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## University of London

### IDENTITY STATEMENT

<b>Reference:</b>	ICS150
<b>Title:</b>	Commonwealth Journalists' Association.
<b>Dates:</b>	1979-2003
<b>Level:</b>	fonds
<b>Extent and Medium:</b>	25 boxes (246 folders, 4 videotapes, 1 audiotape and 1 brochure)
<b>Name of Creator:</b>	Commonwealth Journalists Association

### CONTEXT

**Biographical/Administrative History:** The Commonwealth Journalists' Association was founded by a group of journalists in 1978 following a conference of Commonwealth non-governmental organisations held at Dalhousie University, Nova Scotia, Canada, to cater for the needs of individual journalists in Commonwealth countries.

The CJA's objectives include the raising of journalistic standards by the provision of training courses, the encouragement of an interest in and knowledge of Commonwealth affairs and the defence of the independence of journalists where a threat is perceived. The CJA takes a particular interest in safeguarding the rights of journalists in countries where press freedom is restricted and has intervened on several occasions, sometimes in collaboration with other interested bodies, to secure the re-opening of a newspaper or the release of journalists from prison.

The CJA's main activity is the provision of training courses for journalists in developing countries. Other activities include holding conferences, open to the whole membership, every three years.

Where there is sufficiently large individual membership in a given country or region members are encouraged to set up local branches or chapters to organise their own activities and, where possible, organise their own training.

A newsletter devoted to subjects of professional interest is published and distributed to members three times yearly.

### CONTENT

**Scope and Content:** The collection comprises papers relating to training courses and workshops run by the CJA for journalists in Africa, the Pacific, Pakistan, India, Bangladesh, Sri Lanka, Malta, Malaysia, Cyprus, Belize, Hong Kong and the Caribbean with supporting correspondence with various organisations including the Commonwealth Secretariat, The Commonwealth Relations Trust, The Commonwealth Foundation, The Thomson Foundation, the University of Western

Ontario and the Commonwealth Press Union including details of arrangements for courses and instructors and requests for funding and video and audiotapes tapes featuring conferences, a sub-editors course and a skills updating course; correspondence with organisations such as The Commonwealth Foundation and the Commonwealth Human Rights Initiative and general correspondence regarding issues such as fundraising, operational costs, Commonwealth Foundation and Nuffield Press fellowships, freedom of the press and the withdrawal of government funding for the Commonwealth Institute; conference papers including speeches, transcriptions of audiotapes, records of sessions and arrangements for travel, accommodation and expenses; minutes and agenda for meetings of the Executive Committee, the London Management Committee, the Training Committee, the Steering Committee, the Finance and Membership Committee and various conference committees; membership correspondence, application forms and subscription details (SOME OF THESE RECORDS ARE CLOSED); the CJA "Newsletter" including correspondence and articles for inclusion; information about the formation of an organisation for Commonwealth journalists and correspondence regarding travel bursaries awarded by the Commonwealth Relations Trust and the CJA.

## **ACCESS AND USE**

**Language of Scripts:** English

**System of Arrangement:** 1. Training Courses and Workshops. 2. Correspondence. 3. Conferences. 4. Minutes and Agenda. 5. CJA Membership. 6. Commonwealth Journalists' Association "Newsletter". 7. Commonwealth Journalists' Association Formation. 8. Commonwealth Relations Trust/Commonwealth Journalists' Association Travel Bursary Awards.

**Conditions of Access:** Open except for records restricted under the Data Protection Act or the Freedom of Information Act. Please contact the University Archivist for details. At least 24 hours notice is required for research visits.

**Conditions of Reproduction:** Copies may be made, subject to the condition of the original. Copying must be undertaken by the Special Collections Reading Room staff, who will need a minimum of 24 hours to process requests.

