

CSO/25/1

CONFIDENTIAL

CLASSIFICATION

CSO/25/1

GROUP CHIEF SECRETARY'S OFFICE

SUB-GROUP TRAINING

SUBJECT TRAINING OF ARCHIVIST

OFFICER DEALING DCS

CONNECTED FILES EDU/25/6-

FILE OPENED 28 3.78

TRAINING GENERAL

FILE CLOSED

DCS 5 303
RB

COSE

1

CS-

any action on this?

§ 1/6

2

Registry

Please attach the file dealing with training bids from the departments.

§ 7.7.77.

3

C.S.

(5). We could simply advertise and pay out of our training vote - we have no other suitable head. However, there is an idea that this position could be combined with that of apprentice in the Printing Office (I think that both you and DCS think along these lines). Was the suggestion ever put to H.P. Miller and Dr. Gifford please? - I have not discussed the matter at all with either of them.

§ 21.9.77.

4

~~AB~~

1/4. P. see my letter to VOK. Not go ahead.

§ 24/9

5

DCS- action req. at bottom of (11)?

§ 28/3/78

File Note: The question of repairing documents was discussed by Chris. Johnson/HP/Archivist/DCS. Decision was to apply for a repairer from UK.

DSH
29/3/78

Miss J. Lancaster,
Director, India Office Library
and Records,
Orbit House,
Blackfriars Road

The Secretariat,
Stanley,
Falkland Islands,
South Atlantic Ocean.

27 April 1977

Dear Joan,

This I am afraid is not going to be a nice, chatty letter about the Falkland Islands - that will come another day. At this moment I am writing to ask if you would be able, in principle, to take someone for a period of training in conservation of records, say something like 6 months, which would allow for a thorough training of someone who is naturally deft with his hands, and who has the interest and intelligence to carry on alone in this rather remote part of the world. I have discussed this, also in principle, with the Chief Secretary, and he fully appreciates that a repairer is an essential requirement if the records here are to be made available to the public, which they have not been up to the present. The cost would have to be borne either by the Colony or by OMM, or I suppose possibly by the British Council, who certainly made a grant to Maggott from St. Helena. This remains to be sorted out. As you know, partly because of the move to Kew this autumn, and partly for other very tiresome reasons, it is not possible for the PRO to take anyone just at present, and there could be advantages for the trainee in being more closely attached ^{to} the Commonwealth Office.

The records here are obviously completely modern, nothing earlier than the 1830s, though there are some fire and water damaged parchment deeds, the survivors of Deed Books involved in the fire in the Town Hall in 1944. The records in the Secretariat have also suffered from fire and water damage from another fire. There are very few fire damaged survivors, one or two remains of volumes with badly charred page edges where the binding has been completely consumed, but quite a considerable number of volumes in which the pages have adhered together by the action of water, although the majority of these are those horrible Guard Books, with the documents either loose or stuck in. These would have to be stored differently in any case since the majority are over-thick - some are 12" thick, and the pages are badly damaged along the fore-edge by slipping and through the straps which hold the covers together. Not a very exciting lot to repair, I'm afraid.

Supposing that you are able to take a trainee I should hope to get someone selected and sent home in the autumn, so that hopefully he or she would be back while I am still here. It would be an advantage if some of the records could accompany the person selected, so that part of his training could be on his own records. You will remember that I was able to do this with Maggott, and it was very useful to him.

I do hope that it will be possible to arrange this. I pro-



2

INDIA OFFICE LIBRARY AND RECORDS
FOREIGN AND COMMONWEALTH OFFICE
197 BLACKFRIARS ROAD · LONDON SE1 8NG
01-928 9531

from the Director

FL3/PG

10 May 1977

Dear Daphne,

Many thanks for your letter of 27 April. Although it is entirely concerned with the problem of training someone in the conservation of records, I read behind the lines that, as in St Helena, you are having a wonderful time. I hope that I have jumped to the right conclusions and I look forward to hearing more from you.

