



CARBICA News

Februari 2021



Frontcover: Painting of Andre Normil. André Normil was born in Haiti in 1934 and died on May 2, 2014. He started to paint in 1944 at the Centre d'Art. He paints Haitian life daily scenes with keen observation and humor. His animals scenes are rich in colors. His primary colors, composition, and techniques are among the best in Haitian art. His works are a must for a serious collector. His name is cited in many Haitian art books. "Like Bigaud, Normil depicts scenes of daily life with a certain humor". (Peintres Haitiens by Gerald Alexis).

Backcover: Haitian Artist, Louisiane Saint Fleurant (1924–2005) was a Haitian female artist and painter. She was a founder of the peasant Saint Soleil art movement. Saint Fleurant's paintings often depict primitive maternal scenes of females, children, trees, wildlife, and Haitian Vodou art. Her folk painting style is often colorful and vibrant and expresses a distinct female perspective on the Saint Soleil movement and Haitian Vodou art.



www.carbica.org

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About CARBICA:

The mission of the International Council on Archives (ICA) is to promote the preservation and use of archives around the world. In pursuing this mission, ICA works for the protection and enhancement of the memory of the world and to improve communication while respecting cultural diversity. The Caribbean Regional Branch (CARBICA) is responsible for carrying out the policy and programmes of ICA in its region, where these are relevant to CARBICA members.

The 2019-2022 Officers

President: Avril Belfon (Government Archivist Trinidad and Tobago)

Vice President: Max Scriwanek (Government Archivist Curacao)

Secretary: Stanley Griffin (Lecturer, Archival Studies, Department of Library and Information Studies, University of the West Indies, Mona Campus, Jamaica)

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À propos de CARBICA

La mission du Conseil international des archives (ICA) est de promouvoir la conservation et l'utilisation des archives dans le monde entier. Dans la poursuite de cette mission, l'ICA s'efforce de protéger et de valoriser la mémoire du monde et d'améliorer la communication tout en respectant la diversité culturelle. La Direction régionale des Caraïbes (CARBICA) est responsable de l'exécution de la politique et des programmes de l'ICA dans sa région, où elles sont pertinentes pour les membres de CARBICA

Les administrateurs de 2019-2022:

Président: Avril Belfon (Government Archivist Trinidad and Tobago)

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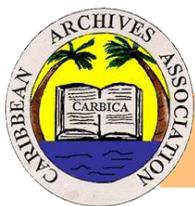
Trésorier a.i.: Avril Belfon (Government Archivist Trinidad and Tobago)

Upcoming Events:

- October, 19-22, 2021: ICA Congress Abu Dhabi, United Arab Emirates
- Quarter 2: workshops on developing a disaster management plan for heritage institutions (to be announced)
- Quarter 3: updated CARBICA - CHEN website
- Quarter 2-4: CARBICA 'talks' on different topics, for instance:
 - the Indenture Labour Route Project
 - documenting covid- 19
 - repatriation of colonial archives / 'shared' archives or contested archives

Infotalks: A Weekly Seminar presentations on Galleries, Libraries, Archives, Museums and Information Technology each Wednesday at 1 PM Jamaica Time. Contact: infotalksdls@gmail.com or: Dept. of Library and Information Studies, UWI - MONA





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These Ever Changing Times

*"I see, that clock upon the wall
Well, it don't bother me at all
It's an ever changing time"*

Aretha Franklin's 1992 hit, *"Ever Changing Times"* is my description of the days in which we currently live. Between politics and pandemic, curfews and zoom calls, "Everything is going so much faster... it seems like I'm watching my life and everything I do, wonder if the dreams that I believe in still come true..."

Since our last CARBICA News, our world and work are not the same. Many of our plans were curtailed, operations revolutionized, realities shaken and visions broadened. Yet, these challenges have opened up opportunities to do new things and dream new goals. For some these circumstances have allowed them to (finally!) get the buy-in for that electronic recordkeeping systems, or get the much needed support to diversify their archival services. In this issue, we offer some tips from our own colleague-experts and budding research students on coping with the 'new normal', we consider the value of the Universal Access to Information to achieving the Sustainable Development Goals (SDGs) and we review our objectives to build a sustainable disaster risk management programme for cultural heritage. We also welcome Charlene Riley's new leadership among us, think about deepening our professional disciplines in the region through doctoral research, celebrate the national recognition of one of our own, Rita Tjien Fooh, and remember the work and friendship of our now departed colleagues, Christine, Ramon and Herman.

It is difficult to plan for the future in these ever changing times, but please take care of yourselves, family and staff and remember, these times too shall pass.

Bless,
Stanley,
Chair, Communications





From our President

My dear CARBICAns,
Happy New Year 2021! I trust that this finds you and your family in good health. The year 2020 was quite challenging for us all, as, along with the rest of the world we grappled with the effects of the COVID-19 Pandemic. Many institutions saw periods where they had to close their doors to the general public. There have been partial re-openings and a greater effort to offer online and other remote

services. Still, there is a lot of uncertainty as some countries have had to tighten restrictions once again due to an increase in new cases of the virus.

Despite all of this, our profession has risen to the challenge and embraced the “new normal”. In May 2020, the International Council on Archives (ICA), UNESCO and several other international information professional associations issued a statement reiterating the importance of records management and archives, declaring,

“The duty to document does not cease in a crisis, it becomes more essential than ever.”

Collectively we have rallied to find new and safe ways to serve our public, to document this crisis and to support each other.

CARBICA has continued to strengthen the Caribbean Heritage Emergency Network (CHEN) which was first conceptualised in 2018 with the aim to link civil responders and cultural caretakers in disaster planning and recovery activities. Co-Chair of CHEN, Mrs. Rita Tjien Fooh represented CARBICA-CHEN at a UNESCO Workshop which was held in Barbados in March 2020. Approximately sixty (60) participants representing regional states, UNESCO, CDEMA, the Caribbean Development Bank, CARICOM among others were present. Many

agreed that such a network (CHEN) would be very useful in the region and discussions were initiated to seek ways to build on that collaboration. This work is ongoing.

Later in the year, CARBICA, in collaboration with the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), hosted a five part webinar series entitled “First Aid to Cultural Heritage in the Caribbean: Building Awareness, Readiness and Response”. The series gave an overview of disaster risk management in the heritage field, mitigation and preparedness initiatives, and post-disaster response and stabilization of cultural heritage. We intend to host at least two follow up sessions on this training in 2021.

We continue to seek new and innovative ways to serve you and will be updating our website in the coming year to provide a more dynamic and interactive platform for our members. We will also be making use of the Zoom platform to host webinars on archival and heritage related matters.

This year, due to an administrative challenge, we will be collecting dues for 2019, 2020 and 2021. We are aware that your payment of CARBICA’s annual dues is a substantial commitment especially during these difficult budgetary times. We appreciate your understanding in this matter and thank you for your ongoing support.