**ICS150/1 Training Courses and Workshops.**

**1982-2002**

Papers comprise correspondence, faxes and emails relating to arrangements for training courses and workshops for journalists in Africa including Uganda, Zambia, Zimbabwe, Tanzania, South Africa, Swaziland, Lesotho, Namibia, Mozambique, Nigeria, Gambia, Kenya and Ghana, Mauritius, Sri Lanka, the South Pacific, including Papua New Guinea, the Solomon Islands, Western Samoa and Fiji, Malta, Malaysia including Brunei, Sarawak and Sabah, Pakistan, India, Bangladesh, Cyprus and the Caribbean; letters of application and copies of application forms to organisations and funding bodies requesting financial assistance; details of course instructors and future training course proposals, ideas and outlines.

115 folders, 3 videotapes and 1 audiotape

**ICS150/1/1 Uganda Training Courses and Workshops.**

**1982  
November-  
1984  
November**

Correspondence and faxes including those between the CJA, the Central Office of Information and the Thomson Foundation discussing training courses for Ugandan journalists and possible sources of funding. Also included is a copy of "Uganda Times: A Survey" by Sir Edward Pickering and Joseph May, details of expenses, a report from the Uganda Journalism Training Course and various press cuttings.

1 folder

**ICS150/1/2 Uganda Training Courses and Workshops.**

**1986**

Typescript and fax correspondence including those between the CJA and the Uganda Journalists' Association with details of arrangements for training courses, workshops and the recruitment of instructors, travel plans and requests for the release of funds. Also included are project reports and press cuttings.

1 folder

**ICS150/1/3 Uganda Training Courses and Workshops. 1987-1988**

Correspondence and telexes including those between the CJA and the Uganda Journalists' Association relating to current and future training courses, possible changes to the constitution of the CJA and financial matters including applications for funding.

1 folder

**ICS150/1/4 Uganda Training Courses and Workshops. 1989**

Typescript and fax correspondence including those between the CJA, the Uganda Journalists' Association, Gemini News Service and "Editech" regarding requests for sponsorship, journalism courses in Kampala and travel arrangements for instructors with details of Uganda Media Week, a message from the CJA President, course reports and details of expenses.

1 folder

**ICS150/1/5 Uganda Training Courses and Workshops. 1993-1998**

Typescript and fax correspondence including those between the CJA, The Uganda Institute of Business and Media Studies and the Uganda Broadcasters' Forum, nominations for, and applications to, the Commonwealth Relations Trust Bursary Fund and a programme for a financial journalism workshop.

1 folder

**ICS150/1/6 Zambia Training Courses and Workshops. 1990  
December-  
1993 June**

Typescript and fax correspondence, including those between the CJA, "Nation" newspaper, "The Weekly Post" and the Zambia Institute of Mass Communication (ZAMCOM) relating to arrangements for training courses with details of instructors and funding. Also included is information about the Press Complaints Commission and how it works.

