, such as the way elections are run or certain policies that affect the operation of the ICA. It has been found that if items are in the constitution it is very difficult to modernise and change them. Instead, as internal regulations, the ICA can be faster and more agile to change them when required.  At the General Congress the Secretariat was allowed to make some editorial changes to the constitution, such as ensuring that the French and English constitutions shared the same meaning. There was also some discussion about reviewing the executive board of the ICA, as its large size can create scheduling difficulties. However it was decided that reducing the size of the board would reduce democracy and representation. Subcommittees have been introduced however, which will function as working groups to advise the executive board in their decision-making and make in-depth discussion easier. The membership and size of the executive board has not changed.  David reminded attendees that the 2021-2024 ICA strategic planning document, ‘Empowering archives and profession’, is available on the ICA website. This strategic plan aims to strengthen networks and enable more collaboration, and David congratulated PARBICA on its community and work in the Pacific. He noted the discussion about the data embassy, and observed that entities such as PAMBU are products of collaboration which should continue to be invested in. He also noted that another aim of the strategic plan was for the ICA to be more accountable and transparent, and to increase diversity in its leadership. The third aim of the strategic plan is to ensure that all actions undertaken by the ICA improve engagement with and relevance to the membership, particularly by being stronger advocates for archives and the profession. The ICA has aligned with other organisations around climate change. He noted the translation work of the toolkit, and observed that the more this happens the more it strengthens connections and eliminates government corruption.  David was pleased to be invited to IFLA to present a session during their conference in August 2021. He discussed collaboration and the preservation of cultural heritage at this event, alongside the presidents of ECOM and ECAMOS.  Finally, David announced his retirement as Director General from the NAA at the end of 2021. Elections will be called for the president of the ICA, but he will remain in the role until September 2022. He will also stay in his role at UNESCO MOW International Advisory Committee until 2023. He will continue his dedication to the commitments of ICA and hopes to count on the support of PARBICA members to do so. He also noted the new Vice President of PCOM (Programme Commission) Meg Philips who has recently been appointed to this position.  David thanked the ICA secretariat in Paris and noted their hard work during the pandemic to keep collaboration alive. He gave his condolences for all PARBICA members affected by the pandemic, and hoped that we are on the road to recovery.  David gave his thanks to Noa for keeping in touch during this time, and noted his energy and commitment to PARBICA.  Noa responded with thanks to David for his time today and assured him that PARBICA will continue to support the plans that have been made.  ***4.3 Secretary General’s Report***  Presented by Lillie Le Dorré (New Zealand), Secretary-General. A full copy of the report is attached as Appendix 3.  Lillie greeted the Bureau and outlined the role of the Secretary-General. She noted that the current bureau members were confirmed at PARBICA18 in 2019. She acknowledged Margaret Inifiri from the Solomon Islands, who has now retired and been replaced by Julian Chonigolo. She thanked Opeta Alefaio for his terms as President and for agreeing to stay on as a bureau member. Lillie also thanked Katherine C’Ailceta and Cat Stanley for their work supporting the bureau.  Lillie discussed highlights from the last term, including the translation of the Recordkeeping for Good Governance toolkit into French and Japanese. She thanked UNESCO Memory of the World for providing the translation, which will be particularly valuable for PARBICA members in French-speaking areas.  Toolkits 20, 21, and 22 have also been translated into Japanese. Lillie noted that both translations highlight the enduring value of the toolkits across the world. No new modules have been created this term, but feedback is sought from members about potential new toolkits to be developed.  Lillie discussed the 2019 ICA Designing Archives conference in Adelaide and that PARBICA was well-represented there. She thanked the generous sponsorship of supporters that allowed for transport, accommodation and registration fees for some PARBICA members. She also noted high quality of the presentations at the conference.  Lillie discussed the UNESCO Memory of the World pilot project to explore the use of ATOM software in the Pacific, noting how this has been enabled by the close relationship PARBICA has with UNESCO. A project team has been established and they will deliver a project update during the conference. Lillie thanks MOWCAP and UNESCO for their support.  She noted that the pandemic has been felt greatly in the Pacific, but that the Bureau has adapted in response to the challenges presented by it. Means of communication have improved with the use of zoom rather than teleconferencing. Lillie also suggested that online tools help to expand our reach and could allow for the development of quarterly webinars.  Lillie noted that for the time being the Bureau may choose to concentrate on more foundational activities, and keep looking for ideas and opportunities for funding. The next conference will be in 2023 and members are encouraged to include funding for this in their budgets. She noted that the zoom platform for PARBICA19 was being provided free of charge by the Department of Internal Affairs (NZ).  Finally, Lillie advised that after two terms as Secretary-General she will not be running for the next term as she has taken a new employment role. She thanked the Bureau members for their friendship and encouragement, and Archives New Zealand, the Department of Internal Affairs, Katherine C’Ailceta, Talei Masters, and Mark Crookston for their support.  