Additionally, in an effort to reach out to members who may have lapsed over the years, we are offering an amnesty to those with outstanding arrears to resume their membership by paying dues for 2019, 2020 and 2021.

You are encouraged to keep posted for updates on happenings through our social media pages and our Newsletter. Let us plan to get together virtually as we continue to support each other to promote the advancement of archives in the region. As always, we are stronger together.

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TARGET

16•10



ENSURE PUBLIC ACCESS TO INFORMATION AND PROTECT FUNDAMENTAL FREEDOMS

International Day for Universal Access to Information

By Anneloes van den Ende, Curacao

“Freedom of information is not only a human right, but also an essential tool to engage and empower citizens to demand accountability from governments and fight corruption. Globally, around 120 countries have a right to information Act. This indicates that the majority of countries consider it important to spell out in detail how this right is exercised and to set obligations for public authorities to promote, protect and implement it in practice.”

Transparency International

September 28th is declared the International Day for Universal Access to Information. As the whole world has seen this past year during the COVID-19 crisis, this access to information can save lives and is indispensable. But having constitutional, statutory and/or policy guarantees for public access to information is also a necessity on the long run to build trust within a community and with-

in your governance structure. This is specifically addressed in one of the Sustainable Development Goals, namely Goal 16.10: Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements.

The Sustainable Development Goals

In 2015 the United Nations agreed on the Agenda 2030 and the Sustainable Development Goals. An ambitious accomplishment which gave hope for the future. This agenda was adopted by 193 member states of the UN as a universal agenda to reduce poverty and inequalities. The idea behind the agenda is that the complex problems we face today can only be addressed if we all agree on the same direction we are heading in finding a solution. The 17 Sustainable Development Goals (SDG's) cover the area's people, planet, prosperity, partnership and peace, and influence each other both positively and negatively. They are so-called interlinked.



Anneloes van den Ende works as a policy advisor on the Sustainable Development Goals since 2016. She works in the ministry of Governance Planning and Services of Curacao and is part of the National Commission for the 2030 Agenda and the SDG's for Curacao that was founded in 2020 after the UNDP helped Curacao with formulating a 'Roadmap for SDG implementation' in 2018.

“September 28th is declared the International Day for Universal Access to Information. As the whole world has seen this past year during the COVID-19 crisis, this access to information can save lives and is indispensable”.



SUSTAINABLE DEVELOPMENT GOALS

17 GOALS TO TRANSFORM OUR WORLD

With setting this broad agenda for the future it came crystal clear that no country can do this on its own. And if we look in more detail it is even clear that within a country we all (governments, private sector, NGO's and academia) have to work together on these areas.

Of course there is a lot of criticism on the SDG's: They don't go far enough, the underlying inequalities in the international system are ignored, the goals are bureaucratic ignoring local context, the goals are wishes not goals, the lack of data on the goals make them not usable for policy makers. All true in my opinion, but how can you make any progress if you don't have a vision for the future? If you do not have a shared dream to work on? And the UN managed to get all noses in the same direction.

Why should CARBICA be interested in the SDG's and especially SDG 16.10?

As the governments have embraced the SDG goals they thus realized they needed support in their countries and they are thus looking for partners to contribute to the implementation. This is also the case for Goal 16.10 which is closely related to the purpose of CARBICA on custody, organization, administration and use of archives as part of the access on information-criterion. CARBICA being an organization representing several countries in the region and promoting knowledge sharing, can easily spread ideas and can help with the right tools and frameworks for its members to take responsibility for their organization to contribution to the countries policies on information disclosure. Before you as a member are able to do this, it is



good to know a little bit more on the context of the SDG's and this Goal in particular.

So how can we interpret this Target?

16.10: Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements

If we take a look at the metadata UNESCO uses for this indicator, the relevance for CARBICA gets more clear. UNESCO uses in this metadata a definition that not only focuses on whether a country has constitutional, statutory and/or policy guarantees for public access to information and the extent to which this is reflected in international agreements, but also if a country has implementation mechanisms in place to guarantee this access. And here it gets interesting for CARBICA: UNESCO uses the following variables :

1. Government efforts to publicly promote the right to information.
2. Citizens' awareness of their legal right to information and their ability to utilize it effectively.
3. The capacity of public bodies to provide information upon request by the public.



Variable 2. And 3. are typically the working field of CARBICA's members.

Site note: According to UNESCO's metadata indicator 16.10 can (indirectly) also be used to monitor other SDG targets like Internet access and affordability (9.c), access to justice (16.30), anti-corruption (16.5) and transparent & accountable institutions (16.5).

How can this SDG be 'localized' in your country?

So all this being said: First you need to know what your national context is and where your country stands on this specific indicator. 195 countries in the world do have legal guarantees in this matter. But how is the implementation of the access to information in practice in your country?

Relevant questions to analyze this implementation of information accessibility are:

- 1) Are there proactive disclosure provisions in laws that establish a legal duty to disclose;
- 2) Are there mechanisms for citizens, firms, and others to request information that has not been proactively disclosed but that is relevant to their interests,
- 3) Are there narrowly-tailored guidelines on exemptions to disclosure, and
- 4) Are there institutional structures that support disclosure, such as information commissioners, oversight mechanisms, and complaints mechanisms. In some national cases, there is also information on the sources and numbers of requests and the response time taken to process these requests.

For those who are a little bit overwhelmed now: Currently UNESCO is developing a methodology to help States measure this indicator. It also plans to prepare a biennial report to measure progress. The first report will be released in November 2020.

What can be the role of CARBICA in reaching this Goal?

CARBICA can help the different member-organizations to undertake this analysis of the national context and implementation using the framework UNESCO will release. CARBICA can then use their expertise and experience to help set priorities for your specific situation and of course given the specific role your organization has.

CARBICA can also, as an international network organization, help to spread best practices of their members in similar situations.

Last but not least, CARBICA can advocate on this SDG goal and indicator, emphasize the importance and inform governments and public about the right on information and the many benefits this can bring to your society.

As a member of CARBICA it is also possible you are asked to give information on this goal in your countries Voluntary National Review (VNR). This report is made on national level and presented to the VN during the High Level Political Forum (HLPF) which is held once a year.

The members of CARBICA have probably data that is very much needed for the VNR. Question is: does your government know you have this and how can you thus contribute to your countries VNR?

Concluding remarks

The SDG's made it very clear that data and data collection is a fundamental pillar of governance and that only through data countries are able to measure progress on the Agenda 2030. It also made clear that this data collection was (or is) lacking attention and resources in a lot of countries. Adequate data and information management and the value we create on informa-

tion depends not only on our current data but also on the accessibility of the data collected in former years. Digitalization of processes, data and archives can make data more accessible, at least if legislation makes this possible.

