

Institutional, State, and Country Report - Vanuatu

Organisational overview:

Name of your organisation:	Vanuatu Right to Information Unit
Contact information for your organisation:	Rue Du General De Gaulle PMB 9053, Ministry of the Prime Minister, Port Vila, Vanuatu
Email:	navitij@vanuatu.gov.vu
Website address:	Home - Vanuatu Right to Information Unit (gov.vu)

1. Provide a summary of your stated objectives, goals and responsibilities (or a link to this information on your website):

Objective

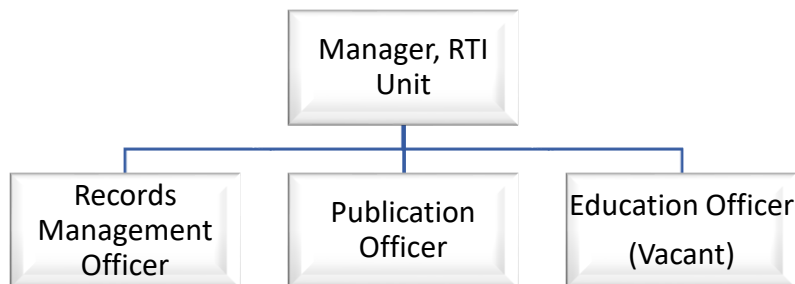
To coordinate implementation of the right to access information for all and voluntary disclose of information by government agency or relevant private entity.

Vision: To provide open, accountable and participatory government for all the people of Vanuatu.

Missions:

It is our mission to promote the recognition of the right to information as a universal right in Vanuatu guide public officials, the media, civil society and the public by providing a clear framework for accessing and disseminating information and provide an opportunity for a structured, comprehensive approach to the development of an improved and sustainable information management system across the public sector.

2. Provide a copy of your organisational structure and your reporting structure (or a link to this information on your website):



3. Describe any major organisational changes since 2021:

No changes.

4. Number of staff employed in your organisation:

3

5. Is your collection housed in a purpose-built archival repository?

Not purpose built but with environmental control.

6. Is your Archives a stand-alone institution, or is it combined with your National Library or another agency?

Within the premises of the Ministry of the Prime Minister.

7. Is there legislation that established your archives or the functions of your archives?

Yes

Link to legislation: [Legislation - Vanuatu Right to Information Unit \(gov.vu\)](#)

Education and Training:

8. What qualifications do your staff hold?

QUALIFICATION LEVEL		NUMBER
1	POSTGRADUATES	
2	DEGREES	
3	DIPLOMA	1
4	CERTIFICATE	1
5	OTHER	0

9. What are your priority training and skill requirements?

	TRAINING NEEDS
1	RECORDS MANAGEMENT PRACTISE (PRETRAINING TO PROVIDE TRAINING TO GOVERNMENT OFFICIALS IN RECORDS MANAGEMENT)
2	DIGITAL RECORDS MANAGEMENT
3	PRESERVATION & STORAGE DIGITAL RECORDS

10. Have you supported your staff to attend any archival conference or professional development opportunity since 2021:

None

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

We use PARBICA tools available to provide our trainings. Keeping Archives is also a tool that we use a lot and we have access to other online materials including PARBICA website.

Recordkeeping for Good Governance

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

Yes

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

Yes we use all guidelines to provide trainings based on the needs arise from different government agencies.

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

Currently we have included the toolkit as our Records Management Training resource and we use the survey toolkit to develop a RM survey to be conducted in 2024.

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

There is growing awareness amongst middle managers but a few major agencies have seen the need to developed theirs and most of their progress is driven from the top. Vanuatu developed its National Policy on Records and Information Management ([Records & Information Management - Vanuatu Right to Information Unit \(gov.vu\)](#)) using the PARBICA toolkit. The Policy has been approved by the Vanuatu Council of Ministers.

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

Currently there is a growing interest due to more awareness on the Right to Information Act. The Vanuatu Public Services Commission has just recently adopted into the Public Services Staff Manual the Code of Practice on Records Management ([Records & Information Management - Vanuatu Right to Information Unit \(gov.vu\)](#)) that was published by the RTI Unit.

Leadership

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

We have the National Records and Information Management Policy and the Code of Practice in Records and Information Management, but more training and awareness is needed.

We currently use our Right to Information trainings and awareness with government agencies to discuss issues relating to records management and implementing the National RIM Policy. We are very honoured that only recently the Vanuatu Public Service Commission has adopted into the Public Service Staff Manual the National Records and Information Management Policy and the Code of Practice on Records and Information.

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

We need to receive more training on Electronic Document Management Systems to be able to provide the best advice to government agencies. There is a current need to build our capacity to ensure government records are stored in safe and accessible systems.

Communication in country

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

A Council of Minister instruction will be able to communicate records management needs with senior officials. Work with the employer which in Vanuatu's case is the Vanuatu Public Service Commission.

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

Same as above.

21. Did your organisation celebrate International Archives Week in June 2022 and/or June 2023? If yes, what activities or events were held?

The last 2 years the Right to Information Unit made public posts to promote the International Archives Week.

State of recordkeeping and archives management

22. Identify the top formats of records requiring the most immediate work:

Digital Records

23. Describe the maturity of digital recordkeeping in your country:

Discussion and planning on digital recordkeeping is an agenda in most of the big agencies. Some agencies have gone ahead and worked with local IT companies to develop EDRM's. While others are still struggling, we need more training on digital recordkeeping.

24. Describe the extent of digital recordkeeping technologies being used in your country:

Few or no agencies use digital recordkeeping.

25. What are the most significance records documenting your country and or the Pacific region held in your collection?

Right to Information Records

26. Are these records of significance on the [Memory of the World Register](#)?

No

27. Describe the tools you use to manage your collection. Are they digital or analogue? Are they commercial products, or in-house developed?

Accession register

28. Are you working with other institutions on any projects or initiatives?

Yes

1. Vanuatu Language Services Department – proper setting up of their Library and Records collections.
2. Vanuatu Teaching Service Commission – facilitating Records Management Training to their officers

Recommendations for PARBICA

Recommendations for future guidance

29. 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
- Information Governance
- 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
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Digital preservation workflows and guidelines
- Digitisation guidelines
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Pest management guidelines
- Emergency response and disaster recovery guidelines
- Train the trainer
- Other __ *We strongly recommend having another train the trainers workshop on the PARBICA toolkit.*_____

Other involvement in PARBICA activities

30. 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

31. What methods do you use to communicate with other PARBICA members?

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

32. Does your organisation have reliable access to the internet? Yes

33. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

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

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

Other recommendations for PARBICA

35. 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.

We would strongly recommend that PARBICA look at means to provide archival and records management training or educational opportunities for Pacific Island Countries.