



THE UNIVERSITY OF THE WEST INDIES  
AT MONA, JAMAICA  
THE DEPARTMENT OF LIBRARY AND INFORMATION STUDIES

# CARBICA XII

## Get Your House in Order!

Aligning Caribbean Archives and Records for Digital and Sustainable Futures

**Caribbean Archives Association**  
**A Regional Branch of the International Council on Archives (CARBICA)**  
**c/o National Archives of Trinidad and Tobago**  
**105 St. Vincent Street, Port of Spain, Trinidad and Tobago, West Indies**

The Twelfth General Assembly of CARBICA (hereafter CARBICA XII) and Conference will be held online from 26-28 April 2023. The details are as follows:

- Date:** Wednesday 26th to Friday 28<sup>th</sup> April, 2023
- City, Territory:** Port of Spain, Trinidad & Tobago
- Mode of Meeting:** **ONLINE - Schedule outlined in Trinidad & Tobago time**
- Theme:** “Get Your House in Order!”: Aligning Caribbean Archives and Records for Digital and Sustainable Futures

### About CARBICA XII:

The last four (4) years (2019-2022) have been very eventful for the Caribbean region, especially for the records and archives sectors. We have experienced volcanic eruptions, fires, floods and pandemics, the implementation of remote work, the overnight demand for digital access to records and services, changes in legislative stipulations, the escalating politics of digital information, and the increasing use of digital platforms for information creation and sharing. Caribbean archives and records professionals have pivoted to meet the ever-increasing demands for cultural preservation and digital capacity in order to acquire, maintain, preserve and provide access to records and archives. In this Conference, we meet to consider strategies for enabling protection and preservation of cultural heritage by building regional capacity and confidence in digital records management, archival work and education. Through workshops, lectures, panel discussions, and social networking events, **CARBICA XII** is aimed at enabling both professionals and institutions to “**Get Your House in Order**”.

We look forward to seeing you all at **CARBICA XII** and in our quadrennial General Assembly.



# ONLINE: CARBICA XII PROGRAMME

## DAY ONE: Wednesday 26 April, 2023

TIME	ACTIVITY DESCRIPTION	SESSION BRIEF
9:45 AM - 10:00 AM	<b>DAY HOST: Stanley H. Griffin, Jamaica</b> Zoom room opens	
10:00 AM – 11:00AM	<ul style="list-style-type: none"> <li><b>Welcome &amp; Opening Remarks:</b> Avril Belfon, President, CARBICA</li> <li>Introduction of Keynote Presenter: Dr Stanley H. Griffin, Secretary</li> </ul> <p><b>Keynote #1: Archives and Records in the Politics of Digital Transformation</b> Meg Phillips <i>Vice President, Programme</i> <i>International Council on Archives</i></p>	
<b>TEN MINUTE SCREEN BREAK</b>		
11:10AM – 12:10 PM	<p><b>Training Session: Digital Transformation# 1: Digital Records Management &amp; Information Governance</b></p> <p><b>Digital Records Management</b></p> <ul style="list-style-type: none"> <li>Sparkle Ferreira, <i>Records Manager, Trinidad &amp; Tobago</i></li> </ul> <p><b>Information Governance</b></p> <ul style="list-style-type: none"> <li>Shadrack Venson, <i>Information Management Professional, United Nations-HQ, USA</i></li> </ul>	<p><b>Chair: Max Scriwaneck, Curacao</b></p> <p>The rise in digital technology usage, remote work and the demands of information and privacy legislation, is forcing organisations to adopt digital-oriented records and information management practices. In this session, we consider the steps needed to transform your organization's RIM practices from manual systems to Digital Records Management. We also consider the burgeoning area of Information Governance and how this strategy may be applied to your organizations.</p>
<b>12:10 PM – 01:10 PM ONE HOUR LUNCH BREAK</b>		
01:10 PM – 02:15 PM	<p><b>Training session: Digital Transformation #2: Digitization:</b></p> <ul style="list-style-type: none"> <li>Roma Wong Sang, <i>Senior Archives and Records Officer, National Archives of Trinidad and Tobago</i></li> </ul> <p><b>Digital Preservation</b></p> <ul style="list-style-type: none"> <li>Dr Forget Chaterera-Zumboko <i>Assistant Professor at Sorbonne University Abu Dhabi</i></li> </ul>	<p><b>Chair: Halcyon Wiltshire-Busby, Barbados</b></p> <p>In this session, we explore ways of preserving information. We will consider fundamentals of digitization and managing a digitization project. We also will look at ways in which we can preserve our digital assets especially in environments with limited resources.</p>
<b>TEN MINUTES SCREEN BREAK</b>		
02:25 PM – 03:10 PM	<p><b>Keynote #2: Digital Archives and Records for Digital Caribbean Histories</b> Dr Debbie McCollin <i>Regional Coordinator, Caribbean Civilization &amp; Lecturer, History</i> <i>Faculty of Humanities &amp; Education</i> <i>Department of History</i> <i>The University of the West Indies</i> <i>St. Augustine Campus, Trinidad and Tobago</i></p>	<p><b>Day Host: Stanley Griffin</b></p>
<b>03:10 PM – 03:20 PM TEN MINUTE SCREEN BREAK</b>		
03:20 PM – 04:30 PM	<p><b>Training Session: Digital Transformation #3: Archival Processing (Records in Context ICA Standard)</b></p> <ul style="list-style-type: none"> <li>Janelle Duke <i>Archives Research Specialist, NATT</i></li> </ul> <p><b>Social Media Outreach</b></p> <ul style="list-style-type: none"> <li>Norman Malcolm <i>Adjunct Lecturer-UWI DLIS &amp; Educator, Jamaica</i></li> </ul>	<p><b>Chair: Vernanda Raymond, Dominica</b></p> <p>In this session, we consider making records available by arrangement and description and outreach using social media. We will be focusing on the latest Description Standard approved by the International Council on Archives (ICA), <i>Records in Context (RiC)</i>. We will also explore ways in which to make our institutions and holdings more accessible and engaging with our communities via social media.</p>





