

RMI PRINT MEDIA UPGRADE PROJECT

Submitted to:
Hilda Heine, Secretary
Ministry of Education
Republic of the Marshall Islands

Submitted by:
Ari Seligmann, Technical Assistant
University of Oregon Micronesia and South Pacific Program
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Ari Seligmann
September 1994

Executive Summary

The Ministry of Education requested a media consultant to assist the Support Services division in improving the quality and publication frequency of the RMI Gazette and the Education Newsletter. A request was made for assistance in writing and editing, information gathering, layout, printing, and photo developing.

In addition to this project, the technical assistant was asked to train staff members of the Head Start program in computer skills, including word processing and desktop publishing, so that they can produce a newsletter to be sent to parents of students in the program, and create other documents in-house, as needed.

The purpose of this report is to:

- describe the conditions surrounding the production of the newsletters;
- determine the best organizational structure for accomplishing the Ministry's request
- make recommendations to be followed to ensure the most productive use of time, resources and personnel.

The Print Media Upgrade Project concentrated foremost on the improvement of the RMI Gazette. Normally produced monthly, a request was made by the Minister of Education to have it produced twice a month. In addition to the production increase, the Minister also asked that the quality of editorial, layout, printing and photography be improved.

The technical assistant was able to transfer skills in all of the above areas except printing. Fortunately, a new printer was hired and improved the quality of printing. In addition to the requested skills transfer, a large amount of computer knowledge was passed on to the coun-

terpart.

A request was also made to have the Education Newsletter produced on a regular, monthly basis, and to also assess its overall quality. Because the counterpart for this component of the project was not available for skills transfer, this component had to be deleted from the initial workplan.

In addition to the initial project involving two newsletters and overall organization of the Support Services Division, a separate project involving Head Start was begun. At the request of the Head Start Director, the Head Start staff needed training in basic computer skills in order to produce a newsletter and other documents in desktop publishing software.

Computer training was begun, and two staffers who had no previous computer experience are now comfortable using the computer. One staff member who had previous computer experience is more well-versed in the desktop publishing program and able to produce documents, such as programs and invitations, for Head Start functions. As soon as articles have been gathered for the newsletter, they can be typed into the template which has already been set up and is merely awaiting data input.

Recommendations

The following recommendations will be outlined in this report:

- Hire a full-time reporter/editor for the RMI Gazette and the Education Newsletter.
- Keep the Gazette under the Ministry of Education so Recommendation 1 can be fulfilled.
- Upgrade existing computer systems in the Support Services Division.
- Continue training of Head Start staff in computer skills.

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Participants

	<u>Name</u>	<u>Title</u>	<u>Status</u>
RMI Gazette			
	Florian Helkena	Gazette Manager	Counterpart
	Sam Jordan	Producer/Reporter	Counterpart
	Grisson Lijello	Publication Specialist	Trainee
Education Newsletter			
	Leander Jennet	Information Officer	Counterpart
Head Start			
	Bima Akeke	Assistant Director	Counterpart
	Morris Jetnil	Program Coordinator	Counterpart
	Sally Capelle	Clerk	Trainee

Introduction

RMI Gazette

The RMI Gazette has been published for four years on a continual basis. Initially under the Ministry of Internal Affairs, the Gazette was moved approximately three years ago to the Ministry of Education (MOE), under which various media systems for the government were consolidated.

Stationed in the media center, the production of the Gazette is done on a Mac Classic using MacWrite and Pagemaker 3.0. It is then laser printed and multiple copies are run on the MOE's print shop printing press. Photos of various events are taken and the black and white film is developed in the darkroom which is also located in the print shop.

The photos are taken by different personnel at different times, although usually by Bwera Lakjohn. The film is then developed and printed by Grisson Lijello.

After the photos are ready and paste up is complete, the boards are shot and plates produced for the press. Until very recently, printing quality was poor due to old or low quality equipment and lack of knowledge in how to clean and repair the printing presses. Although materials ordered long ago have still not arrived as of the publication of this report, the quality of printing has improved. This improvement is credited to the new printer, Carlin Heran, who was hired in August and has had professional experience working at the Micronitor.

Approximately 250 copies of the Gazette are printed. The Gazette is then distributed to various ministries and agencies throughout Majuro and the outer islands.

The Minister of Education requested that instead of producing the 8-page newsletter on a monthly basis, it be produced on a bi-weekly basis. In addition to the increase in production, the Minister also wanted improvements made in quality of editorial, layout, photography and printing.

In the matter of editorial, information gathering techniques had to be assessed. Although

each Ministry is supposed to supply the Gazette Manager with ongoing press releases for news stories, this rarely happens. Therefore, the manager must rely on press releases given to and obtained by the radio station manager. The radio station manager is able to obtain press releases from the various ministries by having a staff member call frequently to obtain them. Because the media center phone is quite busy, the Gazette manager is busy, and there is a lack of personnel to perform this duty for him, these calls cannot be made in-house.

There is also the matter of the fax machine. One is currently sitting in the media center, not hooked up because there is only one phone line. There had been high hopes for receiving press releases by fax, but until the machine is connected and various ministries start producing press releases, it seems that the fax machine will not be of help in gathering information.

Other ways of gathering information include attending events, recording them on cassette tape and taking notes, and interviewing. Although it makes sense that the manager would be the one to gather information this way, other duties interfere. Namely, the Gazette manager is under constant barrage to produce various documents for different ministries. These documents include invitations, brochures, flyers, envelopes, signs, posters, programs, licenses, forms, and many other publications. Requests for these jobs often come in the morning and the deadline for having them ready is the afternoon of the very same day. Most requests come as "demands" from high ranking officials. Because of this burden, the manager is not free to cover events, conduct interviews, etc. as needed for news stories for the Gazette.

In addition to information gathering, editorial for the Gazette needed to be improved in terms of language. Although he has an excellent command of the English language, the manager had no skills in journalistic writing styles or in copy editing. Serious attention needed to be paid to this area.

Another issue to be looked at regarding quality enhancement of the Gazette was layout. The manager had professional experience in layout from working at the *Marshall Islands Journal*, but basic elements of design and dos and don'ts needed to be addressed. Also, what was

appropriate for a government newsletter as opposed to something less formal needed to be discussed and understood. With the increase in news stories, proper use and captioning of photos also had to be addressed.

Photography needed and still needs improvement. Old film, poor rollers, inexperienced developing and printing and lack of proper technical equipment are all factors here. Some training time and consultation with the photographer were needed. Also at issue were delays in developing and printing of photos which resulted in the Gazette not getting published for long periods of time.

Lastly, the printing presses had not been operating correctly. This was due in part to rollers which were off track and no one knew how to fix them. Fortunately, the new printer arrived and repaired them. Other materials such as ink and plates have been on order and will improve the quality of printing when they arrive.

The above issues reflect the conditions surrounding the publication of the RMI Gazette as of June, 1994.

The Education Newsletter

The Education Newsletter is also put out by the Ministry of Education and is supposed to be a monthly publication. Problems have arisen in getting it published on time, and also on the quality of articles and printing.