1 folder

- ICS150/1/7 Zambia Training Courses and Workshops.** **1993 July-December**
- Typescript and fax correspondence including those between the CJA and the Zambia Institute of Mass Communication (ZAMCOM) regarding a training seminar for editors and senior journalists and travel arrangements for George John, a seminar instructor.
- 1 folder
- ICS150/1/8 Zambia Training Courses and Workshops.** **1994 January-1996 July**
- Typescript and fax correspondence including those between the CJA and the Zambia Institute of Mass Communication (ZAMCOM) relating to course funding, Zambian independence, presidential elections and a Multi-Party Elections workshop with a report on a journalism and democracy conference.
- 1 folder
- ICS150/1/9 Zambia Training Courses and Workshops.** **1996 August-2000 September**
- Typescript and fax correspondence including those between the CJA, the Radio Guild and the Zambia Institute of Mass Communication (ZAMCOM) relating to grants and funding, courses on Internet use in journalism and a workshop on "Development, the Environment and the Human Factor: Towards Issue Based Journalism" (July 2000), with a follow up report. Also included is a report on the workshop "Reporting Multi-Party Elections in Zambia" (August 1996) and details of expenses.
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| <b>ICS150/1/10</b> | <b>Zimbabwe Training Courses and Workshops.</b>   | <b>1998<br/>January-<br/>August</b>     |
|                    | Typescript and fax correspondence including those between the CJA and "The Manica Post" relating to a workshop on legal and court reporting with a funding application form, the names of workshop instructors and budget and travel details.   |   |
|                    | 1 folder  |   |
| <b>ICS150/1/11</b> | <b>Zimbabwe Training Courses and Workshops.</b>   | <b>1998<br/>September-<br/>December</b> |
|                    | Typescript and fax correspondence including those between the CJA, the British Council in Harare and "The Manica Post" regarding a legal and court reporting workshop in Harare with a follow up report and funding information, budget estimates, receipts and travel details.   |   |
|                    | 1 folder  |   |
| <b>ICS150/1/12</b> | <b>Zimbabwe Training Courses and Workshops.</b>   | <b>1999-2001</b>                        |
|                    | Typescript and fax correspondence including those between the CJA and the British Council in Harare regarding a workshop about political and parliamentary reporting, with a follow up report and details of a basic journalism course for independent newspapers in the Midlands Province of Zimbabwe including a budget estimate, list of participants and timetable. |   |
|                    | 1 folder  |   |
| <b>ICS150/1/13</b> | <b>Zimbabwe Training Courses and Workshops.</b>   | <b>2001</b>                             |
|                    | A course programme, timetable, list of participants, teaching materials and a copy of the guest speaker's paper for the "Basic Journalism" course held at Kweke (9-20 April 2001).  |   |
|                    | 1 folder  |   |

**ICS150/1/14 Roger Patching Journalism Lecturer. 1984-1987**

Typescript and fax correspondence including those between the CJA and Roger Patching of Mitchell College of Advanced Education regarding his post as an instructor for the Pacific Training Courses held in the Solomon Islands and Papua New Guinea (July/August 1984) with supporting reports, travel arrangements and expenses.

1 folder

**ICS150/1/15 The Commonwealth Media Development Fund Correspondence. 1984-1985**

Typescript correspondence with the Commonwealth Media Development Fund and the Commonwealth Foundation regarding funding for training projects.

1 folder

**ICS150/1/16 Training Course Ideas, Proposals and Outlines. 1984**

Ideas, outlines and proposals for journalism training courses in Singapore, Kuala Lumpur, Hong Kong, the Caribbean, East Malaysia, Uganda, South Africa and Namibia. Also included are details of a Diploma in Mass Communication and a Certificate in Journalism awarded by the Zimbabwe Institute of Mass Communication (ZIMCO) and a copy of the syllabus.

1 folder

**ICS150/1/17 Workshop Reports. 1985**

Reports on the West African Project, the Sierra Leone Association of Journalists, the Banjul Workshop and arrangements for the inaugural conference of the Commonwealth Association for Education in Journalism and Communication.

1 folder

**ICS150/1/18 Sri Lanka Training Courses and Workshops. 1993-1997**

Typescript correspondence between the CJA and the International Centre for Ethnic Studies (I.C.E.S) regarding the possible organisation of training events in Sri Lanka and a copy of "An Agenda for Change: The Right to Freedom of Expression in Sri Lanka" by Article 19.

1 folder

**ICS150/1/19 Tanzania Training Courses and Workshops. 1985-1989**

Typescript correspondence between the CJA, the Commonwealth Secretariat and the Tanzania School of Journalism regarding training courses in Dar Es Salaam with follow up reports, details of travel arrangements for instructors and expenses and four black and white group photographs (no details).

1 folder

**ICS150/1/20 Tanzania Training Courses and Workshops. 1995-1998**

Typescript and fax correspondence including those between the CJA, the British Council Tanzania, Radio Guild and the Commonwealth Secretariat regarding training courses in economic and financial journalism with project proposals and follow up reports.