The help of CARBICA and its members in the localization and implementation of SDG 16.10 is needed, by collecting data, advocating the SDG's and most important in the execution of the information accessibility is needed.



Technical information

Goal 16

16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

Target 16.10

16.10 ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements.

Indicators

Indicator 16.10.1. Number of verified cases of killing, kidnapping, enforced disappearance, arbitrary detention and torture of journalists, associated media personnel, trade unionists and human rights advocates in the previous 12 months.

Indicator 16.10.2. Number of countries that adopt and implement constitutional, statutory and/or policy guarantees for public access to information.

Measurement

On global-level:

For 16.10.1. UNESCO is responsible for collecting data on journalists. Currently, it is gathering information on the killing of journalists only through the UNESCO Director General's report on the safety of journalists and the danger of impunity. Data for unionists and human rights advocates is collected by the International Labour Organization and the Office of the High Commissioner for Human Rights.

For 16.10.2, UNESCO is developing a methodology to help States measure it. It also plans to prepare a biennial report to measure progress. The first report will be released in November 2020.

VNR

Every Country is of course responsible for their own progress on the SDG's. The report about this progress is a Voluntary National Review (VNR) which the country presents on the High Level Political Forum of the UN, held every year. In this VNR all individual goals should be addressed, although we see that most countries are not able to show data on all the indicators. Note that countries have committed themselves to writing a VNR twice in the period to 2030 and this is not a yearly exercise.





**Jo-Ann Georges,
Campus Records Manager, UWI
St Augustine, Trinidad and Tobago**

Responding to Records Management Challenges during COVID-19

The challenges faced by records managers during the COVID 19 pandemic will of course depend on where each of our organizations is in its adoption of electronic records technologies. Those with some electronic records management capabilities would have had to figure out how to scale up systems - and save the documents created, getting additional licenses, increased storage space, training new users and upskilling regular users. Those with entirely paper-based systems would not have been able to work remotely with all the implications that would have for provision of service. In either situation, as we return to working fully onsite or in a hybrid situation the management and control of records created in “extra-ordinary” circumstances will need to be integrated with on-going and recurring challenges.

Where teleworking was possible and continues, employees may be using their personal equipment, email, messaging and video conferencing accounts to work and communicate. In such circumstances ensure that enforceable guidelines for working with personal equipment are developed and disseminated. Reach out to your users, find out what they are working with and provide guidance that they can use. Where access to a shared drive is possible ensure that an agreed upon file classification system is de-

veloped and monitored and all staff are provided with the training to appropriately classify and save the documents they create. Where staff have to store documents on their personal systems have them create another user and use that for all work related activities storing all documents in a folder created specifically for work related documents. Ensure that all documents are copied to removable media and brought into or delivered to the office for upload to the official system on a regular basis.

Work with your IT department to ensure staff working from home keep the computers used for work up to date with security patches, anti-virus software and use passwords to keep information secure. When working from home it is vital to ensure that open screens are always monitored and screens are locked if left unattended.

Document new processes immediately and share the documentation to ensure that all stakeholders are aware of the necessary changes and are able to implement them. Seek input and be ready to make changes when users suggest ways in which the new process can be improved. Pull out and review all plans and projects that impact on electronic records keeping, can any of your hard work be repurposed to present to management an interim solution that will set your electronic records management plans up for long-term success?

It is important that each of us assess our situation and take action to ensure that we can remain accountable for our record keeping practices.

Managing our Reality in the midst of a Pandemic

A Records Manager's Conondrum

By Sparkle Nikisha Ferreira

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In April 2020, the United Nations in a statement on COVID-19 acknowledged the "importance of memory institutions in providing the records or information management resources necessary for understanding, contextualizing, and overcoming such crises in the future..." However, how are we to receive, process and manage these records while working remotely? How are staff expected to work when they may lack the resources needed to manage records from home? How do we remain relevant as a profession amidst chaos whilst meeting the expectations outlined by the United Nations and the governments around the world? How do we in the Caribbean manage staff and records while working remotely within environments that were not designed for remote work and within organisations that are still very much dependent on paper?

Here are just a few suggestions:

1. Encourage, where possible, processes for records to be created electronically as it will be much easier to manage and share information remotely than paper records, thus minimising the need for human to human interaction.
2. Go Virtual with your services - Many organisations across the world have done virtual conferences and seminars. This is one way to remain relevant and to let other organisations know that you are serious about what you do and can bring more recognition to your work and attract people to the services that you offer.
3. Get creative and develop or update your website to improve the records

management or Archivists presence within the Organisation. There is an increasing need for improved access to records and information especially while persons work remotely.

4. Encourage records management champions within other units of your organization. All functional areas should have some records management responsibilities within their operations. Working remotely is a perfect opportunity to get everyone involved in owning their record-keeping role(s) in the process.

5. We do not need to see each other to be effective. MS teams, Zoom, Google Meet, Blue jeans amongst others provides the right communication tools at little to no cost that would allow for both individual and team meetings to occur while everyone is working remotely. Meetings can be recorded for minutes to be developed or may form a part of our Organisation's archival collection on its COVID-19 response.

6. Depend on your village, you cannot do it all alone. Trust your team and do not be afraid to delegate. We are all working with limited resources so that if the responsibilities are shared more work gets done.

7. Do not sacrifice teambuilding for the sake of achieving the end goal. Check-in with your team. Utilise the same communication tools identified previously and engage in virtual team building sessions.

8. Finally, remember you are not alone, there are hundreds of Records Managers wondering how do I make this work? So... Just Breathe.



DECENTRING SILOS: Opportunities for Acquiring and Preserving Digital Media in the Caribbean in the Midst of the COVID 19 Pandemic

Maureen Webster-Prince
Audiovisual Librarian and Archivist, Jamaica

Since the onset of COVID-19 in December 2019 the virus has spread to over 180 countries with varying intensity and recurrences. Its unpredictability, omnipresence and deleterious impact on multi-aspects of life, encompassing educational, economic and socio-cultural interactions, have destabilized governance structures and daily operations. So devastating and far-reaching has been this phenomenon that the World Health Organisation declared it a public health disaster. Globally, the relevant authorities advisedly issued numerous protocols and safety measures for navigating this pandemic; and reducing its spread and accompanying life-threatening challenges. Despite sanctioned territorial lockdowns, reconfigurations of business operations and concerns about the future, demands for remote access to information content escalated. Paradigm shifts from face-to-face contacts to online communication via social media platforms have become trending norms for accessing information.