The first issue to be addressed here was accessing the template. Since March of 1994, the current issue of the Newsletter had been trapped on a hard disk on the print shop computer and no one could access it. For this reason, no Newsletter had been produced since before that time. Therefore, that computer had to be procured so we could access the file.

However, in addition to the technical difficulty with the Newsletter, the manager of that publication had difficulties finding time to gather information for it since he also does a weekly radio show that he needs information for. In addition to those duties, he occasionally goes on shoots with his videocamera to collect footage for the media center.

This is all of the background information that could be gleaned for this component of the report. The counterpart for this component was available for a meeting only once and since that day was transferred to work temporarily with the Constitutional Convention. The counterpart was present when the newsletter file was accessed, and hopefully will be looking forward to continuing his work on it when his duties at the Constitutional Convention are over. I regret not having had the chance to work with him on this component of the project.

Head Start Newsletter

In addition to the request to work with the managers of the Gazette and Education Newsletter, the Head Start director requested assistance in training his staff in computer skills to formulate a newsletter and other publications for the Head Start Program.

The first issue to be addressed here was finding counterparts to train. Once they were chosen, they were enthusiastic about learning how to produce a newsletter. Because two had no computer skills whatsoever, and one had limited knowledge, we had to start with the very basics

of computer operations. Also, we had to assess the needs of the program and available technology to figure out which software program would be the most appropriate, and then find it. This was accomplished with ease, as Pagemaker 5.0 had recently arrived at the MOE and was clearly the best software available.

Once the counterparts were chosen the software installed, we set up a schedule for training Head Start staff. We agreed that Head Start staff would receive technical assistance in the morning and Support Services would receive training in the afternoon.

Methodology

The following section will outline the steps of the workplan which were attempted. Although not all were successful, this section will merely concentrate on what we planned to do on each component of the project. What actually occurred will be outlined in the following section on "Activities."

RMI Gazette

The methodology applied to the completion of this project was qualitative in design. First, skills and needs had to be assessed. A brief interview with the manager and counterpart, Florian Helkena, revealed that he lacked journalism skills and both needed and wanted improvement in writing and editing. Next, organizational structures had to be assessed. Because of time constraints and personal preference, it was determined through further meetings with staff members that Sam Jordan would prefer to do the interviews necessary for collecting new news stories and that he would attend events and tape them. After taping the events, Sam agreed to listen to them and take notes to give to Florian to write stories from.

Because the time and personnel did not exist for anyone to call the various ministries often for press releases, we decided that Florian would continue to collect press releases from the radio station, in addition to relying on the few that some ministries would drop off. With the combination of press releases, taped events and interviews, we hoped that we would be able to gather enough information to fill up two newsletters per month.

For layout improvement, we ordered and received a copy of Pagemaker 5.0. Being more familiar with later versions of Pagemaker and advanced computer skills necessary to properly install new software, I was able to transfer computer skills in desktop publishing and troubleshooting during this time (more on computer troubleshooting will be discussed under "Activities").

Once we had all of the articles we intended to use, we planned to spend a lot of time

looking at writing styles and transferring skills in copy editing.

Another large component of this project was assessing the best use of Florian's time since he was under such high demand to produce documents for other ministries, and in Remail Peter's absence in the beginning of the summer, was also in charge of the print shop and media center. Because my schedule only permitted me to be in the media center in the afternoon and Florian had so many other demands on his time, we had to think of ways we could best utilize the time we had available. Time became even more of a factor when we ran into computer problems.

Because editing is a hands-on process, we had to wait until we had all of the stories in-hand that we intended to use in the Gazette before we could really practice. Teaching writing and editing is a time-consuming process, and we wanted to do a quality job on the Gazette. So we opted to take the time to really make inroads in this area.

Similar to the editing process, photo developing is hands-on. To assess the quality of photo developing and printing, I wanted to observe this process in the darkroom. Because the photo developer was off island for several weeks, this process was severely delayed, thus delaying the publication of the Gazette.

Education Newsletter

The first step in assessing the needs of the component regarding the Education Newsletter was meeting with its editor, Leander Jenet. During our meeting, Leander informed me that the most recent issue of the Education Newsletter was trapped on someone else's computer and no one had been able to access the file, as the floppy drive and hard disk were both damaged. The first step, then, was to try to access the file.

Once I had accessed the file, we were ready to begin training, but Leander was transferred to work temporarily with the Constitutional Convention. Because there was no alternate counterpart, I could not work on this component of the project.

Head Start Newsletter

The method for assessing the needs of the Head Start staff was similar to the other components. I first met with the named counterparts, Bima Akeke and Morris Jetnil, and trainee Sally Capelle, and asked each individual about his/her computer skill level. Once I had established what their skill level was, I was able to determine that the training had to begin with the very basics of computer usage. I also encouraged the main counterpart, Bima Akeke, to begin collecting information for news stories and articles to fill up the newsletter. The supervisor for this project, Aliksa Andrike, also wanted the staff to be able to produce forms, programs, flyers, brochures and invitations.

Based on these needs, I determined that the best software package would be Pagemaker 5.0, as it contains templates and is easy to use for these types of publications. The question was appropriating this software, but, as luck would have it, a copy was available and we were able to begin training on it immediately.

Description of Activities

RMI Gazette

Production Schedule

To keep moving forward with the Gazette and try to meet a deadline of August 15 for production, I devised a production schedule for various deadlines. Standard in publishing and a good guide for each participant in a project, the production schedule allows participants to know when their work is expected to be completed. This works well for writers, layout people, and printers so they all know when to expect to work and can arrange their schedules accordingly. I encouraged all the participants to continue using a production schedule after I leave.

Interview Techniques

One of the first activities we engaged in was to design interview questions for an interview with Bernice Joash and Evelyn Lanki, as each had attended the women's conference in Jakarta and we wanted a story on that conference. Since there were no in-depth press releases on the conference and the *Journal* had done a poor job covering the story, we wanted to get accurate and complete information.

I wrote a series of conversational interview questions which Evelyn and Bernice asked to see ahead of time. Both women first wrote their answers to some of the questions but did not answer some questions they were uncomfortable with. This worked out perfectly, as they were willing to answer those questions when we conducted a personal interview.

Sam Jordan was my counterpart for the interview. We conducted it at the Alele Museum in Bernice's office. We took notes and photos and taped the interview on a microcassette recorder. We gathered more information than we needed, which I taught Sam was a technique for print media because it ensured there would be additional information for follow-up stories and future articles, as well as important background information necessary for understanding the context of a story. Once the interview was complete, we returned to the office with the tape.

Transcribing an article from cassette tape

With the interview on tape and the written material in hand, we now needed to condense the information we had. Because much of the interview had been interrupted with laughing and joking, I decided to do the transcription myself. Once this was complete, I showed the written answers and the transcribed notes to Florian and asked how he wanted to work with me on turning it into an article. He preferred that I begin that task and show him what I did as I went. I then began the process of article writing, conferring with Florian as I wrote.