Meanwhile, to business - we should be happy to take a trainee conservationist from the Falkland Islands towards the end of the year. Since he would be bringing Falkland Islands materials with him to work on, we should have to ask you to arrange for the Colony, the ODM or the British Council to pay for the materials used. We should however be very glad to welcome him here and to provide the training free. At the same time, we may find that there will be time for him to repair some of our own materials in part exchange for the training, but it may not necessarily work out this way.

Do let me know when you have full details of his name and when precisely he will be coming here. We will do everything we can to help.

Meanwhile, you will be sad I am sure to learn that Stanley Sutton died last Friday. He had been ill for a long time, but of course it came as a great shock in the end.

With my best wishes,

J
lous

Jean

Dr Daphne Gifford
The Secretariat
Stanley
Falkland Islands
South Atlantic Ocean

3 June 1977

Dr D Gifford
Stanley

Thank you for letting me have a copy of the letter from FCO to you about training a local archivist, and your reply.

Do you wish me to act on this to try and locate a suitable candidate and arrange training? or should we wait for the outcome of your reply to Miss Lancaster, and also a job description which would be most useful?

A J P Monk
Chief Secretary

JB

4A

The Secretariat,
Stanley,
Falkland Islands

The Director,
India Office Library and Records,
197, Blackfriars Road,
London, SE1 8NG

21 June 1977

Dear Ivan,

Thank you very much for your letter of May 10. I am so glad that you will be able to take a trainee conservationist at the India Office towards the end of the year. I know that he or she will receive excellent training from Fred Marsh. By the way, is King still with you? He always seems to be in India or Pakistan whenever I visit the India Office.

We have not yet selected anyone for training, but I hope that this will be possible before too long, and we shall, of course, let you know in good time because there will be many arrangements to make.

I had not envisaged that the person selected would be working on P.I. Archives for much of the time, but I think it is useful to have a 'sampler' to bring back for reference purposes. Moreover, the ability to display immediately on return a specimen of the fire-frizzled and water-sodden documents, all beautifully repaired, would be a very useful P.R. exercise. That is needed. Any expenses for materials would be borne without question. Certainly some of the parchment material should be repaired under supervision. I had in mind not more than three things - a burnt volume, a water stuck-up one, and some of the deeds. Before they left I should 'arrange' them in so far as this needs to be, or can be done. Apart from the repair this would cover guarding and filing, casing, and possibly binding. We might have to ask you to do the last as it could be a longer job. Within the three main categories I think I can pick out one volume with a seal or two in it - nothing exciting, just wafers, but the principle of guarding can be demonstrated. I should certainly specify the maximum height for final make-up. There is only one volume in an otherwise complete series which urgently needs binding, and I think it would be nice to have it done.

I wonder if you could let me have a copy of the 'going rates' for Conservation Officers and Museums Technicians. We may have some trouble in deciding on the appropriate salary scale as the post here can have no career prospects guaranteed.

I was deeply shocked to hear about Stan Sutton. I have very happy memories of him, and particularly of his generosity in taking a party of us to the circus in Moscow when we were there for the I.C.A. Conference in 1972. It was a memorable evening.

I am sorry that the promised non-official letter has not yet materialized. Do you get The Petty Bag from the P.R.O? There should be some account of my first impressions in the June issue.

My renewed thanks for cooperating on this training scheme. I shall be in touch again as soon as things start happening.

Yours,

[Handwritten signature]

Document Repairer

4/3

There is a vacancy in the Archives Department for a man or woman to undertake the physical conservation of the Government Archives. Candidates should have a high degree of manual dexterity, and some knowledge of chemistry and an interest in photography would be added advantages.

The candidate selected will be sent to London for a period of about 6 months, for training in the basic principles and practice of document repair, make-up, casing and simple binding of repaired documents including maps and plans, mounting of documents for exhibition, and methods of photocopying.