Galleries, Libraries, Archives and Museums (GLAMS), are doyens in providing authentic information to their designated communities. Traditionally, statistical records of physical content usage were major benchmarks of viability. Physical distancing and other COVID-19 protocols aimed at containing this pandemic have shifted demands to web portals. In response to the shift and as client-driven service providers, GLAMs have been propelled into leveraging technologies to create additional e-content for global user communities. Digitisation and sustainable access to e-content are costly, time-consuming and require various specialized skills and competencies. There are tools and standards developed by international entities for enabling interoperability for sustainable access to digital files.

During their recovery/renewal phases, it is suggested that national/regional GLAMs forego operating in silos and work towards forging partnerships to determine best practices for generating and sustaining authentic centrally managed e-content services. Prototypes of partnerships/collaborations with other stakeholders are accessible for consultation/adaptation, within the rights parameters indicated.

There is dire need for regional initiatives to be undertaken to enable returns on investments in re-purposing GLAM collections for timely/precise access electronically. GLAM professionals must embrace attainable opportunities in these unprecedented times to re-engineer their core business processes by aligning their respective institutions and resources with trending market requirements. Illustratively, proliferation of technology and electronic resources have impacted users' demands for speedy access to authentic e-content, in perpetuity. There is no need to re-invent the proverbial wheel when there are prototypes of global GLAM communities that have implemented appropriate standards for managing resources, including harvesting metadata, digital preservation, trusted digital repositories, ingest of digital files,





and e-content dissemination options. The OAIS Reference Model provides practical guidelines for consensus-building and pursuing digital preservation activities. The anticipated formation of a GLAM Regional Alliance is envisaged to spearhead the development of a vibrant information network to equip 21st Century GLAM Professionals with the requisite skills and competencies for sustainable access to e-resources.

Disruptions precipitated by the COVID-19 pandemic have heightened global awareness about the inevitability of e-access to information resources. The newly-elected IDB President in his inaugural speech indicated a commitment to enabling digitisation in the Caribbean and Latin America. CARICOM's over-arching role in enabling digital cooperation in the region, through its Single Information Communication Technologies (ICT) Project, references information management and developing human capacity among its regional digital development strategies. Restrictions posed by COVID-19 have impelled CARICOM to revisit its Single ICT Space Project and make adjustments to address the impact of the pandemic on the region. A focused regional initiative for digital preservation of GLAM collections can benefit from conversations with CARICOM to convince them of the opportunities to be realised from adding a GLAM component to the Single ICT Space Project's information portfolio. Having this dialogue is a regional imperative which must be pursued purposefully to safeguard our rich cultural legacy and born digital collections. Preservation of both content and context are essential for managing digital files. Inclusively, voices of indigenous communities must be contextually positioned in our cultural histories.

The 21st Century has witnessed the emergence of numerous technological developments; but informed guidance is required from GLAM professionals and stakeholders to determine techno-

logical suitability/interoperability for managing information resources. GLAMs are repositories of wide-ranging disciplinary skills, competencies and experiences in managing/marketing content. These attributes position them to participate in proposed regional digitisation initiatives. COVID-19 may just be the answer to our regional resource management dilemma. Lockdown measures of this pandemic present challenges, choices, changes and chances; and enforced paradigm shifts in how we operated globally. It undermines present practices of operating in silos while enabling partnerships/collaborative efforts.

This is just the beginning of a conversation that must be continued, unless we are prepared to settle on the margins of the information superhighway.

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Serving Archives during a Pandemic: JARD Experience

Racquel Stratchan-Innerarity
Chief Archivist, Jamaica Archives
Jamaica Archives & Records Department

In March 2020, the doors of the Jamaica Archives and Records Department (JARD) were closed to researchers due to the threat of the coronavirus, COVID-19. With lockdowns and travel bans in place, it was important for us to become even more readily accessible to researchers, policymakers, media professionals, scientists and the community at large knowing the unique and irreplaceable nature of the collections in our care. It is said that the most successful organizations, public and private, place the highest importance on customer service, re-evaluating, rethinking and re-engineering all processes and procedures to ensure that the needs of customers are met. In view of this argument, the Archives was forced to reassess its service offerings in making the records needed for research and decision making remotely accessible. Contending with COVID-19 and dealing with the expectations of researchers in gaining remote access to archival records have made us much more introspective about the future, especially in terms our archival reference service. Providing digital access to archival collections can no longer be a secondary responsibility, but a primary focus if we are to provide a guaranteed service and garner customer satisfaction. The existence of the pandemic has resulted in a paradigm shift in the way we operate and provide service. As an Archives, we can no longer see ourselves as mere custodians of documentary heritage within the confines of a building, but as an instrument through which innovation can take place

to ensure the needs of researchers are met in a professional and timely manner. Providing digital copies of records is not new to us, having started our digitisation programme in 2010 to digitise the records in our holdings listed on the UNESCO Memory of the World Registers (International and Regional). However, what was required was a more customer centric service where the needs of researchers were met, while ensuring the preservation of the collections in our care.

Since March 2020, the Jamaica Archives and Records Department has reassessed its strategic objectives for preserving and enhancing access to the archival collections. With the absence of an online catalogue at the moment, every effort is made to assist researchers given that they are unable to physically access the collections. Whereas only a preliminary research for records was previously offered, we now conduct the research and provide researchers with the findings within limit. The timeframe within which to complete the research has also been reduced from fifteen to seven days. Additionally, we have extended our digitisation programme to include collections that are frequently requested and those with a high research value in an effort to reduce the processing time for digitisation requests. Bearing in mind the tight financial space within which we now operate as a result of COVID-19, we will continue to the best of our abilities to find innovative ways to serve our researchers amid the challenges of the 'new normal'.