1 folder

**ICS150/1/21 South Pacific Training Courses and Workshops. 1987-1999**

Typescript and fax correspondence including those between the CJA, The Commonwealth Foundation, The University of the South Pacific, the Asia-Pacific Network, The British Council and the Commonwealth Secretariat with proposals for, and reports about, workshops and details of a trip to Tuvalu to assess training requirements.

1 folder



- ICS150/1/22 Pacific Training Courses and Workshops.** **1982  
February-  
July**
- Typescript and fax correspondence including those between the CJA, the Overseas Development Administration, Papua New Guinea Journalists' Association, the University of Papua New Guinea, Solomon Islands Broadcasting Corporation, Western Samoa Broadcasting Service and various publications including "The Age", the "Samoa Times", "New Drum" and the "Fiji Times and Herald" regarding training courses, workshops and the recruitment of instructors.
- 1 folder
- ICS150/1/23 Pacific Training Courses and Workshops.** **1982  
August-  
October**
- Typescript and fax correspondence including those between the CJA, the Commonwealth Press Union, the Commonwealth Foundation, the University of Papua New Guinea, Fiji Broadcasting Commission, Western Samoa Broadcasting Service and various publications including "The Age" regarding training courses, workshops and membership of the CJA.
- 1 folder
- ICS150/1/24 Pacific Training Courses and Workshops.** **1982  
November-  
December**
- Typescript and fax correspondence including those between the CJA, the Pacific Islands News Association, Solomon Islands Broadcasting Corporation and "The Age" regarding future training courses and details of the Pacific Media Seminar (1-4 December 1982).
- 1 folder

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| <b>ICS150/1/25</b> | <b>Pacific Training Courses and Workshops.</b>   | <b>1983<br/>January-<br/>March</b>      |
|                    | Typescript and fax correspondence including those between the CJA, the University of Papua New Guinea, Sir Michael Somare (Prime Minister of Papua New Guinea), the National Broadcasting Commission of Papua New Guinea, Sir Kamisese Mara (Prime Minister of Fiji) and "The Age" regarding training courses, workshops and course instructors. |   |
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| <b>ICS150/1/26</b> | <b>Pacific Training Courses and Workshops.</b>   | <b>1983 April-<br/>June</b>             |
|                    | Typescript and fax correspondence including those between the CJA, Solomon Islands Broadcasting Corporation, Fiji Broadcasting Commission and "The Age" regarding training courses and a report, with supporting letters, about the UNESCO sponsored News Writing/Presentation Course in Suva (23 May-3 June 1983).                              |   |
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| <b>ICS150/1/27</b> | <b>Pacific Training Courses and Workshops.</b>   | <b>1983 July-<br/>1984<br/>November</b> |
|                    | Typescript and fax correspondence including those between the CJA, Pacific Islands News Association, the Broadcasting & Publications Authority, Solomon Islands Broadcasting Corporation and "The Age" regarding training courses and workshops with travel details and expenses for course instructors.   |   |
|                    | 1 folder   |   |
| <b>ICS150/1/28</b> | <b>Pacific Training Courses and Workshops.</b>   | <b>1982-1983</b>                        |
|                    | Telexes with details of, and arrangements for, training courses.   |   |
|                    | 1 folder   |   |

**ICS150/1/29 South Africa Training Courses and Workshops. 1991-1992**

Typescript and fax correspondence including those between the CJA, the Overseas Development Administration, the Campaign for Open Media (COM), The Commonwealth Foundation and the University of Bophuthatswana regarding a conference, "The South African Media in the Transition to Democracy", a workshop on human rights and the rule of law, monitoring of the media and a proposal for the formation of the North West Press Agency.

1 folder

**ICS150/1/30 South Africa Training Courses and Workshops. 1993-1994**

Typescript correspondence, including those between the CJA and the University of the North West (formerly the University of Bophuthatswana) regarding monitoring the South African media during transition, requests for training courses and details of university courses.