The final step in writing the article was showing it to Bernice for approval since she had requested this step. I wanted to make sure Florian understood the proper journalistic ethics of obeying such a request so I had him bring the article to her so she could approve it. Once she approved it, it was ready for layout. Because we wanted sidebar information, we were also able to transfer skills in different layout styles for this page. Thus, we had an original article, with the information gathered directly from the source and a new layout to work with, as well as a story no one else had covered.

Taping events and taking notes

We attended many events over the course of the summer which we photographed and taped. Although some of the photographs got printed and published in the newsletter, Sam was often sick and had trouble transcribing the taped speeches and information for the newsletter, although he did gather information for his weekly radio show. We did, however, have photos of these events and Florian and I were able to find press releases which related to some of the events.

Taking photos of events

I attended many events and with Bwera Lakjohn, photographed them. Some of the events I attended were: Riding with the Yokwe Yuk Women's Club to decorate the new RMI ship;

World Population Day; the opening of the new MEC building; various sports events, and the swearing in of the new Japanese ambassador. We were able to look at some of the photos that were developed and choose which ones had the best composition, newsworthiness and story. This was one of the easiest skills to transfer, as it was obvious to see which photos would look better on the page. This skill transfer should have lasting effects on the quality of the Gazette.

Choosing articles

By the end of the summer, we had many press releases in hand, and now that photos were finally getting developed, we were able to pick and choose the best stories. We started by choosing the most recent stories for timeliness, and then chose the best of those. Factors we considered in choosing which articles to use were timeliness, appropriateness for a government newsletter, news value, and variety. Because Florian already had strong skills in this area, we were able to move through this step rather quickly.

Copy editing press releases

Once we had chosen which articles we wanted to use (although in publication all articles are tentative until the final layout—this issue proved no exception as we received a special feature on the Walap project at the last minute that we wanted to use), we had to begin the process of copy editing. It became very apparent to me during this stage that one of the reasons press releases are few and far between is that there is a lack of public relations writing skills in the various ministries. Nonetheless, we were able to look at each article, and discuss why it was poorly organized or written and how to improve it. While I could easily see this project continuing for editing skills transfer, we did make a lot of progress in this area. Florian can spot leads, write interesting headlines, and is beginning to understand the journalistic style of formatting and organization. I gave Florian two books to use as references for editing: *Information Gathering* and *When Words Collide*, both of which were donated to the project by one of my journalism

professors. I consider this to be one of the most crucial elements in our training.

Using Microsoft Word

Like most of the offices in Majuro, the Support Services staff uses MacWrite as its main word processing program. Because Microsoft Word, another word processing program with greater capabilities, was installed onto the computers at the media center, I thought Florian should learn how to use it for entering articles and for any other documents that needed word processing. I began to train him in this program, and he is now quite comfortable using it.

Using Pagemaker 5.0

Like Microsoft Word, Pagemaker 5.0 was chosen for its greater capabilities and state of the art ease, as compared to Pagemaker 3.0, which Florian had been using. He was extremely enthusiastic about learning version 5.0, which is quite different from previous versions, and I looked forward to transferring this skill. Unfortunately, original misgivings I had about installing the high power, high memory program onto his outdated Mac Classic proved correct. Although I was able to initially install the program, we immediately began to have serious computer problems. These problems, while causing great delay in the production of the Gazette, served a vital function as they enabled me to transfer high tech and rare computer troubleshooting skills to Florian. These skills will be invaluable to the Ministry in the future.

Computer Troubleshooting

The first problem we noticed after loading Pagemaker 5.0 onto Florian's computer (even though the manual said we had enough memory for installation), was with the printer. We immediately ran into problems with the Laserprinter, and began to work with the manual and the two other hard drives to correct that problem. Although we would experience small victories, there would soon be other delays, mainly because Florian's computer is on its last legs and he cannot

merely reboot, but must wait about an hour after the computer freezes to turn it on again. Although we had other work to keep us busy during these down times, a lot of productive time was wasted due to the fact that we both use computers for our work and the combination of 5.0 freezing systems and his motor burning out stopped us in our tracks. During these computer nightmare times, I transferred troubleshooting skills to Florian, and he transferred patience skills to this Technical Assistant.

Once we had made the necessary adjustments in printing commands so we could print, there were still other delays and problems in screen clarity and in file freezing. The next logical step was to update the system software on all three hard drives so they would be compatible and could better support 5.0. Again, according to the manual, there was enough memory to handle this change. With the assistance of a high school teacher and his software package, we loaded on the new systems.

Unfortunately, this didn't work. Again, all the computers crashed and we couldn't print. A late breaking bit of information to come with the new Pagemaker software informed us that a mistake had been written into the manual and we needed more than twice as much memory to run the program as had originally been published. We were now into our second week of computer troubleshooting, and our immediate supervisor, Remail Peter, was aware of the difficulties we were having. During this time, I also met with Maynard to request that he seriously consider allocating funds for Florian to have a new computer.

Because the computers were down for quite awhile while we worked feverishly to get them back up again, many requests for documents and publications from other ministries and the Nitijela could not be fulfilled. It was during this time that Remail was informed that most of the requests coming to Florian from ministers were not really from the ministers at all, but from staff workers who were supposed to be doing the work themselves but didn't know how, or didn't want to, and then would take credit for doing the work. This information was quite enlightening, as these demand jobs had been cutting into Gazette production time for years and were continu-

ing to do so. Because Florian assumed the requests were coming from ministers, he didn't feel he could say no to any jobs. But it was also apparent by this time that the request to have the Gazette published bi-weekly was going to be impossible to fulfill with so many other demands on his time. Thus, the only workable solution to the problem seemed to be devising a way to document the requests, not only so Florian could prove how in demand his time was, but also to make the person requesting assistance aware of the fact the request was being documented, and hopefully eliminate some of those requests. The form documented what time the requests were made and how quickly they were expected to be produced. Once the computers were up and running, we immediately devised this form and put it into use (see attachment). This form has effectively reduced the number of requests being made.

Photo printing

I spent some time observing the photo developing and printing process with Grisson Lijello. There is a lack of proper equipment that would ensure the proper printing of photos and clarity. Specifically, there is no enlarger or viewing glass to check for graininess. Also, Grisson informed me he had only one training session that lasted about 30 minutes in film developing and photo printing. Additional training for him would be valuable.

Professional Layout

Once the computers were operational and the articles were copy edited and photos chosen, we concentrated on improving the quality of the layout. This was done through hands-on instruction as we placed the articles and made editorial changes.

First, we changed the font to Times Roman, as it is cleaner, more professional looking, and reproduces better than wider fonts. This was a priority considering the poor quality of printing and condition of the old presses. Next, we made sure all headline fonts were the same and that all columns, graphics, sidebars, etc. were properly aligned. We then changed the master

items to look cleaner, smaller and more professional. This was also important as there were many more articles and space was at a premium. With the improvements in printing quality, the Gazette now appears much cleaner.