On return to the Falkland Islands the conservation officer will undertake the repair of the Government Archives, and under the Archivist will be responsible for putting them into a condition for consultation and exhibition. He or she will be required to operate equipment for photocopying.

Dear Arthur,

4A

I think you have this correspondence round the wrong way; I wrote first to Miss Lancaster, and she replied to me. I have now written again and attach a copy. I hope this doesn't promise more than can be fulfilled. The ball is now in our court to find someone to send, and I think we should do this as soon as possible.

4B

I have also drafted a rather high-falutin advertisement, but perhaps you can look on it as intended primarily for your guidance. It would be an advantage for the person selected to have some experience in photocopying because this will have to be done by someone. I shouldn't at the moment envisage more than a flat-bed copier of some sort (Xerox would be nice - there's nothing comparable), but a keen photographer could make himself useful elsewhere, with Grasslands Research, the Police, and the Medical Department, for example. I should hope eventually that you would be able to make up the missing records from microfilm (though this is becoming increasingly expensive), and you would need a reader and someone who could look after it and the film as well as the copying machine.

So far as a pay-scale is concerned I am at a complete loss, but I imagine you will tie it to one of the scales here. Educationally we want the best we can get, but I cannot emphasize too much the absolute necessity in my opinion of finding someone who is going to stay and be contented. A young married woman might be a very good bet, particularly if she were not entirely dependent on her salary. It ought to be a job for a Falkland Islander.

4C

I attach also a copy of our PRO handout to attract potential repairers. The India Office Conservation Department looks much the same.

Dyke

21 June 1977

How nice to see notepaper headed 'Colonial Secretary'.

5A

~~5A~~



INDIA OFFICE LIBRARY AND RECORDS
FOREIGN AND COMMONWEALTH OFFICE
197 BLACKFRIARS ROAD • LONDON SE1 8NG
01-928 9531

from the Director

1 July 1977

Dear Daphne,

Many thanks for your letter of 21 June. Yes, John King is still with us and he has in fact paid only one visit to Pakistan. He was going to India this year to Vrindaban, but the Office threatened to stop his salary, so it had to fall through.

I am sure that the visit of a repairer from the Falkland Islands for training will work out reasonably. We shall of course be ready for him to repair certain documents which he will bring with him and I am glad to learn that either the Falkland Islands Government or ODM will be willing to pay for any materials used. I agree entirely that it will help public relations if he is able to show what he has done and what results he will achieve after his return. We will look into the question of training in binding though, as you say, this takes a rather long time, but we may be able to get over the elements.

I have pleasure in enclosing salary scales for Museum Technicians and Conservation Officers, as well as a note on current supplements to pay. I hope this will give you the sort of information you need.

I shall continue to look forward to having a non-official letter from you. No, we do not receive The Petty Bag from the PRO. I must ask to see it.

With good wishes from all of us

Yours

Dr Daphne Gifford
The Secretariat
Stanley
Falkland Islands

Jan

W.E.F. 1.4.1976

(515)

Museum Technicians Salary Scale

Add £465.00 per year, £38.75 per month or £8.94 per week for national salaries for inner London. All £275.00 per year, £22.92 per month or £5.29 per week for outer London.

GRADE	AGE	NATIONAL	INNER LONDON	OUTER	WEEKLY
4.	16	1465	1930	£160.35	£37.12
	17	1552	1997	£166.42	£38.40
	18	1705	2200	£188.33	£43.46
	19	1864	2369	£194.08	£45.56
	20	1970	2441	£203.42	£46.04
	21	2295	2700	£230.00	£53.06
	22	2340	2805	£233.75	£53.94
	23	2387	2852	£237.67	£54.65
3.	**	2437	2902	£241.83	£55.21
		2488	2953	£246.08	£55.79
		2549	3014	£251.47	£57.56
		2603	3075	£256.00	£59.10
Efficiency Bar					
		2612	3117	£259.75	£59.94
		2737	3202	£266.83	£61.53
		2849	3314	£276.17	£63.75
		2973	3438	£286.50	£66.12
2.		3223	3688	£307.33	£70.99
		3349	3704	£315.33	£72.77
		3444	3879	£323.25	£74.60
		3500	3974	£331.17	£75.42
1.		3687	4152	£346.00	£79.30
		3775	4240	£353.53	£81.34
		3883	4343	£362.33	£83.62
		4012	4477	£373.08	£86.19