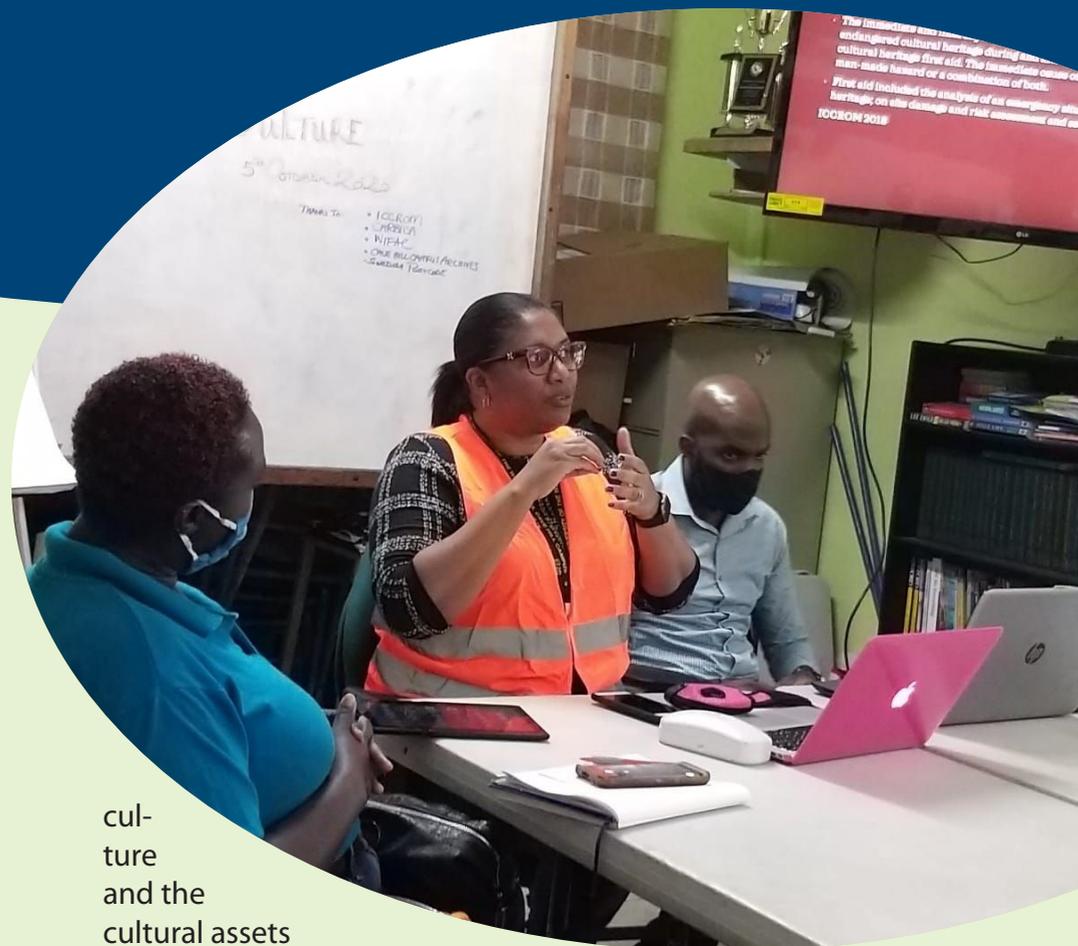


First Aid to Culture in Times of Crisis: A Regional Focus

Halcyon Wiltshire-Busby
Barbados

One of CARBICA's key agenda aims is to create a network of professionals and organizations to aid heritage and cultural institutions in times of disaster through the Caribbean Heritage Emergency Network (CARBICA-CHEN). In order to achieve this, CARBICA collaborated with several international and regional agencies to develop this regional capacity. One such partner initiative is the "First Aid to Culture in Times of Crisis" (FAC) programme which is spearheaded by the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM). The purpose of the FAC programme is to promote awareness of mitigation strategies that can be used to prevent damage to cultural heritage as well as give needed post-crisis assistance to salvaging cultural heritage after the event. The ICCROM facilitates various FAC workshops and training activities for this purpose.

Under the auspices of ICCROM, The West Indies Federal Archives Centre (UWI Cave Hill, Barbados) and CARBICA, a pilot programme entitled "Cultural First Aid" was carried out in Barbados October 2020. This programme facilitated 12 persons from backgrounds such as the cultural sector, disaster management volunteers from the District Emergency Office (DEM), the education sector and other NGOs. Participants were introduced to First Aid to Culture, the stakeholders involved in carrying out first aid to



culture and the cultural assets threatened by disasters, safety gear utilised and assessing the 10 agents of deterioration. The numbers of participants were smaller because Covid-19 protocols were factored into the on-site workshop held at the Pinelands Creative Workshop St. Michael Barbados. The workshop was well received by those in attendance, and according to general consen-



sus, participants thoroughly enjoyed the programme and craved more content. This is to be continued in 2021 with other stakeholders in Barbados.

The months of October-November 2020 the Caribbean Branch of the International on archives spearheaded a webinar series entitled First Aid to Cultural Heritage in the Caribbean: Building Awareness, Readiness and Response - Five (5) Day Webinar Series held in conjunction with ICCROM, The Swedish Postcode Foundation and the West Indies Federal Archives Centre. The series was moderated by Ms Avril Belfon President of CARBICA with presentations from Mr Samuel Franco Arce and Mrs Halcyon Wiltshire-Busby FAC alumni who presented four sessions. This was followed by a panel discussion by Ms Aparna Tandon ICCROM, Ms Elizabeth Riley of the Caribbean Disaster Emergency Management Authority (CDEMA), Mr. Yuri Peshkov UNESCO and Mr. Max Scriwanek CARBICA who gave presentations. The sessions carried out by Samuel Franco and Halcyon Wiltshire-Busby were as follows: Webinar 1 Introductory remarks "First Aid to Cultural Heritage in the Caribbean: Building Awareness, Readiness and Response. Webinar 2 Mitigation and Preparedness in Cultural Heritage First Aid. Webinar 3 Three Steps of First Aid: Step 1 Situation Analysis. Webinar 4 Three Steps of First Aid: Steps 2&3 Assessment, Security & Stabilization and Building an Emergency Toolkit. The participants came from varying backgrounds. For instance, we had participants from Archival and library institutions namely the National Archives of Trinidad & Tobago, National Archives of Belize, National

Archief Curacao, National Archives Aruba National Archives Guyana, National Archives St Lucia, National Library Jamaica Bermuda National Library.

Involvement also came from the education sector with representation from the University of the West Indies Mona, Open Campus and Cave Hill Campus, St Georges University and the University of Trinidad & Tobago. There was also governmental participation from representatives from the Local government sector in Trinidad and Tobago. With the Ministry of Local Government and Ministry of Rural Development and the Ministry of Education, Science and Culture (Suriname) representatives being present at the sessions. There were disaster coordinators from various agencies in the region namely Suriname, Trinidad & Tobago, Aruba and St Lucia who took part in the sessions. The participants were of varied fields in the cultural sector which included archivists, librarians and conservators. Representation also came from disaster management specialists; governmental input was also there with some ministries in various territories participating. The webinar was well attended and it is hoped to be the beginning of continued collaborations in the thrust toward ensuring the safety and longevity of our cultural heritage in the region.

Looking Forward, Deepening Roots: New University Archivist at The UWI

Charlene Riley,
University Archivist
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As University Archivist at The University of the West Indies (UWI), I am very pleased to connect with members of CARBICA through the medium of this Newsletter. There are substantial roots of collaboration between our two institutions which run deep and it is my hope that they will only be deepened and strengthened during my tenure and over time.

The UWI Archives is an institutional Archives which carries out a programme of archival management for the academic institution, as part of an integrated University Archives and Records Management Programme (UARMP). Both the UWI Archives and the Records Management Programme are led by the University Archivist.

