

**Agenda (draft)**  
**South to South exchange: Improving storage and archival of civil registration records and documents**  
**Dates: 1-3<sup>rd</sup> October 2018**  
**Suva, Fiji**

**Day 1:**

Day/ Time	Topic:	Facilitator
8:30 - 9:00	Registration	All participants
9:00 - 9:30	Opening and welcome remarks Objectives of the workshop, key expectations and outline of the agenda	SPC
9:30 - 10:00	Basic principles and concepts of civil registration and vital statistics: National, regional and international commitments towards civil registration and vital statistics, the role of BAG, role of PCRN	SPC/PCRN
10:00 - 10:30	Coffee break	
10:30 - 12:00	Country presentations: Status, Recent developments in CRVS, key challenges and upcoming plans Discussion	PCRN
<b>12:00 - 1:00</b>	<b>Lunch</b>	
1:00 - 1:30	Overview of records management: Discussion	PARBICA/New Zealand archives
1:30 - 3:00	Country experiences: - Key challenges faced by each country and mitigation measures - Risks associated with recording, managing and storage of civil registration records, data and documents	SPC
3:00 - 3:30	Coffee break	
3:30 - 4:00	Some best practices on creation and maintenance of civil registration records and documents Discussion, Q&A	SPC
4:00 - 4:30	Record storage: managing current/frequently referenced files Discussion, Q&A	PARBICA/New Zealand archives

**Day 2:**

9:00 - 12:00	Visit to the Fiji National Archives	Fiji National archives
<b>12:00 - 1:00</b>	<b>Lunch</b>	
1:00 - 2:30	Visit to the Civil Registration office of Fiji	All participants
2:30 – 4:00	Return to Registry, Coffee + Discussion (if time allows)	

**Day 3:**

9:00 - 10:00	Reflection on day 2; key lessons and follow up actions	SPC
10:00 - 10:30	Coffee break	
10:30 - 11:00	Record Archival: managing old records and documents Discussion, Q&A	PARBICA/New Zealand archives
11:00 - 11:30	IT for record management: - key benefits and associated risks - key strategies to mitigating risks Discussion, Q&A	Object consulting

11:30 - 12:30	Overview of CRVSNOW Platform	Object consulting
<b>12:30 - 1:30</b>	<b>Lunch</b>	
1:30 - 2:00	Disaster mitigation and disaster management Discussion, Q&A	SPC/PCRN
2:00 - 3:00	Country feedback: follow up actions / areas of support	
3:00 - 3:30	Coffee break	
3:30 - 4:00	Wrap up and closing	SPC

**SUPPORTED BY THE BRISBANE ACCORD GROUP (BAG)**