Grades not linked to age 21

All museum technicians are monthly paid grades

I don't know why a weekly rate should be given if they are monthly paid.

D.S.

5C

SUPPLEMENTS TO PAY

INTRODUCTION

1150 Under the provisions of two Agreements reached with the National Staff Side (ie as recorded in Annex A of Code Memorandum CM/131 and Annex A of CM/241) supplements may in certain circumstances be paid in addition to the rates of pay shown in the Annexes to paragraph 1050 of the Code Section "Rates of Pay".

1151 The supplements fall into two categories: one is a fixed flat rate supplement to pay (the 1976 Supplement); the other (the 1977 Supplement) is a variable supplement (subject to overriding minimum and maximum limits) based on weekly or monthly earnings.

AMOUNTS OF SUPPLEMENTS, AND STAFF TO WHOM THEY ARE PAYABLE

1152 The amounts of the 1976 Supplement are:

- a. £6 per week (or £313.20 per annum where appropriate) for officers aged 18 or over;
- b. £5 per week (or £261.00 per annum where appropriate) for officers aged 17;
- and c. £4 per week (or £208.80 per annum where appropriate) for officers aged 16 or under.

These supplements are payable to non-industrial civil servants except:-

- a. those whose pay on 1 April 1976 was £8500 or more;
- b. those whose pay, but for the provisions of the White Papers "The Attack on Inflation" (Cmnd 6151) and "The Attack on Inflation - The Second Year" (Cmnd 6507), would be determined directly or indirectly by reference to a single outside analogue or a single national pay agreement governing external rates of pay;
- and c. those employed on a period appointment or contract basis and whose terms of service either provide for a review of pay on the anniversary of the appointment or fix the rate of pay for the duration of the appointment.

Detailed instructions on the amounts of and conditions of payment for these supplements are contained in Annex B to Code Memorandum CM/131.

1153 The amounts of the 1977 Supplement are:-

- a. for officers aged 18 or over: 5% of total earnings, subject to a minimum of £2.50 per week (£130.50 per annum) and a maximum of £4 per week (£208.80 per annum);
- b. for officers aged 17: 5% of total earnings, subject to a minimum of £2.15 per week (£112.23 per annum) and a maximum of £4.00 per week (£208.80 per annum);
- and c. for officers aged 16 or under: 5% of total earnings subject to a minimum of £1.95 per week (£101.79 per annum) and a maximum of £4.00 per week (£208.80 per annum).

These supplements are payable to non-industrial civil servants with the exception of:-

- a. those on pay points or scales with maxima above the Assistant Secretary maximum (£11,000);
- b. those whose pay but for the provisions of the White Papers "The Attack on Inflation" (Cmnd 6151) and "The Attack on Inflation, The Second Year" (Cmnd 6507) would be determined by reference to a single outside analogue or to a single national pay agreement governing external rates of pay;
- c. those employed on a period appointment or contract basis and whose terms of appointment either provide a review of pay on the anniversary of the appointment or fix the rate of pay for the duration of the appointment; and
- d. those student groups (Cadet Economists, Cadet Statisticians, Undergraduate Statisticians, College Based and Sandwich Course Students, Vacation Students - Employed) to whom general pay increases do not automatically apply and for whom increases are normally authorised by separate circular.

Detailed instructions on the amount of and conditions of payment for these supplements are contained in Annex B to Code Memorandum CM/241.