One of the reasons that I am excited about this new role is that it brings together my experience and training in the disciplines of archives and records management and provides the opportunity to work with a wide range of stakeholders, including students,

researchers, staff and relevant professional associations. Further, the role also provides an opportunity for me to guide the team of dedicated and knowledgeable information management professionals responsible for the day-to-day management of records and archives on the five campuses comprising The UWI.

Throughout my career, I have always been deeply interested in the management of records and archives in electronic and digital format and this passion led me to seek certification in the area. Additionally, I have had the privilege of successfully managing the implementation of electronic systems for the management of records and archives at the previous two institutions at which I worked. It is my view that the capability to manage vital records and archival holdings in digital/electronic format is a necessity, not a luxury, for a modern organization. It is this capability which allows us



as information management professionals to provide the support required by internal and external clients and to meet the expectations of our stakeholders in a technologically driven world. Consequently, one of the key initiatives for The UWI Archives upon which I have embarked, is a programme for the digitisation of key sections of its holdings currently held in physical and audio visual format.

The digital archives programme is intended to enhance the preservation of, and improve access to, the archival holdings, as well as to increase efficiency and economy in their management. Digitization of the holdings will assist the UWI Archives in establishing a more robust online presence and facilitate ease of service provision to its many stakeholders. Moreover, the programme will exploit synergies with initiatives being undertaken for strengthening the management of electronic records as they are being created across all UWI campuses. This programme is also in line The UWI Triple A Strategy 2017-2022, the three pillars of which are Agility, Alignment and Access.

Further, the impact of COVID-19 has clearly demonstrated the importance of such an initiative as archival institutions and records units in organizations all over the world are now called upon to perform duties and continue services to stakeholders while working remotely and to provide support to wider staff in our institutions as they struggle to do the same.

In light of all the above, I look forward to collaborating with you, my colleagues in CARBICA, as we continue to meet the challenges of and find solutions for, preserving, managing and making accessible our archives and records holdings in an ever changing environment.

Ms. Charlene Riley is a Certified Archivist with over two decades of experience in Archives Management and Records & Information Management. She possesses academic qualifications, professional certification and training in both disciplines, including a Masters in Information Management (Archives and Records Management) from Curtin University Australia. She is a Certified Enterprise Content Manager and a Certified Electronic Records Manager. Prior to her appointment as University Archivist in September 2019, she held various positions with responsibility for archives and records management at the following organizations: the National Archives of Trinidad and Tobago; the Central Bank of Trinidad and Tobago; and the UWI Open Campus

Suriname's National Archivist receives State Honor

By Audrey Koenders,
National Archives of Suriname

Suriname celebrated the 45th anniversary of their Independence on Wednesday, 25th November, 2020. An enduring tradition of this national celebration is the recognition of Suriname nationals who have made special contributions to the development of the nation and its peoples in the areas of the arts, sciences, and social and cultural spheres. In 2020, the ceremony was held on Saturday, November 19, 2020 and held on the Independence Square. Due to the covid-19 protocol the event was held in an open area with 192 persons were decorated. Among the persons decorated was Rita Tjien Fooh-Hardjomohamad, the National Archivist of Suriname.

Article 108 of the Suriname's Constitution states that the President bestows honorary decorations of the Republic Suriname to eligible persons on the recommendation of the government. In the laws of May 1977 the Presidential Advisory Committee for Surinamese decorations was subsequently established. At the beginning of each year the Cabinet of the President issues a letter of invitation (including the forms to nominate a person) to various organizations in Suriname to nominate persons for an honorary order for their exceptional contribution to the country. That form states that anyone may nominate, but the committee recommends that this must be done as much as possible by or through organizations, service clubs, associations or other agencies. The nominations must, among other things, show: proven patriotism, special diligence and loyalty in fulfilling civic duties or special achievements in the field of science or art, or exceptional services towards the Republic of Suriname or its citizens. The level of the awards is determined on the basis of the

person's merits.

Remarkably enough since August 2020, Rita Tjien Fooh was appointed by the President of Suriname a member of his advisory committee for the coming years. However, her nomination for a national award was kept secret from her by the chair of the advisory committee until the ceremonial event on November 19th, 2020. It is worth mentioning that she was nominated by several Surinamese historians, among them the former minister of Home Affairs of Suriname and now lecturer at the Anton de Kom University of Suriname.

Mrs. Tjien Fooh was nominated for her exceptional contribution and dedication to the development of the archives practices in Suriname as well as for the outstanding work she delivered in previous years in her capacity as President of CARBICA and membership in UNESCO Memory of the World Latin America and Caribbean (MOW-LAC) committee and as member of the International Advisory Committee of the UNESCO Memory of the World (MOW). Additionally, Rita was recognized for her contribution in her capacity as chair of the Knowledge Institute for the Preservation and Development of the Javanese culture in Suriname.

Rita was conferred the Officer in the Honorary Order or the Palm, much to her surprise.

The entire staff of the National Archives of Suriname is so proud and congratulates her on this well-deserved national recognition.



Maximizing your Digital Reach: Some Tips for Virtual Archival Outreach

Norman A. Malcolm
MPhil Candidate in Information Studies,
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The University of the West Indies, Mona Campus
Jamaica



The world was online for well over a decade before COVID-19, but since the first quarter of 2020, the world included the Caribbean made a quick turnaround because of the raging pandemic. Though we may see an inkling of hope ahead, let us not forget that such revolutionary occurrences have far-reaching implications on businesses and more so non-profit organizations. So I have collated a few tips to help you build a steady digital presence that will ensure your continued relevance to the digital consumer.

1. What is your Digital Strategy? So you may have a Facebook page, or maybe a Twitter account, or even a Website. Still, you aren't sure if you are reaching your target audience because you don't see an increase in visitors (if you live in a COVID-19 compliant state) or requests and inquiries for your holdings. You must consider what is the digital strategy of your institution.

A Digital strategy "is a strategic plan formulated to achieve specific goals through a digital me-

dium." (Smartinsights.com, 2017)
This strategy should seek to leverage technology to enhance efficiency of your outreach efforts. Out of such a process, you ought to build new technical competitive advantages and the method used to create the necessary changes. For instance, The National Archives, UK in March 2017 published its Digital Strategy. It made it clear that it wanted to "extend our reach and engage new audiences using the web, to transform how the physical archive is accessed and used develop our digital capability, skills and culture and forge partnerships with other archives progressing digital transformation". (nationalarchives.gov.uk) They also acknowledged that it faced significant challenges including the fact that records are moving from physical to digital and that digital skills are at a premium, nevertheless it embarked on a plan with three (3) phases spanning two years to get the institution digitally ready.

In order to design your Digital Strategy, consider the following:

- Who are your current users and potential audiences? Reexamine your institutional mission. Look at where you are now and envision where you want to go. The best place to start in this process is re-examining your "WHY?" Why do you exist? Why do your repository and holdings matter?

