

Update from the Pacific Islands Forum Secretariat

The management of the Secretariat's information and infrastructure is the responsibility of the Information Services [IS] team. The IS team is headed by the Team Leader Information Services and comprises the Information Technology unit [11 staff] and the Information Management unit [4 staff] who manage the library and records/archives.

The IM unit has found the PARBICA Toolkit a valuable resource as the Secretariat's Records Management Policy was developed using the toolkit. The team appreciates the regular updates provided by the PARBICA Secretariat as this has kept us informed about the latest trends and developments. We are also looking to review our existing policies and develop an Information Management Framework.

PARBICA has provided the platform for networking with records management professionals who we have been fortunate to engage with and learn from. The IM unit has been in regular contact with colleagues from the Secretariat of the Pacific Community for knowledge sharing of projects and work in the records management field.

The Secretariat began the process of procuring an Electronic Document and Records Management system [EDRMS] in 2021. We were fortunate to have Mr Opeta Alefaio, in his former role as Records Manager at the University of the South Pacific, as part of the EDRMS tender evaluation committee.

The EDRMS system will be rolled out in phases beginning in October 2023 and ending in mid-2024. We anticipate that the system will change the way we currently do things and bring about improved efficiencies in the access of information.

Vinaka,
Ateca

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