Supplements for part-time staff which are payable in accordance with paragraphs 1152 and 1153 will be paid on a pro-rata basis, in accordance with the detailed operating instructions set out in the Code Memoranda referred to above.

Allocated

(51)

LINKED DEPARTMENTAL CLASS OF CONSERVATION OFFICER

CHIEF CONSERVATION OFFICER

Authorised by EC/274

Authorised by CM/4

Scale from 1.1.74

Revised scale
payable from
1.1.75

Revised scale
payable from
1.4.75

£	£	£
3,157	3,979	4,185
3,312	4,166	4,380
3,467	4,348	4,568
3,622	4,519	4,743
3,777	4,698	4,928
3,943	4,910	5,152
4,109	5,115	5,367
4,275	5,314	5,574
4,441	5,511	5,778

SENIOR CONSERVATION OFFICER

Authorised by EC/274

Authorised by CM/4

Scale from 1.1.74

Revised scale
payable from
1.1.75

Revised scale
payable from
1.4.75

£	£	£
2,461	3,095	3,254
2,568	3,222	3,386
2,675	3,357	3,527
2,782	3,492	3,670
2,889	3,629	3,814
2,996	3,764	3,956
3,103	3,904	4,104
3,210	4,044	4,253
3,371	4,237	4,454

56

Scales of Pay
ANNEX 23
(Paragraph 1050)

CONSERVATION OFFICER

Authorised by EC/274

Authorised by CM/4

Scale from 1.1.74

Revised scale payable from 1.1.75

Revised scale payable from 1.4.75

£

£

£

1,871
1,941
2,038
2,119
2,194
2,268
2,343
2,418
2,493
2,568
2,675

2,371
2,441
2,569
2,669
2,763
2,855
2,949
3,043
3,133
3,222
3,357

2,496
2,566
2,702
2,807
2,905
3,002
3,100
3,199
3,293
3,386
3,527

ASSISTANT CONSERVATION OFFICER

Authorised by EC/274

Authorised by CM/4

Scales from 1.1.74

Revised scale payable from 1.1.75

Revised scale payable from 1.4.75

Junior Scale

Junior Scale

Junior Scale

Age £

£

£

16 887
17 957
18 1,092
19 1,227
20 1,362
21 1,497

1,198
1,287
1,462
1,597
1,732
1,892

1,276
1,369
1,555
1,690
1,825
1,991

Main Scale

Main Scale

Main Scale

£

£

£

1,547
1,597
1,647
1,697
1,747
1,798
1,851
1,899

1,950
2,009
2,068
2,127
2,185
2,248
2,349
2,428

2,051
2,112
2,173
2,234
2,295
2,360
2,473
2,560

RESTORER GRADES

CHIEF RESTORER

S1A

Authorised by EC 209

Authorised by CM/4

Payable from
1.1.74Payable from
7.11.74Revised scale
payable from
1.1.75Revised scale
payable from
1.4.75

£

£

£

£

5,458
5,703
5,882
5,960
6,0945,458
5,703
5,919
6,105
6,3396,779
7,037
7,297
7,541
7,8557,109
7,371
7,642
7,900
8,234

Issue 3 June 1975

RESTORER I

Authorised by EC 209

Authorised by CM/4

Scale from 1.1.74

Revised scale
payable from
1.1.75

Revised scale
payable from
1.4.75

£
3,331
3,497
3,637
3,842
4,034
4,189
4,360
4,542
4,676
4,815
4,976
5,216
5,458

£
4,189
4,381
4,536
4,781
5,025
5,211
5,416
5,628
5,835
6,063
6,295
6,543
6,779

£
4,404
4,602
4,761
5,016
5,273
5,466
5,680
5,900
6,125
6,375
6,625
6,875
7,109

RESTORER II

Authorised by EC 209

Authorised by CM/4

Scale from 1.1.74

Revised scale
payable from
1.1.75

Revised scale
payable from
1.4.75

£
2,732
2,843
2,963
3,079
3,195
3,331
3,357

£
3,429
3,570
3,725
3,870
4,077
4,189
4,220

£
3,603
3,752
3,913
4,068
4,235
4,404
4,436

ASSISTANT RESTORER I (paragraph 1142)

