



General Information

International Webinar on Records and Archive Management

“Documenting History of Nation”

9 September 2021

Virtual Event

Ministry of State Secretariat of the Republic of Indonesia

National Archive of the Republic of Indonesia

Introduction

The Ministry of State Secretariat in collaboration with the National Archive of the Republic of Indonesia (ANRI) are intended to organize an International Webinar on records and archive management. The theme of the program is “Documenting History of Nations” and aims to provide the opportunity for the participants to observe Indonesia experience in managing records and archive including the Presidential Archive as well as how it can contribute to the efforts of government in combating the Covid-19 Pandemic.

The International Webinar is part of the Indonesia South-South Cooperation (SSC) scheme. SSC has been increasingly significant in international development landscape. It provides a broad framework for collaboration through learning and sharing process among countries of the Global South in the political, economic, social cultural, environmental and technical domain. The Government of Indonesia views SSC as one of importance strategy in international development and the realization of the objective of Sustainable Development 2030. Thus, Indonesia continuously sought to strengthen its role in SSC by actively providing various capacity building program and asserting its position as a true partner for development.

The webinar will be scheduled for one day on 9 September 2021 and features Indonesia lineup of experts in the fields of archives and records management and other related disciplines. There are three main topics that will be discussed on the webinar, the role of the archive institution in addressing covid-19 pandemic, particularly tackling disinformation regarding the pandemic that engulfing the nation. There is also a discussion focusing on disaster mitigation strategy on records and archive. Lastly, participants also given the opportunity to experiencing the Indonesia Presidential Records Management.

Objective

Overall objective of the program is to build capacity of the participants in managing the records and archive. Key activities:

- a. Sharing best practices
- b. Discussion on policy and regulation

Expected Outputs

The program outputs are

1. To gain better understanding on Indonesia policy on records management.
2. Stimulate discussion and sharing knowledge among participants regarding the respective issues on the webinar.

Activities, Topics and Rundown

The program will be conducted in English and comprise of half-day seminar (with a moderator and a reviewer/commentator/facilitator from Indonesia). The program will be conducted on **9 September 2021**, with the following details:

- **Session 1:** How the Government of Indonesia, particularly the Archive Institution can help combat the disinfodemic in the midst of a global pandemic and document all government activities in dealing with Covid-19 for future generations

- The impact of disinformation on Covid-19 Pandemic could contribute to the worsening and lessen the success in combating the virus as well as providing timely and effective support for the affected society. Thus, verifiable, reliable and accessible information is crucial and must be provided by the Government and relevant stakeholders to tackle confusing distrust from the society.
- This session will explore how ANRI and relevant stakeholders addressing the disinfodemic and how all the relevant data and information being documented properly to be inherited for future generations.
- **Session 2:** Protecting and handling records and archives from loss and damage due to disasters.
 - This session will explore how Indonesia policy and implementation as well as experiences on protecting and managing the valuable records and archives from loss and damage due to the event of disasters.
- **Session 3:** Presidential Records Management
 - This session will explore Indonesia policy, implementation and experiences on how to manage and preserving the Presidential Records from time to time.

Agenda (Tentative)

Time (Indonesia Time) (GMT+7)	Sessions
11.00 - 12.00	Registration
12.00 – 12.30	Opening Remarks
12.30-13.00	Session I: How ANRI can help combat the disinfodemic in the midst of a global pandemic and document all government activities in dealing with Covid-19 for future generations <ul style="list-style-type: none"> ● Head of General Bureau, the Ministry of Health of the Republic of Indonesia ● Drs. Sumrahyadi, MIMS (Deputy for Development of Capability for Records and Archives Management, ANRI)
13.00-13.15	Questions and Answers Session
13.15-13.45	Session II: Records and Archive Management in the time of disasters <ul style="list-style-type: none"> ● Protecting and handling records and archives from loss and damage due to disasters by Dr. Kandar (Director of Archives Preservation, ANRI) ● The role of Disaster Archives in shaping the Knowledge Society by Prof. Yoshimi Nishi, Kyoto University.
13.45 – 14.15	Questions and Answers Session
14.15 – 14.30	Session III: Presidential Records Management <ul style="list-style-type: none"> ● Policy, implementation and practice of Presidential Records management by the Ministry of State Secretariat by Head of Bureau for Administrative and Presidential Records, Ministry of State Secretariat of the Republic of Indonesia,

14.30-15.00	Questions and Answers
15.00-15.15	Closing Session End of the event

Registration

To be able to join the webinar, all participants are required to register through online registration form no later than **5 September 2021**. The link to the webinar will be provided later on to your email address, therefore please submit your frequent email address to ensure you receive latest update and information regarding the program.