- What are your goals? It cannot be to ensure that all the peoples of the Caribbean access all your records. Instead seek to ensure that these goals are Specific, Measurable, Attainable, Relevant and Time-bound.
- Who are your users and what types of records are requested most? What record series are least requested? Why? How can you correct that imbalance?
- Based on existing trends in research, current and popular issues, build a typical user profile and refine as more data becomes available. Simultaneously consider the profile of the potential user you would love to engage. Use that profile to design outreach programmes that will be attractive to your intended audiences.
- Plug into the channel that your users are using. If they are on Facebook, focus your energies towards this platform. At the same time, build on other platforms, especially ones those potential users may prefer. When you think you have plateau you can diversify to other media especially where your potential users prefer.
- Show how your content relates to the demands of your users. Show that you are a digitally savvy entity who understands the needs of its users.

2. Create a Content Strategy. The Content Strategy informs focuses on what types of information you hope to provide via digital platforms in accordance with the Digital Strategy. To do this, create content that the public, John Doe and Jenny Doe, will care about. A classic example is February, which is widely celebrated, even in the Caribbean, as Black History Month. Your posts should seek to tie into this theme in order not to appear tone-deaf.

- Plan because, with limited resources, you must have an idea as to how to navigate setbacks.
- Use your other operational activities to inform your social media

content. Did a user find something intriguing? Share it! Is there a new protocol implemented? Post it! Is there a new political personality on the scene? Link it to past political 'newbies'!

- Tie your content thematically to current affairs and seasonal events.
- Be sure to include your digital audience in your 'live' events. Many platforms have the ability to broadcast live in real time your activities. Your in-person events can reach a wider reach with greater impact than simply posting still images and video clips.

3. Set Key Performance Indicators (KPIs) for your Strategy: As in other areas of management, set and measure your effectiveness of your posts and engagements. Most platforms collect the necessary data that could assist you in reviewing the performance of your content and platforms. Use the KPIS to look back at your goals to see if they are being met, and ways in which to improve same.

The 'digital turn' that the pandemic thrust upon us has created opportunities for all of us to diversify and engage current and new users in innovative ways. In a region where memory institutions are not afforded the support like our neighbours to the North, we must use all available tools at our disposal to ensure our real-world and virtual survival. So have no fear for marketing yourself in the digital world. Marketing guru Tom Fishburne once said, "The best marketing doesn't feel like marketing." If John and Jenny cannot relate to your work, see its enduring value, and worse yet, find you online, then you are dead on arrival. So go ahead: upload, post and share!

For more advice on developing a Digital Strategy see: Jeff Rum's <https://www.socialmediatoday.com/marketing/10-steps-building-effective-digital-strategy>.



“*The West Indies MUST BE West Indian*”: Researching & Writing Our Own “Information Studies”

Stanley H. Griffin, PhD

Theophilus Albert Marryshow (1887-1958) the famed Grenadian politician and father of West Indian Federalism, once owned and operated a newspaper entitled *The West Indian*, with the famous masthead, “The West Indian Must Be West Indian”. In its first issue, in 1 January 1915, Marryshow committed that his periodical would be “an immediate and accurate chronicler of current events, an untrammelled advocate of popular rights, unhampered by chains of party prejudice, an unswerving educator of the people in their duties as subjects of the state and citizens of the world”. This commitment could easily describe the purpose of the revised and renamed research degree programmes in Information Studies at The University of the West Indies.

The practices and principles of Information disciplines in the Caribbean are still strongly shaped by global northern education and best practices. Additionally, academic research on Caribbean Galleries, Libraries, Archives, Museums, and other information spaces have been articulated inter alia through the lens of Cultural Studies, Education, History and Heritage Studies and Business Management or at global northern universities. While

these lens have yielded ground-breaking analyses and ideas, there is still a need for more reflection and literature that chronicles our current events, advocates the validity of our recordkeeping traditions and practices, educates our own future professionals and shapes policies of our institutions. It is therefore a measure of our professional and societal maturity that we research and reflect on ourselves for ourselves. We must “West Indianize” Information Studies.

This is the aim of the revamped **Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) Information Studies** degree programmes now offered at the Department of Library & Information Studies, Mona, Jamaica Campus.

Information Studies is an interdisciplinary domain concerned with the creation, organization, management,



and uses of information in all its forms, formats and expressions. It includes Archival Studies, Library Studies, Museum Studies and Records Management and applies the practices, perspectives, and tools of management, information technology, information preservation, history and cultural heritage to the creation, collection, organization, preservation, and dissemination of information resources. Information Studies brings together a variety of theoretical approaches. Its focus is on representations of information—the documentary and cultural evidence of society—as well as on the technologies and organizations through which information becomes accessible. Emphasis will be on the peoples of the Caribbean, and its diaspora, and the ways in which they create, engage with, preserve, and disseminate Information.

The Master of Philosophy (MPhil) in Information Studies is designed to facilitate the candidate's review of the knowledge in the field of Information Studies. The candidate will evaluate seminal and current theories and models, as well as relevant literature and research findings, while developing an area of study which makes an independent contribution to knowledge or an understanding of the subject area.

The Doctor of Philosophy (PhD) in Information Studies is designed to facilitate the pursuit of scholarship of an original, independent and seminal nature in any of the disciplines within the domain of Informa-

tion Studies. It will facilitate the candidate to evaluate seminal and current theories and models, as well as demonstrate a rich understanding of the literature and research methodologies in the field. Through the programme, the candidate will be assisted in honing the research problem, developing the investigation with competence and rigor, and presenting the achievements and findings with intellectual maturity.

We now have an opportunity to consider, reflect and write our own Information Studies for the validation of our Caribbean narratives, memory, information-creation traditions and innovations. Imagine how robust our professions and workplaces can be if our practices and theories fit our cultural and political realities. This is now our collective responsibility to “West Indianize” our disciplines.

If you have a burning idea that you would like to research please contact Dr. Stanley H. Griffin, Departmental Coordinator for MPhil/PhD Studies at dllisadmin@uwimona.edu.jm for further information.



In Memoriam: Christine Matthews-Rocheford 1945 - 2020

John A Aarons
Jamaica

The late Christine Matthews-Rocheford was one of the first trained West Indian archivists. She had a great influence on archival development not only in her homeland Barbados, but in the entire region, chiefly through her involvement in CARBICA, of which she was one of the early presidents.

In 1967, fresh from her studies at The University of the West Indies, Mona, she joined the Department of Archives in Barbados which had been established in 1964. Her interest in archives perhaps began when she was a student, for she later thanked one of her lecturers, Professor Sir Roy Augier "who found archives related vacation work for a 1960s pestering student and assisted in observer status at the First Caribbean Archives Conference" which was held in 1965.