Project Request Form

The excessive burden placed on the media center and print shop to produce programs and invitations for various ministries has had a negative impact on the quantity of Gazettes that can be produced. From the Nitijela on down, many people come to the media center demanding documents to be produced immediately. The demand is made as though the request has come from a minister, and it has been recently discovered that the ministers are expecting their own staffers to accomplish these tasks, but the staffers are not adequately versed in computer layout skills to fulfill those requests. Since this discovery, some requests have died down, but many are still made.

To solve this problem, we have devised a "Project Request Form," which is filled out every time someone comes into the office requesting a document. The date, time, job, agency, and person making the request, as well as the deadline for completion of the project, are recorded. It is hoped that careful documentation of these requests will show the excessive burden placed on the media center and print shop and will also show the sometimes unrealistic expectations of staffers wanting jobs turned around immediately. The purpose of this form will prove how difficult it will be to produce a Gazette twice a month, with other production pressures.

Education Newsletter

Since the latest, unfinished edition of the Education Newsletter was locked on a hard disk

that no one had been able to access, I decided to make as my first priority the retrieval of this document. We found Leander's computer, and using an external hard drive connected to the broken computer, were able to boot up. Some maneuvering was required, as well as the aid of another internal hard drive, but by disconnecting and reconnecting cables between all three computers, I was able to finally access the frozen file. This took the better part of one morning, and occurred one day after my initial meeting with Leander.

Now that Leander had the newsletter file, he could work on it. My recommendation was that he call it the June issue, and immediately begin work on the July issue. I had several other newsletters that Cathy Relang, the project supervisor, had given me to use as information guidelines for Leander, and looked forward to working with him on the next issue. At that point, I considered the prompt publication of the first issue to be top priority, and as it was almost finished, decided to leave it as it was and use it as a guide for improvements on the next publication.

After that day, however, I never saw Leander again. He was transferred to a temporary public relations position at the Constitutional Convention, and although he requested my help on his PR work there, I was unable to offer my assistance as my two other jobs were keeping me busy. With no counterpart to work with on the newsletter, there was nothing I could do, as my position was specifically for skills transfer, and not for mere individual consultation (meaning I alone would have completed the newsletter). As of the writing of this report, no Education Newsletter has been published since February of this year.

Head Start Newsletter

For the initial training of Head Start staffers, we began by introducing the various parts of a computer. We then practiced opening and closing files and getting comfortable using the mouse. Training consisted of methodical, repetitive instruction with all three participants gradually becoming acquainted with the computer and software programs. On many days, the partici-

pants were unable to attend due to other obligations, but when training did take place, they were enthusiastic.

We immediately set up a template for the newsletter, and I had them get comfortable typing words into it. In this way, I hoped to have them familiar enough with the program that when Bima Akeke, the main counterpart, had collected the articles he was working on, they could just be entered into the file and a newsletter could be printed out. Although as of the publication of this report, only one article has been entered into the newsletter format, it is ready to go and the staff has the skills to complete the newsletter should the articles become available.

Other training also occurred on various publications. Although Morris Jetnil and Bima Akeke, the designated counterparts, could not attend training due to other responsibilities, Sally Capelle, the trainee, was able to complete programs and invitations for various Head Start graduation ceremonies. With my assistance on some finer points and in printing, as Head Start had printing problems due to electrical shortages, we were able to produce all of the programs and invitations (see attachments). At this point, Sally is very comfortable with the computer and can produce simple documents.

Recommendations

RMI Gazette and Education Newsletter

Description of Outside Activities

In addition to my designated projects, I was able to assist various individuals with computer problems. These activities did not interfere with my project, and served to introduce me to several people in various agencies and also to make valuable contacts.

Women's Affairs

In the Women's Affairs Office of the Ministry of Social Services, Merle Capelle needed help installing new systems software and a more recent version of Pagemaker than what she had, as her computer was completely inoperable. I installed Systems version 6.0 and Pagemaker 3.0. Merle is the editor of the women's newsletter, and since my field of research is gender and communications in developing countries, we also discussed article ideas. Unfortunately, my schedule did not allow me to spend more time helping Merle with her newsletter and computer programs, although I would have been pleased to have offered more assistance.

Internal Affairs

In the Ministry of Internal Affairs, Wisse Amram had been having trouble with her printer. She asked Florian to come look at it for her and bring her some disks she needed. I went with Florian several times to look at the computer and printer to see what could be done. Basically, we determined that an entire new system must be installed with all of the necessary extensions to have the computer and printer compatible. Next, we looked at the printer, and determined that the type of paper being used with it was not the correct kind, and that had to be remedied before it would work.

If Wisse can find the time to bring her computer to the media center, it can be repaired and made operational. More technical assistance will be needed to fix her printer.

ADB

Cathy Relang received a new laser printer that she was having trouble with. After spending a few hours troubleshooting and running diagnostic tests, we determined that the problems was with the compatibility between her version of MacWrite and the printer driver. Fortunately, other software programs print and Cathy is able to cut and paste MacWrite documents into another program and print.

- I. The first recommendation for the RMI Gazette and Education Newsletter is to hire a full-time reporter/editor to write news and feature articles. This will enable Florian to do the layout of both newsletters and the many other publications he is asked to produce. It will also ensure that there are enough articles to fill up the newsletter if it is to be produced twice a month.
- II. If the Gazette is to be produced twice a month, it must be reduced to four pages. There simply is not enough newsworthy information to fill up eight pages every two weeks. It would also be nearly impossible for the staff to produce sixteen pages of news and layout per month and still accomplish their other tasks.
- III. Computer systems must be updated in Support Services. This step is vital if high quality publications are to be produced. Low power, outdated computers cannot support the state-of-the-art software that is available and desirable for professional publications. Technology must be considered top priority.
- IV. In order to achieve Recommendation I, the Gazette should remain under the auspices of the MOE and not moved back to Internal Affairs.
- V. Find a professional photographer to give additional darkroom training to Grisson.

Head Start Newsletter

- I. Computer training will continue to be needed if the entire staff is to be well versed in computer usage. To this end, a computer specialist or other trainer should be hired to work with the staff.
- II. Consider ways of motivating employees to follow through with information gathering for articles to fill the newsletter.
- III. A laser printer is needed to properly support the computer and software currently being used by Head Start staff.

