



**PROGRAM FOR RECORDKEEPING METADATA SESSION
ASA/ARANZ CONFERENCE NZ
6th October 2005**

Time	Speaker	Proposed Topic
8.30-9.00	Registration and Welcome	
9.00-10.00	Barbara Reed	Setting the scene on recordkeeping metadata (why we all bother!) and Standards update (Australian and International)
10.00-10.45	Adrian Cunningham	National Archives metadata work, and CAARA, DRI initiatives
10.45-11.15	MORNING TEA	
11.15 – 12.00	Tony Leviston	Using recordkeeping metadata in migrating between records management systems: CCSU experience
12.00-12.45	Joanne Evans/Karuna Bhoday	Experience in implementing reuse of recordkeeping metadata in the Clever Recordkeeping Metadata project
1.00-1.45	LUNCH	
1.45-2.30	Trish O’Kane	Getting past ‘whatever...’ Embedding Recordkeeping Metadata. NZ Ministry of Education experience
2.30-3.15	Kirsty Smith	Recordkeeping metadata from a collecting archives perspective

About the speakers:

Barbara Reed	Barbara is a principal consultant in the firm Recordkeeping Innovation, as well as being a Director of The Recordkeeping Institute. She is head of the Australian Delegation to the International Standards group on records management, and active in the Australian Standards environment, including chairing the sub committee on recordkeeping metadata. She has been involved in a number of cultural heritage portal projects and cross organisational resource sharing projects involving the use of metadata, as well as developing and implementing recordkeeping metadata for a number of organisations.
Adrian Cunningham	Adrian is Director, Digital Government Standards and Initiatives at the National Archives of Australia. In that position he has responsibility for the development of the National Archives Recordkeeping Metadata Standard and is involved with initiatives such as the Digital Records Initiative (DRI), a cross institutional approach to digital preservation. Adrian chairs the AGLS committee and has been active in the areas of archival description through his roles on the ICA's Committee on Descriptive Standards and the ASA's Descriptive Standards Committee.
Tony Leviston	Tony is currently on secondment from State Records NSW to the Central Corporate Services Unit, the NSW government's shared corporate services provider. Tony is involved with a project to implement a new records management system, Objective, across the 20 organisations provided with records management services by CCSU and to migrate previous records management metadata from 42 databases in the system being retired.
Karuna Bhoday	Karuna is Assistant Director, Capability Development Section, Digital Government Branch at the National Archives of Australia. Karuna has been seconded to the Clever Recordkeeping Metadata Project two days a week as the Research Associate. She is responsible for developing and documenting metadata creation and multiple use scenarios and researching the functional requirements for the implementation of the prototype at the test-bed site.
Joanne Evans	Joanne is undertaking a PhD as part of the Clever Recordkeeping Metadata Project. She is interested in exploring the roles that archival description can play in support of recordkeeping and other business processes. In particular, she is investigating the tools that may be required to support the automated capture and re-use of descriptive metadata and also exploring their impact on archival functions.
Trish O'Kane	Trish is a Director and Principal Consultant of the Wellington based information and records management consulting company SWIM Pty Ltd. Trish has been involved in the development of the NZGLS metadata standard, the functions thesaurus FoNZ used within NZGLS, and has implemented metadata regimes within a number of organisations.
Kirsty Smith	Kirsty is currently a Resource Analyst at the National Library of New Zealand, seconded to the National Digital Heritage Archive Project. Previously she was the inaugural Digital Archivist at the Alexander Turnbull Library, and prior to that worked for Archives New Zealand. Kirsty's experience encompasses digital recordkeeping, transfer and accessioning of digital material and preservation metadata.