1 folder

**ICS150/1/31 South Africa Training Courses and Workshops. 1995  
February-June**

Typescript and fax correspondence including those between the CJA, the University of the North West (formerly the University of Bophuthatswana), the Commonwealth Non-Governmental Office for South Africa, the Institute for the Advancement of Journalism and the "The Age" regarding training courses in reporting, sub-editing and feature writing and "Reporting Africa and the Commonwealth". Also included is a copy of "Re A O Phethola Mmuso Wa Mangope" (The Fall of the Mangope Regime).

1 folder

- ICS150/1/32 South Africa Training Courses and Workshops. 1995 July-November**
- Typescript and fax correspondence including those between the CJA, "The Age" and the University of the North West regarding a training course at the University in Mmabatho, with a follow up report, the names of course participants, travel arrangements for the instructor and details of future areas of training.
- 1 folder
- ICS150/1/33 South Africa Training Courses and Workshops. 1996-1997**
- Typescript and fax correspondence including those between the CJA, the Commonwealth Non-Governmental Office for South Africa, the Institute for the Advancement of Journalism and the British Council regarding the establishment of a branch of the CJA in South Africa and a seminar on "Reporting of Africa".
- 1 folder
- ICS150/1/34 South Africa Training Courses and Workshops. 1998-2000**
- Typescript and fax correspondence between the CJA, the University of the North West and John David, the course instructor, regarding a two week training workshop at the University (15-26 March 1999).
- 1 folder
- ICS150/1/35 Southern Africa Training Courses and Workshops. 1983 July-September**
- Typescript correspondence and telexes including those between the CJA, The Thomson Foundation, The Swaziland Association of Journalists, the Commonwealth Press Union and The Prime Minister's Office, Swaziland, regarding the organisation and funding of training events.
- 1 folder

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| <b>ICS150/1/36</b> | <b>Southern Africa Training Courses and Workshops.</b>  | <b>1983<br/>October-<br/>December</b> |
|                    | Typescript correspondence and telexes including those between the CJA, The Thomson Foundation, the Commonwealth Press Union and Harare Polytechnic regarding a training course for journalists in Swaziland and Lesotho (7 November-2 December 1983) with follow up reports and details of instructors and expenses.  |                                       |
|                    | 1 folder  |                                       |
| <b>ICS150/1/37</b> | <b>Southern Africa Training Courses and Workshops.</b>  | <b>1984-1986</b>                      |
|                    | Typescript correspondence and telexes including those between the CJA, The Thomson Foundation, the Commonwealth Press Union, the Commonwealth Secretariat, South West Africa People's Organisation of Namibia (SWAPO) and the African National Congress (ANC) regarding training courses and suitable candidates. Also included are reports of the Swaziland-Lesotho training course. |                                       |
|                    | 1 folder  |                                       |
| <b>ICS150/1/38</b> | <b>Southern Africa Training Courses and Workshops.</b>  | <b>1987-1989</b>                      |
|                    | Typescript correspondence including those between the CJA, the National Union of Journalists, the Canadian High Commission and the Commonwealth Secretariat regarding consultancy in the East Cape region, vocational training and budgets for training programmes in South Africa and Namibia. Also included is a report, "Training for Journalists in South Africa".                |                                       |
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| <b>ICS150/1/39</b> | <b>Southern Africa Training Courses and Workshops.</b><br>Typescript correspondence including those between the CJA, The Thomson Foundation, the Canadian High Commission, the University of Bophuthatswana and the Southern Africa Advanced Education Project regarding funding for projects in Namibia, the East Cape region and Nigeria, training for broadcast journalists and course costs. Also included are details about courses in journalism run by the Department of Communications at the University of Bophuthatswana and a copy of its future policy.<br><br>1 folder | <b>1990-1992</b> |
| <b>ICS150/1/40</b> | <b>Malta Training Courses and Workshops.</b><br>Typescript correspondence between the CJA and the Press Club (Malta) regarding training courses for Maltese journalists, including a draft course proposal, and corporate membership of the CJA.<br><br>1 folder  | <b>1990-1996</b> |
| <b>ICS150/1/41</b> | <b>Mozambique Training Courses and Workshops.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Non-Governmental Office for South Africa and Mozambique and the Mozambican Sindicato Nacional de Jornalistas regarding training courses and workshops with follow up reports.<br><br>1 folder  | <b>1996-1997</b> |
| <b>ICS150/1/42</b> | <b>Brunei Training Course.</b><br>A training course outline, follow up report and copies of speeches.<br><br>1 folder   | <b>1989</b>      |