Authorised by EC 209

Authorised by CM/4

Scale from 1.1.74

Revised scale
payable from
1.1.75

Revised scale
payable from
1.4.75

£
1,743
1,819
1,926
2,022
2,119
2,215
2,311
2,408
2,504
2,608

£
2,229
2,280
2,421
2,548
2,669
2,789
2,909
3,030
3,146
3,271

£
2,350
2,395
2,545
2,680
2,807
2,933
3,058
3,186
3,307
3,437

rates of Pay
ANNEX 8
(paragraph 1050)

ASSISTANT RESTORER II

Authorised by EC/209

Scale from 1.1.74

Age	£
17	1,251
18	1,344
19	1,444
20	1,511
21	1,589

Authorised by CM/4

Revised scale
payable from
1.1.75

Age	£
17	1,621
18	1,714
19	1,855
20	1,941
21	2,034

Revised scale
payable from
1.4.75

Age	£
17	1,714
18	1,807
19	1,958
20	2,018
21	2,145

MUSEUM WARDERS

GRADE I

Authorised by EC/209

Scale from 1.1.74

£
2,299
2,374
2,451
2,529

Authorised by CM/4

Revised Scale
Payable from
1.1.75

£
3,069
3,166
3,265
3,365

Revised Scale
Payable from
1.4.75

£
3,262
3,364
3,468
3,574

GRADE II

Authorised by EC/209

Scale from 1.1.74

£
2,044
2,116
2,189
2,262

Authorised by CM/4

Revised Scale
Payable from
1.1.75

£
2,701
2,805
2,911
3,016

Revised Scale
Payable from
1.4.75

£
2,865
2,977
3,091
3,204

GRADE III

Authorised by EC/209

£
1,882
1,935
1,999
2,065

Authorised by CM/4

Revised Scale
Payable from
1.1.75

£
2,468
2,541
2,636
2,731

Revised Scale
Payable from
1.4.75

£
2,614
2,696
2,795
2,898

.S.

5 (29) (B)

I attach a further letter from Miss Lancaster at the India Office, and copies of the rates of pay for Museum Technicians and Conservation Officers which may be of some guidance in determining a rate for a repairer here. Your salary scales are a bit of a mystery to me, but Scale 7 looks as if it might be about right. That gives seven years before the maximum is reached, and seems to be a junior or career technical grade. Any repairer who is competent could do a tremendous amount of conservation work in seven or eight years.

It is now becoming urgent to find someone and send him or her home for training since my operations will depend on someone being available in the not too distant future to dovetail essential conservation work with arrangement, listing, and indexing. I should not myself rule out the idea of looking for someone who could be a one-man or one-woman record-keeper and repairer, i.e. someone with the intelligence and commonsense to be able to deal with future accessions of records, and answer queries from members of the public as well as dealing with official searches. This is the kind of

person who is likely to prove the best value for money in terms of money and time spent on training. Moreover, such a person is likely to be more contented than a careerist (and people do change their minds about this), and there is no reason that I can see why both aspects of the Archives job should not be done by the same person.

Immediately the prime need is to find someone capable of being trained as a repairer, and this is now urgent.

D. H. Gifford.

D.H. GIFFORD

19 July 1977

Ref: PRI/31/1


21 September 1977

V E King Esq MBE
Head Printer

I mentioned yesterday that I think it would be useful to employ an apprentice in the Print Shop.

2. I wonder if you have had an opportunity to think further about this. If you agree with my view I shall institute action to obtain approval for the post as soon as possible.