Christine became head of the Archives Dept in 1977 when Michael Chandler, the first archivist, retired and served until her retirement in 2005. She was well prepared for the position not only because of her working experience in the Archives, but on account of her training overseas. In November 1969 she left for England - "straight into my first winter and a flu epidemic", she later wryly remarked, - to work as an intern in various record offices. In 1970 she spent 2 months in Ottawa, Canada doing a Certificate Course in Archives Administration. Seeking advanced qualifications, she spent the academic year 1974/75 at the University of London pursuing the post graduate Diploma Course in Archives Studies.

I first met Christine in 1967 when we were both History students at Mona and we interacted with each other over the years during my tenure at the Jamaica Archives. My closest contact with her occurred after 2015 when she was invited to contribute a chapter concerning her work in Archives, to an Archives Reader of which I was one of the editors. It was my task to edit her draft and we had a hilarious correspondence, during which she cited various episodes of her life at the Archives which unfortunately could not be published!

A generous person, Christine had a strong personality with a dry sense of humour. She had little tolerance with foolishness or mediocrity. She dominated the archives scene in Barbados even after she retired. It is indeed fortunate that her reminiscences "Barbados Department of Archives: Making Lemonade with Limes" was published in 2018 in the Decolonizing the Caribbean Record: An Archives Reader (noted above). Reflecting on her life, she said that she had no regrets at having become an archivist. Barbados and the Caribbean region are indeed the beneficiaries of the dedication and commitment she brought to her chosen career.

In giving thanks for her life and service, we offer condolences to her widower, retired Justice Colin Rocheford and their sons Dominic, Matthew, grandchildren and other members of her family.



*Elena Christine
Matthews-Rocheford*

In Memoriam: Ramon Cumberbatch 25 April 1956 - 27 May 2020

Rita Tjien Foooh
Suriname

Ramon Cumberbatch, was deputy head of the National Archives of Suriname from April 2010 until 2016. Before this, from 1999-2000 Ramon was member of the Archives Committee and from 2001-2010 he was part of the Management team of the Landsarchiefdienst (predecessor of the National Archives). From 2006- 2010, Ramon was member of the Executive Committee of CARBICA and in this capacity he represented Suriname and the region at regional and international meetings and conferences (Malaysia, Belgium, The Netherlands).

After his retirement in 2016, Ramon remained involved with the National Archives as a member of the National Archives Council (NAR).

Ramon Cumberbatch, (together with Asha Ammersing and Rita Tjien Foooh a.k.a. "the three musketeers") was one of the archive professionals who laid the foundation for many successful projects and programs of the National Archives Suriname. For example, before setting up the audiovisual section at the National Archives Suriname, he visited Jamaica to learn about the management of the audiovisual records at the JARD and other institutions

on the island. In 2012 Ramon also visited Ghana to explore the possibilities for the collaboration with the National Archives of Suriname and the Public Records Archives Administration Department (PRAAD). He was a colleague who was very thoughtful and caring about the well-being of the staff. He radiated calmness during challenges times. He was a man with few words and his integrity alone was his business card.

As a colleague and dear friend, Ramon was my pillar when I needed some advice and support. I lost a dear friend and colleague in Ramon; my consolation is that we shared very memorable moments with each other. These memories I will hold close to my heart.

We will always remember Ramon with a smile and a tear! Rest in peace, Ramon!



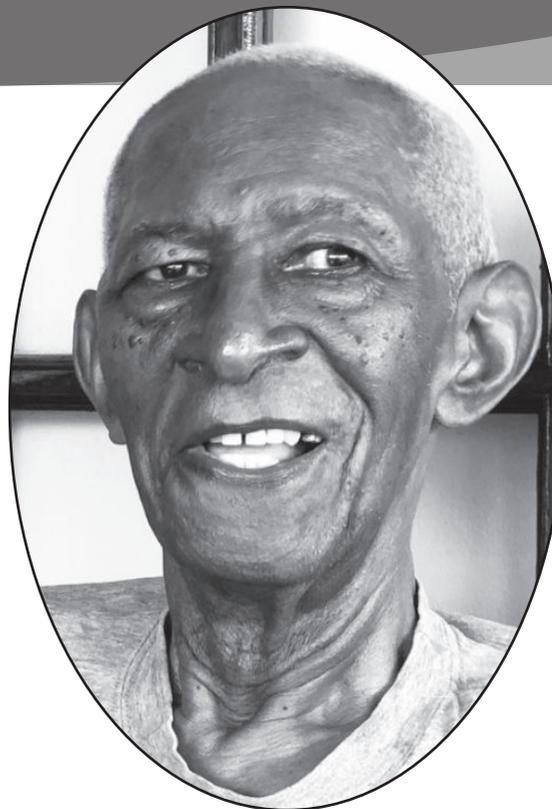
In Memoriam: Herman Arthur Telgt 3 April 1940 - 24 August 2020

Rita Tjien Fooh
Suriname

Herman Arthur Telgt 3 April 1940- 24 August 2020
Herman Telgt, was the Archivist of the Landsarchiefdienst (predecessor of the National Archives) who served from 1984-2003. Mr. Telgt, studied in the Netherlands at the State Archives School; after the completion of his study he worked as head of the old archive at the Ministry of Health there.

When the State Archives and the National Archives were merged into one institute, Mr. Telgt was then appointed as the Archivist. In that capacity, he ensured that as many archives as possible of the services that fell under the responsibility of the Ministry of Education and Home Affairs were acquired and preserved for the public. In the 1980s and 1990s, the Archivist made every effort, under difficult circumstances, to make the archives accessible to the public.

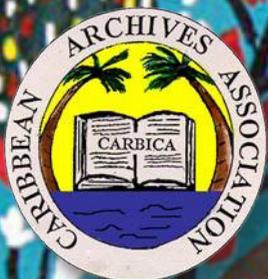
We thank Herman Telgt for his services to the development of the archive system in Suriname. Rest in peace, Mr. Telgt.



Frontcover: Painting of Andre Normil. André Normil was born in Haiti in 1934 and died on May 2, 2014. He started to paint in 1944 at the Centre d'Art. He paints Haitian life daily scenes with keen observation and humor. His animals scenes are rich in colors. His primary colors, composition, and techniques are among the best in Haitian art. His works are a must for a serious collector. His name is cited in many Haitian art books. "Like Bigaud, Normil depicts scenes of daily life with a certain humor". (Peintres Haitiens by Gerald Alexis).

Backcover: Haitian Artist, Louisiane Saint Fleurant (1924–2005) was a Haitian female artist and painter. She was a founder of the peasant Saint Soleil art movement. Saint Fleurant's paintings often depict primitive maternal scenes of females, children, trees, wildlife, and Haitian Vodou art. Her folk painting style is often colorful and vibrant and expresses a distinct female perspective on the Saint Soleil movement and Haitian Vodou art.





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