Noa thanked Lillie for all her hard work and wished her the best of luck in her new role.  ***4.4 Treasurer’s Report***  Presented by David Swift, Treasurer (Australia). A full copy of the report is attached as Appendix 3.  David thanked Noa and the Bureau members, and acknowledged the traditional land-owners of Brisbane.  He then noted that much of PARBICA’s expenditure goes towards the conference, as they are important opportunities for members to connect and share. For the Adelaide 2019 conference around $15,000 AUD was set aside to enable members to attend, as it was a rare opportunity to engage with the ICA. He thanked the sponsors who supported this conference, as well as UNESCO, MOWCAP, the ICA, National Archives of Norway, State records South Australia, the Papua New Guinea Department of mplementation and Rural Development, and the Pacific Manuscripts Bureau.  David remarked that all of PARBICA’s assets are financial assets, most of its income comes from membership dues, and it has no products for sale at present. Although interest rates are very low in Australia, the current costs for PARBICA are limited to supporting the conference, and as such in non-conference years the costs are very low.  David stated that PARBICA started the year with $91,000 and ended the year with $86,000. There were very few costs this year and a surplus of $3000 was made. He noted that we still receive membership fees for ICA for many of our members, as this is easier for some PARBICA members to pay.  In regards to membership, David noted that a lot of individuals and organisations are finding it hard to pay for memberships due to Covid. Around one third of members have paid this year. However it is preferable to maintain people’s memberships, so they are not going to be pursued for dues. He noted that individual Category D members with dues outstanding will be invited to retain their membership by paying the invoice they receive for 2022. There are also a number of national archives and organisations who are in arrears for ICA memberships, however PARBICA does not have control over this and may decide not to manage ICA memberships in the future.  David concluded stating that PARBICA’s costs are low and bank balance is healthy, and so is in a good position to continue its work and plan for Parbica20.   1. **Declaration/Election of Office Bearers**   Lillie noted that no nomination returns were received and asked for verbal nominations for President.  Single nominations were received for the positions of President, Treasurer, and Secretary-General. Noa Petueli Tapumanaia retained his role as President. David Swift retained his role as Treasurer. Natalie Vaha’akolo (New Zealand) was voted in as Secretary-General.  Two nominations were received for Vice-President (Timoci Balenaivalu and Amela Silipa). Amela received the majority of votes and retained the role of Vice President.  Nominations were received for three membership positions (Opeta Alefaio, Timoci Balenaivalu and Kari James) and these were voted in.  Noa congratulated everyone and thanked them for their forthcoming dedication to their roles. He also thanked outgoing Secretary-General Lillie Le Dorre for her two terms of service, and outgoing Bureau members   1. **Discussion on and adoption of Resolutions of PARBICA19**   Lillie noted that this is normally done at the end of the conference, however she suggested completing this by email after the conference has ended.  Opeta Alefaio noted the importance of plugging into regional and international infrastructure, to write to the Pacific Islands Forum to get on the cultural agenda, and thinks there is an attitude that only oral traditions are valued to we need to impress on them that documentary heritage is valuable too. We also need to restate our claim in the role of governance, particularly in the area of data sovereignty. He noted the issue of climate change and the role of securing memory and evidence, and that there had been no discussion at COP26 about documentary heritage, archives or the security of data. He suggested that Noa write a letter about this, which Noa agreed to do.  David Fricker supported Opeta’s comments and stated he would be happy to commit some resourced to a taskforce on climate change. He noted that now is the time to think about what lessons have been learnt from Covid19. Australia’s response has not been informed by historical records, such as those relating to SARS, Influenza and AIDS. He observed the difference in volume of records about World War One, and the lack of records in comparison about the 1918 Influenza epidemic. He noted that there are now opportunities to reflect on current selection policies and to capitalise on this moment in history.   1. **Honorary Membership**   The list of current honorary members was read out. No nominations for new honorary members were submitted.   1. **Current developments roundtable – Category A and Category C members**   Lillie invited Category A and C members to share current developments from each of their institutions. Updates were given from the following representatives:   * Betty Williams, Reserve Bank Vanuatu * Amela Silipa, National Archives and Records Authority of Samoa * Timoci Balenaivalu, National Archives Fiji * Collin Yabaki, Heritage & Arts Services Fiji * Katherine C’Ailceta, Archives New Zealand * David Fricker, National Archives of Australia * Simiang Bunem, Department of Implementation and Rural Development, Papua New Guinea * June Naviti, Right to Information Unit Vanuatu * Kabini Afia, National Archives Solomon Islands * Noa Petueli Tapumanaia, Tuvalu National Library and Archives * Kari James, Pacific Manuscripts Bureau * Opeta Alefaio, University of the South Pacific Records Unit * Nicola Laurent, Australian Society of Archivists * Taputu Raea, Pacific Virtual Museum  1. **Other Business**   No other business presented   1. **Close of meeting**   Noa made closing remarks and thanked everyone for attending.  The meeting closed at 4.00pm |