Please pay attention as there are two categories of participants, as follows:

International Participants:

<https://bit.ly/IWAM2021-InternationalParticipants>

Indonesia Participants:

<https://bit.ly/IWAM2021-PesertaIndonesia>

Virtual Meeting

To ensure the safety and health of all event participants, this workshop will be an online virtual event. No cross-border travel will be required, and the participant can participate the event at their own home or office via the internet.

To ensure maximum efficiency and reduce the shortcomings virtual event will bring, this webinar will use multiple means of conducting this virtual event, including live streaming and multi-user web conferencing. To ensure that the participants of this event will be able to efficiently interact with speakers and other participants, we recommend the following hardware minimum requirements:

Operating system	Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS Catalina (10.15) Linux Google Chrome OS Android OS 5 (Lollipop) - Android 9 (Pie) iOS 10 - iOS 12 Windows Phone 8+, Windows 8RT+
Web browser	Google Chrome (most recent 2 versions) Mozilla Firefox (most recent 2 versions) Other compatible browser

Internet connection	Computer: 1 Mbps or better (broadband recommended) Mobile device: 4G or better (WiFi recommended for VoIP audio)
Software	Zoom desktop app Zoom mobile app
Hardware	2GB of RAM (minimum), 4GB or more of RAM (recommended) Microphone and speakers (USB headset recommended)
Mobile device	iPhone 4S or later iPad 2 or later Android

ZOOM will be used as the virtual meeting software for this event, if the participants cannot use the software, please contact the PO for instruction to resolve the technical problems.

[How to download a Zoom Application]

Desktop app on Windows or Mac:

<https://zoom.us/download>

Mobile app for iOS:

<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

Mobile app for Android:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en&gl=US>

Alternatively, attendees can join the workshop using a web browser meeting the specification above (the workshop organizers recommend downloading one of the applications above, if possible, as the web browser version comes with limitations).

METHODOLOGY

Organization of Program

Target audiences of this project are related stakeholders, including but not limited to policy maker who in charge in records and archive management in their respective countries. Academics, researchers, non-profit organizations, and other communities who are interested in the topic are willing to have benefited from discussion and knowledge dissemination are welcome.

The half-day seminar will be held virtually via Zoom and the participants will be joining on-line from various time zones.

Evaluation

Participants are required to complete and return an Evaluation Form by the end of the event. Thus, the e-certificate will be distributed for those who already completed the evaluation form.

Language

The event will be conducted in English.

Rules of the webinar

To ensure the webinar running smoothly and convenient for all participants, please pay attention to these following rules:

1. Please ensure that your internet connection is stable enough.
2. Please turn off your microphone during presentation session.
3. Participants can deliver question during the question and answer session.
4. Please turn on your microphone and camera when delivering your question or responses (if your connection is unstable, you may switch off your camera).
5. Participants also may deliver questions or response through zoom chat box, the moderator then will deliver it to the resource person.

Miscellaneous

1. Participants will assume responsibility for any expenses incurred for participating in this webinar. They will also make their own arrangement for any other financial matters if necessary.
2. Speakers and participants are required to strictly observe the event schedule
3. The presentations and other documents from the event will be collated by the organizer and distributed to the participants during the webinar.
4. Certificate will be distributed to the participants after completing the evaluation form, thus make sure that the participants to complete the form.

Should you have any questions or inquiries regarding the event, please kindly contact our team

Egi Dilianda

Ministry of State Secretariat

Email: egi.dilianda@setneg.go.id