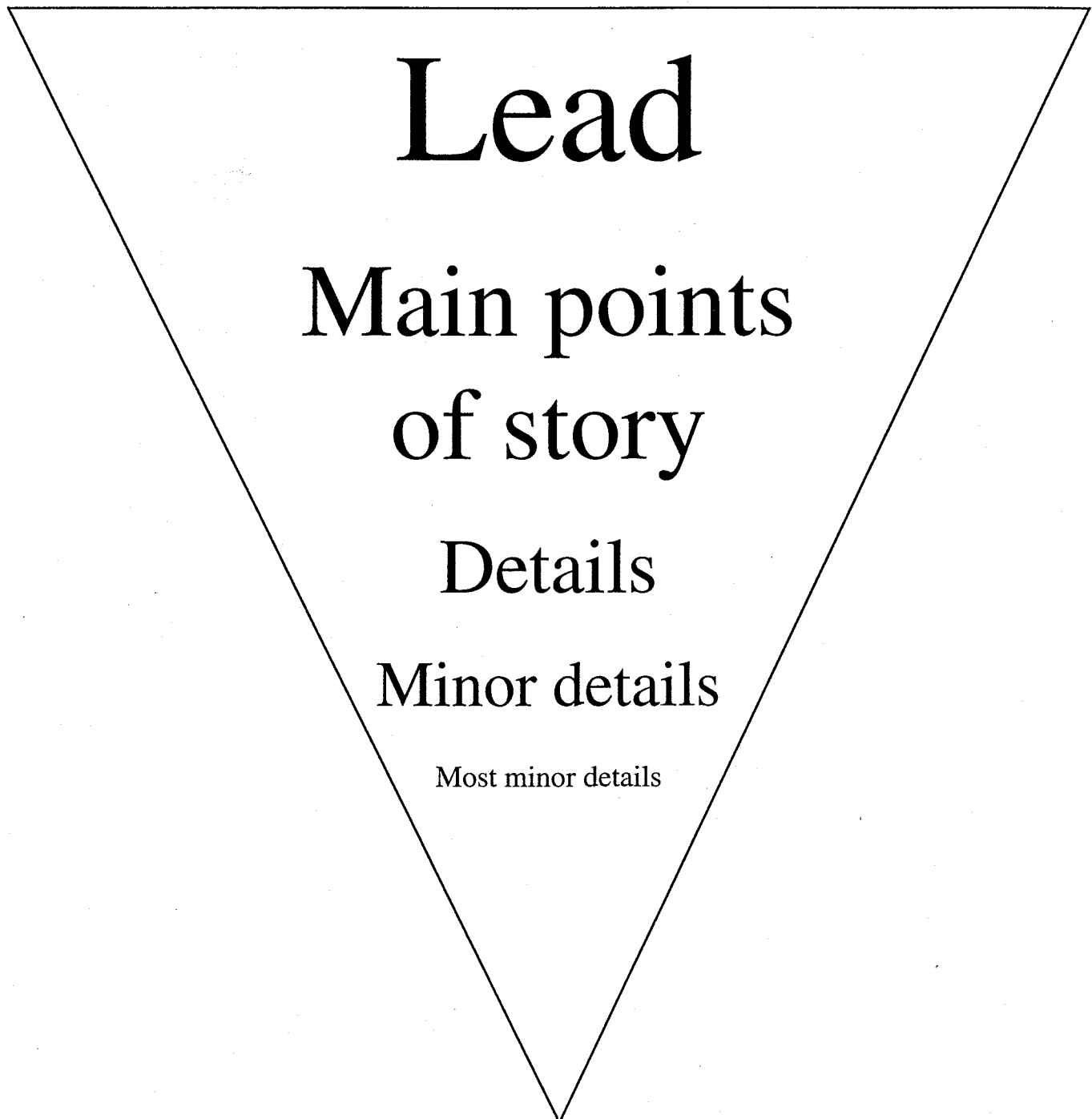
Interview Questions

1. What is your position? How long have you been in this position? How did you get where you are now? What was your previous job? etc.
2. What is your educational experience and background?
3. How (why) were you chosen to go to Jakarta?
4. Please describe the conference for us, including exact name of conference, dates, keynote speakers, main themes, how many attended, how many countries were represented, etc. (As many details as possible).
5. Did you speak? Attend workshops? Which workshops did you attend?
6. What did you learn at the conference? How can you apply (what you learned) to the Marshall Islands?
7. What plans are you making now for the application of these ideas?
8. Anything else you'd like to add?

Journalistic Format

The Inverted Triangle

This form is used for most articles. After the lead, the most important part of the story is written. The main points are followed by details, which are then followed by minor details and finally, the most minor details. The reason for writing in this style is merely for editing purposes; that is, if an article is too long, the end can simply be cut without losing the important elements of the story. The format looks like this:



Head Start Newsletter Training Lesson 1

TO OPEN A FILE

Put arrow key on "File" (using mouse). Click mouse button and hold down; drag down menu to "Open." Let go of mouse button.

OR

Using mouse, quickly double click on "Macintosh HD" icon.

Once main directory is open, find the file you want. In this case, "Head Start newsletter." This file is directly on main menu and not located in another folder. Double click on this file and wait for it to open.

Once you are in newsletter file, you are using the Pagemaker program. Make sure toolbox window is open. Use pointer element for all layout procedures and "A" or letter element, for typing.

TO BLOCK

Drag mouse to beginning of word, line or paragraph you want to block. Hold down mouse button and drag across until entire section is blocked. To delete, hit delete key. To change font, size or style (bold, ital), go to "type" heading under menu and drag mouse down until desired element is found. (Double check to make sure the area you want changed is still blocked.) When desired element is found (size, font, etc.) let go of mouse button. The blocked area will be changed. To undo blocking, click the mouse on another area of the document.

Make sure to save your work frequently! When finished, save and quit (both located under "File".)

Head Start Newsletter Training

Lesson 2

TO BLOCK (Review)

Drag mouse to beginning of word, line or paragraph you want to block. Hold down mouse button and drag across until entire section is blocked. To delete, hit delete key. To change font, size or style (bold, ital), go to "type" heading under menu and drag mouse down until desired element is found. (Double check to make sure the area you want changed is still blocked.) When desired element is found (size, font, etc.) let go of mouse button. The blocked area will be changed. To undo blocking, click the mouse on another area of the document.