# ONLINE: CARBICA XII PROGRAMME

## DAY TWO: Thursday 27 April, 2023

TIME	ACTIVITY DESCRIPTION	SESSION BRIEF
1:15-1:30PM	<b>Zoom room opens</b>	<b>Day Host: Vernanda Raymond, Dominica</b>
01:30 PM – 02:15 PM	<p><b>Keynote #3: Documenting &amp; Preserving the Caribbean</b></p> <p>Lorraine Nero, <i>Senior Librarian, West Indiana and Special Collections, Alma Jordan Library, The UWI St Augustine Campus, Trinidad</i></p>	
<b>TEN MINUTE SCREEN BREAK</b>		
02:15 PM – 3:20PM	<p><b>Roundtable#1: Archivists in the Community</b></p> <ul style="list-style-type: none"> <li>• Professor Emerita Jeanette Bastian, <i>UWI- DLIS</i></li> <li>• Margot Thomas, <i>Government Archivist, St Lucia</i></li> <li>• Antonia Charlemagne-Marshall, <i>Deputy Technical Director, Digitization, Barbados</i></li> <li>• Audrey Keonders, <i>Deputy Director, National Archives Suriname</i></li> <li>• Kimray Richards, <i>Records Information Manager at Ministry of Economic Growth and Job Creation, Government of Jamaica</i></li> </ul>	<p><b>Chair: Rita Tjien Foo, Suriname</b></p> <p>In this session, we consider the ways in which Archivists and archival institutions can engage their communities in promoting and preserving community memory and archival materials. Professor Jeannette Bastian will share from her new book, <i>Archiving Cultures</i></p> <p><i>Heritage, Community and the Making of Records and Memory (2023)</i> and regional colleagues will share different initiatives, opportunities and strategies they have used to engage their community about Archives and memory.</p>
03:20 PM – 03:30 PM <b>TEN MINUTE SCREEN BREAK</b>		
03:30 PM - 04:30 PM	<p><b>Roundtable#2: Community Archiving Initiatives</b></p> <ul style="list-style-type: none"> <li>• Professor Donna Hope, <i>Jamaica Dancehall Archives and Research Initiative</i></li> <li>• Rawle Gibbons, <i>Caribbean Yard Campus</i></li> <li>• Kevin Montero, <i>Belize Archives and Records Service</i></li> <li>• Shri Raviji, <i>Hindu Prachar Kendra</i></li> <li>• Patricia Bissessar Angelo, <i>Bissessarsingh Virtual Museum and Heritage House</i></li> </ul>	<p><b>Chair: Stanley Griffin, Jamaica</b></p> <p>Community Archiving is growing in the Caribbean. Communities, enthusiasts and experts are actively creating initiatives and projects that document and become access points to Caribbean memory. In this session we learn from thought leaders and initiative founders on their particular projects and consider ways in which archival institutions and professionals can collaborate and support these vital community memory projects.</p>





# ONLINE: CARBICA XII PROGRAMME

## DAY THREE: Friday 28 April 2023

TIME	ACTIVITY DESCRIPTION	SESSION BRIEF
08:30 AM	Zoom room opens	<b>Day Host: Max Scriwanek, Curacao</b>
09:00 AM – 09:45 AM	<p><b>Keynote #3: The Digital Archivist: The Next Frontier for the Caribbean Profession</b></p> <p>Dr Adam Kriesberg, <i>Assistant Professor,</i> <i>School of Library and Information Science,</i> <i>Simmons University, Boston, USA</i></p>	
<b>TEN MINUTE SCREEN BREAK</b>		
9:55AM – 11:00 AM	<p><b>Roundtable#3 on Archival Education in the Caribbean</b></p> <ul style="list-style-type: none"> <li>• John Aarons, <i>Retired Government &amp; UWI Archivist, Jamaica</i></li> <li>• Desaray Pivott-Nolan, <i>Head, Audio Visual Division, National Library of Jamaica</i></li> <li>• Max Scriwanek, <i>Director, National Archives, Curacao</i></li> <li>• Nadia Gamel Carter, <i>Director, National Archives of Guyana</i></li> </ul>	<p><b>Chair: Halcyon Wiltshire-Busby, Barbados</b></p> <p>The training qualified archivists and records managers has always been a concern for the profession in the Caribbean. In this session, we discuss the historical and current approaches to archival education in the Caribbean.</p>
11:00-11:10AM <b>SCREEN BREAK</b>		
11:10-12:10PM	<p><b>Training Session#4: Digital Transformation: Funding Opportunities for GLAMs.</b></p> <p>Dr Schuyler Esprit, <i>Create Caribbean</i></p>	<p><b>Chair: Vernanda Raymond, Dominica</b></p> <p>Funding is vital for enabling institutions to meet digital transformation projects. In this session, we will explore funding opportunities to support the work of Galleries, Libraries, Archives and Museums (GLAMS)</p>
12:10-1:10PM <b>LUNCH</b>		
1:10 -3:10PM	<p><b>GENERAL ASSEMBLY: Part I</b></p> <ul style="list-style-type: none"> <li>• Presentation of Reports</li> <li>• Elections</li> </ul>	<p><b>Chairs: Avril Belfon, Trinidad &amp; Tobago &amp; Max Scriwanek, Curacao</b></p> <p><b>Elections Officer: Cheryl Sylvester, Grenada</b></p> <p>This is the official meeting of all members of CARBICA</p>