3. It might also be useful if the apprentice could combine work in your department with binding for the archives. I have been in touch with Dr Gifford about this latter aspect and she is almost certain that she could arrange a course in binding at the India Office in London.


A J P Mank
Chief Secretary

CONFIDENTIAL

EDU/25/6

THE SECRETARIAT,
STANLEY, FALKLAND ISLANDS,
SOUTH ATLANTIC.

7



.....26..September.....1977..

Dear Arthur,

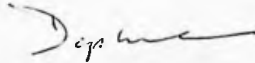
What is the present position with respect to the training in the conservation UK of someone for ~~consentation~~ of records? I anticipate that I shall be asked by Miss Lancaster about this since it could well affect their plans, and we ought not to lose out on the agreement already made. The big Government Conservation Departments have many calls on their services from former Colonial territories as well as from existing colonies, and it was for this reason that I was concerned to make an early request to the India Office before they became committed to training anyone else.

Since training is essential it should be looked on as an investment by the Falkland Islands Government (whoever pays for it), and I think it of prime importance that a Falkland Islander, or someone completely committed to living here should be selected. If the person selected is capable of undertaking other aspects of archive work so much the better, but since this would involve dealing also with current government records, security and a rigid adherence to the Official Secrets Act are factors of the utmost

importance to take into consideration.

If you would like me to make some enquiries for a suitable person I should certainly be willing to do so, but my own feeling is that the search should be started with an official government advertisement.

Yours,



D.H.Gifford

2nd December

77

Mrs. C. B. Johnson,
C.L.A.,
Ministry of Overseas Development,
Eland House,
Stag Place,
Victoria,
LONDON, SW1E 5DH.

Dear Chris,

One of our assistant printers will be in the U.K. next year from May and we would like him to have some training in the binding trade.

2. Dr. Gifford, our archivist, is also anxious to have someone trained in the conservation of records, and it may be a good opportunity to combine these aspects of training.

3. Dr. Gifford thinks she could arrange training at the India Office for training in repair and archival work; and it may be better if she did, this leaving the training in binding to be arranged separately.

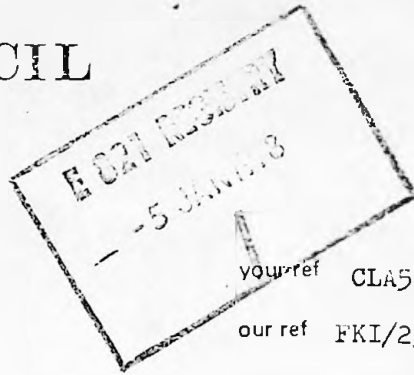
4. I realise this is not very much to go on but perhaps you would give us the benefit of your advice on how we should tackle this.

Yours faithfully,


CHIEF SECRETARY

THE BRITISH COUNCIL

10 Spring Gardens London SW1A 2BN
telephone 01-930 8466 ext 2324
telex 916522



129
9A 39A

Mrs C B Johnson
Ministry of Overseas Development
Eland House
Stag Place
LONDON
SW1E 5DH [BY VAN SERVICE]

your ref CLA56/375/01

our ref FKI/2307/2

please quote our reference

4 January 1978

*Dear Mrs Johnson. R.R please
MJS 2/1*

FALKLAND ISLANDS - BOOKBINDING TRAINING

(127) I am replying to your letter dated 21 December 1977 addressed to my colleague Mrs M Swaffer regarding the possibility of providing bookbinding training for the Falkland Islands.

I think it is as well that you should know that we have recently been experiencing extreme difficulty in arranging training in bookbinding, since the London College of Printing ceased to run their bookbinding courses. We do not know of course whether the enquiry dated 2 December 1977 from the Falkland Islands which you received will blossom into a Technical Cooperation Training request but if it does it might well be that we should be unable to arrange anything in the way of training.