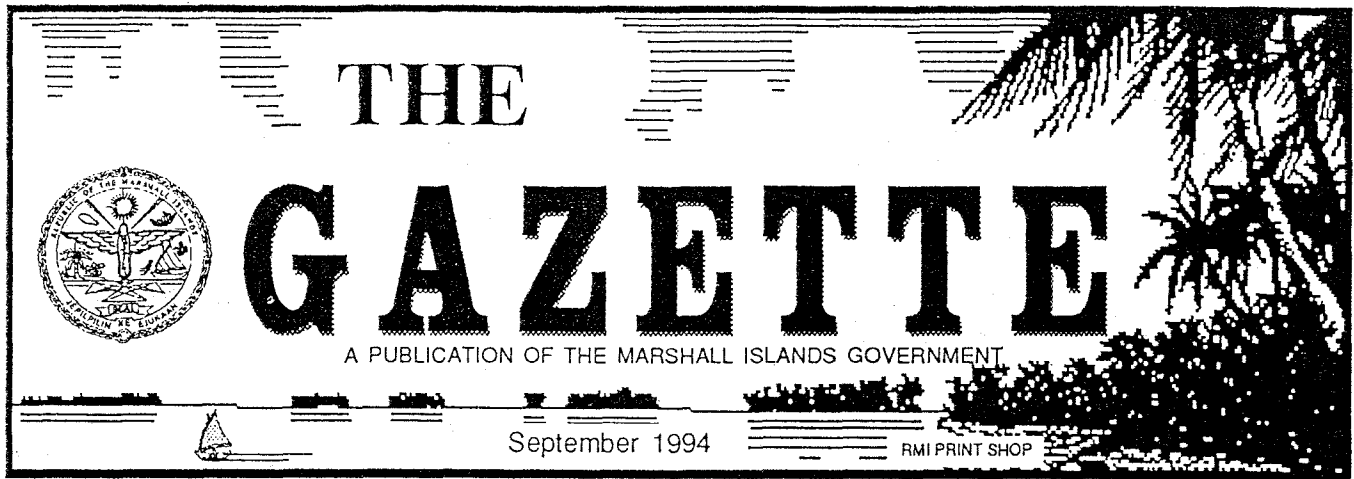
CUT AND PASTE

Using the A tool, Block element (word or phrase to be cut). Put arrow key on "EDIT" (using mouse). Click mouse button and hold down; drag down menu to "cut." Let go of mouse button. **DO NOT DO ANOTHER THING UNTIL YOU PASTE.** Move cursor to place in document you want to paste the cut element. Click once. Move tool to "Edit" again, and choose "Paste." Element will place where the cursor is blinking.

Moving Articles

Choose arrow tool. Click on section to be moved. Hold down mouse button and move section to desired element on page. If you want to place it on another page, move section off to the side of the page, being careful not to touch any part of the window shades to the document. Click on number of desired page, and use scroll bars to find the moved section. Click on section again, hold down mouse button, and move section to desired place on document. Check "loops" in window shades to make sure there is no red arrow or plus key at the bottom. If there is, pull down to retrieve rest of article.

Make sure to save your work frequently! When finished, save and quit (both located under "File".)



deBrum, Kendall Testify to Advisory Committee

Senator Tony A. deBrum and Ambassador Wilfred I. Kendall appeared before the Advisory Committee on Human Radiation Experiments to present testimony on behalf of the Government of the Marshall Islands.

In his presentation to the Advisory Committee, Senator deBrum provided each of the Committee members with copies of some of the documents which the RMI Government recently received from the Department of Energy (DOE). DOE amassed 28 boxes containing approximately 30,000 pages of files on the Marshall Islands which were given to the RMI Government under Secretary O'Leary's "openness initiative." The Senator used evidence from these documents and his personal experience to illustrate why there is no doubt in his mind that Marshallese citizens have been used for radiation research.

Senator deBrum told the Committee how he witnessed the infamous Bravo shot and other



Minister of Foreign Affairs, Phillip Muller accepts 28 boxes from Ambassador David Fields containing DOE documents.

weapons tests during 1945-1958 the years that he lived in Likiep Atoll, and how he worked directly with the U.S. government in subsequent years to address the problems caused by the weapons testing program. The Senator also told the Advisory Committee that the new information proves that the U.S. government deceived the RMI government, and purposefully withheld information from Marshallese negotiators during the bilateral negotiations

to terminate the Trusteeship.

There were several new disclosures in the package of documents submitted to the Advisory Committee. One of the most startling pieces of evidence was documentation showing that Marshallese citizens were purposefully exposed to radioactive fallout from the Bravo shot so they could be used as subjects in a medical study called "Project 4.1." Project 4.1, "Study of Response of Human

Continued on page 4



New Japanese Ambassador, Mack Kaminaga is sworn into office by President Amata Kabua. Witnessing the event are Timius Anien, Minister Luckner Abner and Minister Brenson Wase.

Bills & Resolutions of the 15th Constitutional Regular Session 1994

BILL NO. 151-To amend the Criminal Code, as amended, 31 MIRC Chapter 1, to clarify the definition of the crime of malicious mischief to specifically include acts of 'graffiti' vandalism.

BILL NO.153-To amend the Citizenship Act 1984, as amended, 43 MIRC Chapter 4, to require the Cabinet, rather than the Foreign Minister, to submit certificates of approval in connection with applications for citizenship by registration.

RESOLUTION 103-To acknowledge the courageous work done by the people of Mili Atoll, through their Senator, the Honorable Kejjo Bien, in connection with the investigation of, and international lobbying efforts regarding, the brutal

massacre by Japanese forces on Mili Atoll on January 1, 1945.

RESOLUTION 104-To respectfully request the governments of the United States and Japan to formally acknowledge that the people of the Marshall Islands were not properly consulted in the peace negotiations following the end of World War II which led to the agreement between such nations concerning the Trust Territory of the Pacific Islands, and to further formally acknowledge that, consequent to such fundamental inequity, the issues purportedly covered in such agreement should be readdressed at the present time, with full participation of those affected, to ensure fair and equitable disposition thereof.

RESOLUTION 108-To approve the appointment of Mr. Mack T. Kaminaga as Ambassador to the Republic of the Marshall Islands to Japan.

RESOLUTION 107-To approve the appointment of Mr. Donald Matthew as a member of the Public Service Commission.

RESOLUTION 112-To respectfully request the Speaker to appoint a Special Nitijela Committee to conduct a study regarding the growing problems associated with solid waste in the Republic, and based upon the results of such study, to recommend to the Nitijela legislation aimed at implementing a long-term, national solution with respect thereto.



Walap Project in Full Swing

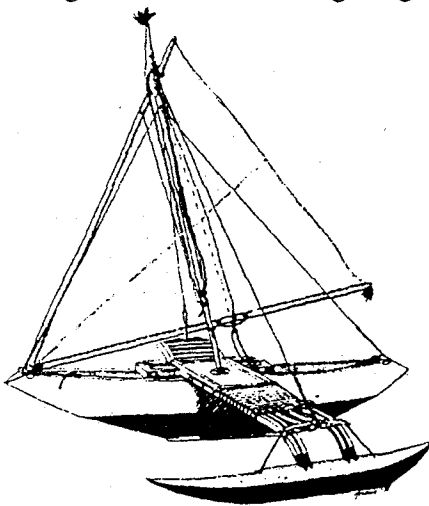
By Dennis Allesio

Ujae Atoll - The Waan Aelon Kein Project (Canoe of These Islands) is in full swing with the building of an Ujae voyaging canoe. The voyaging canoe (WALAP) will be the sixth canoe built since the beginning of the project in mid-1989.

The project is designed to document the step-by-step design, measuring and construction techniques of the traditional Marshallese outrigger canoes. This canoe will be quite different in design from that of the Enewetak style which was deemed the fastest traditional canoe in October, 1992. The Ujae WALAP will be a much heavier canoe, built for taking long ocean voyages. And the women of Ujae who still hold the knowledge to build the traditional Pandanus sail have gathered the special variety, *kunum*, prized for its extreme durability and are nearly finished with the sail.