**ICS150/1/43 Sarawak Training Courses and Workshops. 1988-1992**

Typescript correspondence including those between the CJA, the Journalists' Association of the First Division, the Sarawak Tribune & Sunday Tribune, Angkatan Zaman Mansang (AZAM) and the Commonwealth Foundation regarding training courses and workshops, with follow up reports, lists of participants, details of instructors and expenses. Also included is a colour photograph (no details) and a press cutting.

1 folder

**ICS150/1/44 Sabah Training Course. 1989**

Typescript correspondence between the CJA and The Sabah Press Club regarding a training course in journalism, with a course programme, various press releases, a copy of "Berita Wartawan" the Press Club newsletter and a colour photograph with the details, "Field Trip Institute for Development Studies, Sabah, September 20 1989".

1 folder

**ICS150/1/45 Pakistan Training Course. 1997**

A list of participants, copies of speeches and addresses, invoices and receipts for a workshop on environmental journalism. Also included are eight colour photographs of the Peshawar Press Club, workshop instructors, a mangrove swamp and a turtle conservation project.

1 folder

**ICS150/1/46 Mauritius/Kenya Training Courses and Workshops. 1987-1990**

Typescript and ms correspondence and telexes including those between the CJA, the Mauritius Times, the Mauritius Union of Journalists, Nation Newspapers Limited and the Commonwealth Secretariat regarding training courses in Mauritius and a photojournalism course in Kenya.

1 folder

**ICS150/1/47 Mauritius Training Course.**

**1991  
January-  
September**

Typescript correspondence and telexes including those between the CJA, the Mauritius Union of Journalists, the Mauritius Times and the Commonwealth Secretariat regarding a training course for journalists and an international broadcast training centre.

1 folder

**ICS150/1/48 Mauritius Training Course.**

**1991  
October-  
1992  
August**

Typescript correspondence including those between the CJA, the Mauritius Union of Journalists and Tim Knight Associates regarding a training course, with a follow up report and three black and white photographs with details of course speakers.

1 folder

**ICS150/1/49 Malaysia Training Courses.**

**1993**

Typescript and ms correspondence including those between the CJA, the Borneo Mail, the International Times Sdn Bhd, the Commonwealth Secretariat, Charles Sturt University and Angkatan Zaman Mansang (AZAM) regarding training courses in feature writing (Sarawak 25-29 October 1993) and (Sabah 1-5 November 1993) with a course programme, details of expenses, background information about the press in Malaysia, a guest list for a presentation dinner and a copy of the CJA training programme for 1993.

1 folder



**ICS150/1/50 Malaysia Training Courses and Workshops. 1994-1996**

Typescript correspondence including those between the CJA, the Journalists' Association of Sabah, International Times Sdn. Bhd. and Angkatan Zaman Mansang (AZAM) regarding an economic reporting course in Sarawak (6-10 November 1995) with details of expenses, background information on the press in Sarawak and a list of participants. Also included is a draft programme for a course in press freedom and professional standards.

1 folder

**ICS150/1/51 Malaysia Training Courses and Workshops. 1997-1998**

Typescript and ms correspondence including those between the CJA and Angkatan Zaman Mansang (AZAM) regarding a course in new media technology in Sarawak (9-12 September 1997) with a list of participants and details of travel arrangements for the instructor and expenses.

1 folder

**ICS150/1/52 Cyprus Training Course. 1993**

Typescript and ms correspondence and faxes between the CJA, the Union of Cyprus Journalists and the Co-Operation for Development regarding a training course for print and broadcast journalists (8-19 November 1993) with an application for funding, a follow up report, details of expenses and receipts.