If the Falkland Islands wish to go ahead with a request for training under TC then they should be asked to supply A2 application forms in the usual way; their letter of 2 December 1977 addressed to you just does not give enough information for us to work on. We do not know, for example, length of training requested nor why the assistant printer referred to will be in the UK in May anyway. Is he a Falkland Islands national or is he perhaps an expatriate?

May is not the ideal time of year for a course of training to commence in any case!

*Yours sincerely,
Philip J. C. Mawson*

P J C Mawson
Programme Officer
Technical Cooperation
Training Department

pm fc



Ministry of Overseas Development
Eland House Stag Place London SW1E 5DH

Telephone 01-834 2377 ext

29
9

D R Morrison Esq OBE
Deputy Chief Secretary
Secretariat
Stanley
FALKLAND ISLANDS

Your reference EDU/25/6
Our reference CIA 56/375/01
Date 20 January 1978



Dear Doug,

BOOK BINDING COURSE

8

On receipt of your letter of 2 December I wrote to the British Council for advice on this type of training.

2. Their reply (copy attached) is not at all hopeful. I have been trying to think of alternative sources of advice but have drawn a blank. Perhaps Daphne Gifford has a contact in the UK who could help, or alternatively suggest someone whom I could contact?

3. A further point which occurs to me is that our rules only normally allow us to pay for training which lasts for six months or more. Were you envisaging such a lengthy course? I really am at a loss as to how best to advise you on this problem but it does seem that a possible course of action would be to submit an A2 to the British Council asking them to bring in the India Office Training - which might then bring the total training period to six months (I do not think we can make an exception in this case). This could mean that your Assistant Printer would have to put his visit to the UK back until the autumn; would this matter?

Yours sincerely

Chris

Mrs C B Johnson

Enc

*DCC
- This is disappointing. Discuss with Dr. Gifford.*

2. para. 3 raises a policy point, deriving from Mr. Ritchie's Report about training in the public service being combined with leave whenever possible. We must discuss this with Mr. Johnson when she comes, but you might put down an appropriate number by letter for discussion.

EDU/25/6

16th February

78

Dr. D. Gifford,
Stanley.

Dear Daphne,

BOOK BINDING/CONSERVATION OF RECORDS

I attach a copy of a letter ⁽³⁹⁾ from Mrs. Johnson about training and should be grateful if you would discuss this with the Head Printer and suggest a possible line of approach.

Yours faithfully,

CHIEF SECRETARY

us

Ref. EDU/25/6



11 (45)

DCS)
CS)

Bookbinding/Conservation of Records

There seems to be some misunderstanding about this training. Bearing in mind the problem of finding suitable people here for training, and also the size of the conservation job essential for the Archives, I suggested to the former CS some ten months' ago the possibility of employing someone who could usefully work both for the Archives and for the Printing Department, which is one of the most likely places in government to find someone with the requisite deftness of hand. Neither Joe King nor myself has the slightest interest in a craft binder - there is no work here for such a person. But we have a common need for someone who can do simple casing, guarding and filing, with some knowledge of sewn bindings. This is exactly what would be learnt by someone under conservation training at my office. If a suitable candidate for this training already exists in the Printing Department this is excellent but I need for the Archives someone also trained in at least paper conservation work, and simple casing is a normal part of conservation training, as I have said. Record offices do not primarily train binders.

Discussed twice with Archivist / HP / Mrs Johnson. Joe withdrew from training as he had to get a replacement. All to be sent to...

the exchanges between myself and the former CS, and my correspondence with the India Office who are willing to take someone for conservation training with some binding. The period of training would be six months.

I cannot usefully comment on Chris Johnson's letter because I have no idea exactly what she has been asked to do. If conservation training has already been agreed this covers all that Joe King and the Archives need in the way of binding. The problem would seem to be whether he can spare someone for six months on top of leave, and then make him available for repairing the Archives.

Daphne H. Gifford.

D. H. Gifford

22 February 1978