Huge Mahogany drift logs were found at the end of Ujae lagoon. A group of men have camped on the islands at the other end of the lagoon to chop the logs to be light enough to float off of the reef in order to tow them to the main island. The logs brought in to date have made up the bottom *jouj* section, the two end sections, *jim*, and the planking, *ra*. The main hull will be finished when the fine planing is done. Then it will be lashed together. The outrigger float, *kubaak*, has been rough shaped from a breadfruit log

which was lost in a typhoon a couple of years ago. If the canoe is finished in time before the storm season in mid-September, she will sail to Lae, Kwajalein, Namu, Ailinglaplap and then to Majuro using traditional navigation and weather sighting.



Three master builders, Thomas Bokin, Makbi Bokin and Elimas Samuel are working with 12 "official trainees"—younger men of the island who have never seen the construction of a voyaging canoe.

This is the last phase of a two year documentation project funded by Department of Interior (OITA) with matching funds from the Republic of the Marshall Islands. At the end of this project, all of the documentation of the traditional techniques and styles of canoes in the Marshall Islands will be completed, ending what began six years ago as the first project of its kind in the Pacific.

A canoe documentation project entails: (1) describing in

SPECIAL TO THE GAZETTE

detail the step-by-step traditional construction techniques of the outrigger canoe (including the various hull and sail designs) by recording with still photos, video photography, sketches of construction details, proper scale drawings of the hull designs, and recording of legends, songs and ceremonies specifically pertaining to the use and building of outrigger canoes; (2) Completing an economic survey of outer island boat usage to determine the current economic potential of outrigger canoes of various sizes in comparison to motor boats currently in use; and (3) promoting community-based projects for building and use of outrigger canoes in the district center as well as in the outer islands.

In the Marshall Islands, people are still using outrigger canoes in many of the outer islands for fishing and transportation, but as traditional knowledge and skills are being lost at an unprecedented rate, the Republic realized the urgency of documenting the canoe-building process. With the pending loss of traditional canoe building, the outer island communities are at risk of losing a cultural and economic resource at the worst time since increased availability of outrigger canoes can make the difference between near economic-sufficiency or the need for massive government

Continued on page 4

Advisory Committee

Continued from page 1

Beings Exposed to Significant Beta and Gamma Radiation due to Fall-Out from High Yield Weapons," was planned by the United States prior to the Bravo blast on March 1, 1954, and appears in a July 1, 1953 documents which lists 48 scientific programs conducted in conjunction with the Castle series. After the Bravo shot was detonated, Marshallese citizens from Rongelap, Ailinginae, and Utirik were evacuated to Kwajalein to take part in Project 4.1. When the preliminary report on 4.1 was issued on April 29, 1954 the title was modified slightly to become "Study of Response of Human Beings Accidentally Exposed to "Significant Fall-Out Radiation."

As a follow-up to Project 4.1, the Senator presented conclusive evidence that the people of Bikini, Enewetak, Rongelap and Utirik were purposefully resettled on their radioactive atolls to study the long-term effects of radiation ingestion.

The documents also demonstrate that the U.S. Department of Energy knew that every atoll in the Marshall Islands was affected by fall-out. Ailuk Atoll, for example was known to be contaminated to a level warranting evacuation, but a decision was made not to tell the people of their exposure or remove them from their radioactive land. Although the U.S. government has always told

the Marshall Islands that it did not monitor the central and southern atolls during the weapons testing program, some of the documents give dose readings for each atoll following all six of the CASTLE detonations.

Still other documents presented to the Advisory Committee indicate that Marshallese citizens were sent to the United States for unknown medical procedures in the decades following the weapons testing program for inclusion in radiation research studies. Senator deBrum asked the Committee for assistance in gaining access to the medical

Walap Project

Continued from page 3

subsidies.

The Marshall Islands have gained international recognition for successfully completing these types of traditional knowledge documentation projects. Now other countries in the Pacific are following suit, realizing the importance of documenting their own history and knowledge.

The traditional canoe building process, associated legends and history is now preserved for future generations. The information can be distributed through television and radio broadcasts, educational videos and articles for schools. In addition, the project will serve as an educational experience for young apprentices as well as

records of Marshallese subjects from the medical research facilities. The senator also requested that the Committee put pressure on the Department of Defense, the Department of State, the Department of the Interior, and any relevant U.S. agencies to provide the RMI government with copies of their records on the Marshall Islands.

The Advisory Committee promised the Marshall Islands government that it will consider the information presented, and will allow the RMI to present new evidence of human radiation research as it becomes available.

experienced boat builders. Such education will enhance and prolong outrigger canoe-making; thus stimulating a cottage industry which can provide modest employment opportunities for a limited but important group of canoe-makers.

Yamamura, McKay appointed

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chairman of the Nitijela's Committee on Judiciary and Governmental Relations and Senator Lomes McKay the chairman of Nitijela's Committee on Resources and Development.

RMI Embassy Gets New Face-lift

In June the RMI Embassy in Washington, D.C. sent a request to Marshallese citizens to help paint the RMI Government house. The response to the Embassy's request was overwhelming, and volunteers came from as far away as Rhode Island, which is approximately 600 miles north of Washington, D.C.

Responding to the Embassy's request were Austin Keju, Jeff Dribo and Nixon Aisen from

New Jersey, Tija Joseph from Rhode Island, and Alvin Lanwi, a student residing in West Virginia.

The RMI Embassy is happy to report that due to the effort of the Marshallese volunteers, the government saved approximately \$4,000. The estimate for painting the house given to the Embassy by a Washington, D.C. based company was \$5,000. Only \$1,000 was spent, however, on

purchasing paint and brushes. Because of the savings the Embassy was able to purchase other essential materials.

After the hard work, Ambassador Kendall, Senator Tony deBrum, Banny deBrum and family, and former Peace Corps volunteer Holly Barker hosted a thank you party for the volunteers.



Distance Education Reaches Marshall Islands

A concept known as Distance Education may soon be introduced in the Marshall Islands Education System.

Marshall Islands President Amata Kabua told the Nitijela session this week that Distance Education will enable Marshallese students to stay at home and learn about various

topics through television and radio programs, and will also reach those in isolated locations.

New Zealand Prime Minister Jim Bolger met with President Kabua during the recent South Pacific Forum where they both discussed and exchanged ideas on this concept.

New Zealand is well known for

Distance Education and has offered assistance in helping the Republic to establish the concept in schools throughout the country.



Marshall Islands Birth Rate Declining

An aggressive family planning program by the Ministry of Health and Environment has made a sharp decline in birth rates over the past five years.

1988 for example, a national census reported that the birth rate in the Marshall Islands is growing at an alarming rate of 4.2 percent, placing the Republic near the top for highest birth rate in the world.

Vigorous community health

education programs by the Public Health department show dramatic results in a community where the average family consists of eight people.

In 1993 the World Bank reported that the Marshalls' high birth rate is due to teenage pregnancy and lack of family planning.

The following individuals were elected by the NTA shareholders to be on the Board of Directors for 1994.

Alex C. Bing
Fred Pedro
Helena Alik
Samson Bellu (Ebeye)

Alan E. Fowler
Grant L. Labaun
Francis Reimers
Dennis Momotaro

Elementary Schools' Curricula Evaluated

The management of five of the seven elementary schools on Majuro atoll has been taken over by the "The Education Management Development Team".