1 folder

**ICS150/1/53 Gambia Training Courses. 1981-2000**

Typescript and ms correspondence and faxes including those between the CJA, Gambia Information Services and Gambia Press Union regarding future training courses, the formation of a branch of the CJA in Gambia and membership queries.

1 folder

**ICS150/1/54 India Training Course. 1999-2000**

Typescript and ms correspondence between the CJA and Berhampur University regarding a training course in "Media Ethics & Human Rights for Media Persons of Orissa" (21-25 February 2000) with a course programme, a follow up report, details of expenses and receipts.

1 folder

**ICS150/1/55 Ghana Training Courses and Workshops. 1987-1990**

Typescript and ms correspondence and telexes including those between the CJA, the Ghana Journalists' Association, the Commonwealth Secretariat and the Nigerian Institute of Journalism regarding a training course in Accra (5-16 April 1988) with a follow up report, the formation of a branch of the CJA in Ghana and details of course instructors, their travel arrangements and expenses.

1 folder

**ICS150/1/56 Ghana Training Course. 1992**

Typescript and ms correspondence and telexes including those between the CJA, the Ghana Journalists' Association, the Commonwealth Secretariat and Trans Afrika News regarding a training course in economic journalism in Accra (12-23 October 1992), with a follow up report and details of course instructors, their travel arrangements and expenses.

1 folder

**ICS150/1/57 Ghana Training Course. 1992-1995**

Typescript correspondence including those between the CJA, Ghana News Agency, Ghana Journalists' Association and the Financial Times regarding fellowships for FT journalists to assist newspapers in the developing world and a training course on financial journalism in Accra (14-25 August 1995), with a follow up report.

1 folder

**ICS150/1/58 Ghana Training Course.**

**1996-2002**

Typescript and ms correspondence including those between the CJA, the Financial Times and Ghana Association of Journalists regarding a follow-up training course in financial journalism (16-27 September 1996) with details of participants, budget estimates, an application form for financial support, travel arrangements and a course report. Also included are details for a "Train the Trainer" course (9-13 September 2002).

1 folder

**ICS150/1/59 Sarawak Training Course.**

**1997  
October-  
1998 June**

Typescript correspondence including those between the CJA, Angkatan Zaman Mansang (AZAM) and the Asia - Pacific Institute for Broadcasting Development regarding proposals for training courses in advanced news reporting skills and "cyber journalism" and providing internet and e-mail skills to broadcasters. Also included are statements of accounts for previous courses.

1 folder

**ICS150/1/60 Sarawak Training Course.**

**1998 July-  
December**

Typescript correspondence including those between the CJA and the CJA (Australia) regarding a training course in Sarawak (29 September-2 October 1998) with course evaluation forms, travel arrangements for the instructor, financial information and receipts.

1 folder

<b>ICS150/1/61</b>	<b>Sarawak Training Course.</b>	<b>1999-2000</b>
	Typescript correspondence including those between the CJA and Angkatan Zaman Mansang (AZAM) regarding an editorial training course in Sarawak (15-18 December 1999) with a follow-up report and a proposal for a workshop in digital technology and journalism. Also included is additional information about CJA work in South Africa.	
	1 folder	
<b>ICS150/1/62</b>	<b>"The Online Journalist", Sarawak Training Course Handout.</b>	<b>1997 September</b>
	1 folder	
<b>ICS150/1/63</b>	<b>Sabah Training Course Handouts.</b>	<b>2000 June</b>
	Copies of course handouts: "The Cyber Journalist" (5-9 June 2000) and "Sub-editing and News Writing" (12-16 June 2000).	
	1 folder	
<b>ICS150/1/64</b>	<b>Dhaka Training Course Biodata.</b>	<b>1997</b>
	CV's with photographs of workshop participants. (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).	
	1 folder	
<b>ICS150/1/65</b>	<b>Dhaka Training Course.</b>	<b>1997 November</b>
	A report, a workshop programme, a list of participants and various receipts and invoices for a CJA/FT Foundation fellowship course in "Basic Finance for Journalists" held in Dhaka.	
	1 folder	