According to Truit White, who is one of the members of the

Management Team, the project's mission is to initiate an evolving and progressive process of education that will provide Marshallese girls and boys with insight, understanding, competency and skills necessary for full and equal participation in the life

of the community.

Progress in these primary goals will inevitably result in more effective teaching and a wholesome school environment.



Marshall Islands and PNG Reps Meet

President Kabua, on a recent visit to Papua New Guinea, accompanied business representatives, says the market in the Marshall Islands is open for PNG entrepreneurs to link up with businesses in the Republic.

President Kabua, who was given a state-dinner welcome by

the Governor General Sir Wiwo Kowori invited PNG companies to help Marshall Islands in its bid to produce goods which could then enter the United States market free of duty.

Reports say that about ten business representatives accompanied President Kabua on his

tour, and that there has been a favorable response so far by the local business community to to work with PNG businesses.



Sea-Level Monitoring Project Expanded

The regional Sea-Level Rise Monitoring Project is continuing to expand its service with the commissioning of a new station in the Solomon Islands capital, Honiara.

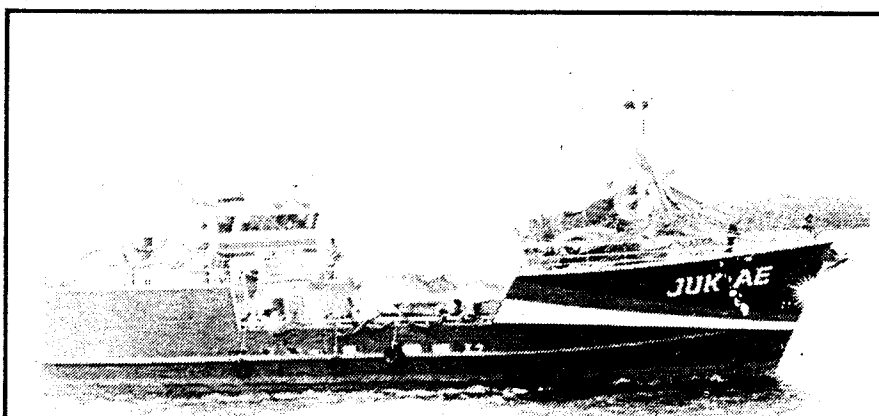
Solomon Islands is the 10th Pacific Island Forum country to have a monitoring station on its shore funded by the Australian International Development Assistance Bureau (AIDAB). Papua New Guinea will be the last.

The same project was expanded to the Marshall Islands in 1992 and the commission of the sea-level rise monitoring

equipment in Uliga dock was commissioned in May of 1993.

The South Pacific Sea-Level and Climate Monitoring Project

aims to help Pacific Island countries understand the scale and implications of changing sea levels and climate.



A new boat added to RepMar's fleet is the "Juk Ae". The 100 foot long ship was built in the Laforce shipyard in Alabama. It has the capacity of 284 ton and can cruise up to 25 knots.

Women's Conference Held in Jakarta

The Second Asia and Pacific Ministerial Conference on Women in Development was held June 7-14 in Jakarta, Indonesia.

The conference was organized to enable women of the Asia and Pacific region to meet and prepare the Asia/Pacific Plan of Action for the Advancement of Women in Asia and the Pacific region. The Asia/Pacific Plan will be submitted to the Beijing Fourth World Conference on the Advancement of Women to be held in September 1995.

Among the key issues discussed at the conference were culture and the environment—two issues with far reaching implications for the Pacific Islands. The issues voiced as most critical to Marshallese women were education and health. The proposed action to improve these areas includes holding workshops in Majuro and on the outer islands to educate women in improving their health and access to education.

Representing the Marshall Islands were Minister Luckner Abner, Secretary Herbert Shoniber, Evelyn Lanki, Chief of Women's Affairs, and Bernice Joash, curator of the Alele Museum.

According to Ms. Joash, critical areas of concern included in the Asia/Pacific Plan of Action for 1995 affecting Marshallese women must be presented to the

national government, church and traditional leaders by women. With strong community effort, legislation by the national government for implementation of the stated goals can be obtained.

Nearly one thousand women from government, non-government, and religious

groups attended the conference. Conference attendees represented 56 United Nations member countries from the Asia and Pacific region.

The Key Note Speaker for the conference was the Honorable Mein Sugandhi, State Minister for the Role of Women, Indonesia.

Critical Areas of Concern for Pacific Women

- The growing feminization of poverty
- Inequality in women's access to participate in economic activities
- Inadequate recognition of women's roles and concerns in environment and natural resource management
- Inequitable access to power and decisionmaking
- Violation of women's human rights
- Inequalities and lack of access to education and literacy
- Negative portrayal of women in the media
- Inadequate mechanisms for promoting the advancement of women

Goals, Strategic Objectives and Actions to be Taken

- Eliminating the feminization of poverty
- Promoting equality in women's access to and participation in economic activities
- Recognizing women's roles and concerns in environment and natural resources
- Supporting equal access of women to power and decisionmaking
- Protecting and promoting of women's human rights
- Promoting women's equal access to health
- Supporting access to and equality of women in education and literacy
- Portraying women positively in the media
- Creating adequate mechanisms for promoting the advancement of women

Fishing Regulations Sought in the Region

President Amata Kabua has called on the South Pacific Forum to establish an organization to control fishing in the region.

President Kabua made the proposal to a closed meeting of

leaders in Brisbane attending the South Pacific Forum meeting.

President Kabua said the Forum should appoint a committee at ministerial level staffed by the Forum Secretariat and the Forum Fisheries Agency and selected advisers, to report on how the

region could best manage its sea resources.

He said the committee should also look into finding foreign partners willing to join the region in the future development and harvest of its fisheries.

AIDS Prevention Program Established

The Ministry of Health and Environment is sponsoring a national AIDS program for various government ministries and agencies in order to formulate a book called *The Medium Term Plan for the Prevention of HIV/AIDS and Sexually Transmittable Diseases*.

The book will be used by government ministries, agencies, and churches and community organizations for the purposes of educating the general public about the prevention of HIV/AIDS and STDs.

The objective of the seminar is to analyze and determine the

main factors for the present and future HIV/AIDS situation, to identify potential barriers to implement changes to behavior and practices and other important

topics. These measures will then be compiled and establish the *Medium Term Plan* book which is expected to be released soon.

Two New Ministers Announced

The appointment of two new Cabinet ministers has been announced by the office of the Clerk of Cabinet.

Senator Hiroshi Yamamura is the new Public Works Minister and Senator Lomes McKay is the new Resources and Development minister.

Minister Yamamura replaced former Minister Antonio Eliu and Minister McKay replaced Minister Amsa Jonathan who had to vacate his post for health reasons.

Prior to their appointment, Senator Yamamura was the

Continued on page 4

Ministry of Education

TEL.: 625-5355

FAX: 625-5609

Post Office Box 3

Majuro, MH • 96960

AIR MAIL