<b>ICS150/1/66</b>	<b>Belize Training Project.</b>	<b>1989-1990</b>
	Typescript correspondence including those between the CJA, The Globe and Mail, the Commonwealth Secretariat and the Belize Broadcasting Network proposing a training course and withdrawing the proposal due to lack of funding.	
	1 folder	
<b>ICS150/1/67</b>	<b>Hong Kong Training Proposal.</b>	<b>1990-1993</b>
	Typescript correspondence between the CJA and the Hong Kong Journalists' Association discussing the difficulties arranging a training course.	
	1 folder	
<b>ICS150/1/68</b>	<b>Kenya Training Courses and Workshops.</b>	<b>1988-2002</b>
	Typescript correspondence including those between the CJA, Nation Newspapers Limited and the Commonwealth Secretariat regarding a training course for press photographers (6 September-3 October 1988) with details of the course instructor, expenses and a follow-up report. Also included are examples of photographs taken at Nairobi Show and papers relating to a training course on election reporting (21-23 October 2002).	
	1 folder	
<b>ICS150/1/69</b>	<b>Namibia Training Courses and Workshops.</b>	<b>1989-1996</b>
	Typescript correspondence including those between the CJA, "The Namibian" newspaper, the Commonwealth Press Union, The Thomson Foundation, Nation Newspapers Limited and the Namibian Press Agency regarding a training and advice assignment at "The Namibian" newspaper (March-10 April 1990), a training course on news-writing and ethics (23 October-3 November 1995) with follow-up reports and concerns about problems within the Namibian branch of the CJA. Also included is a report on a seminar held in Windhoek, sponsored by UNESCO, promoting an independent and pluralistic African press (29 April-3 May 1991).	

1 folder

**ICS150/1/70 Gambia Training Course.**

## 1983-1987

Typescript and ms correspondence and telexes including those between the CJA, Gambia Press Union and the University of Nigeria containing arrangements for a journalism training workshop in Banjul (10-23 May 1985).

1 folder

## ICS150/1/71 Sierra Leone Training Courses and Workshops.

## 1985

Typescript correspondence and telexes including those between the CJA, the Sierra Leone Trade Journal and the Sierra Leone Association of Journalists regarding a training course in Freetown (16-25 May 1985) with follow-up reports and details of instructors. Also included are seven black and white photographs of the event, some with information.

1 folder

**ICS150/1/72 Sierra Leone Training Course.**

## 1994-2002

Typescript correspondence between the CJA, the Sierra Leone Daily Mail, the Commonwealth Secretariat and the Sierra Leone Association of Journalists regarding the abandonment of a training course due to the political situation in the county (1995) and details of a course on election reporting (1-5 March 2002).

1 folder

**ICS150/1/73 Lesotho Training Course.**

## 1990-1991

Typescript and ms correspondence between the CJA, "The African", the Commonwealth Secretariat and CR Publications regarding a training course for journalists (12-30 August 1990) with follow-up reports, copies of the course programme, a list of participants, the inaugural speech and a media release.

1 folder

**ICS150/1/74 Lesotho Training Course. 1992-1993**

Typescript correspondence including those between the CJA, the Commonwealth Secretariat, CR Communications and Radio Guild regarding the formation of the Lesotho branch of the CJA and a follow-up workshop on news writing and feature writing (30 November-12 December 1992) with a workshop report, a list of participants and invoices for travel costs.

1 folder

**ICS150/1/75 Bangladesh Training Course. 1990-1996**

Typescript and ms correspondence including those between the CJA, the Press Institute of Bangladesh and the Financial Times regarding a training course in basic financial reporting (4-13 February 1996), with a follow-up report and discussing concerns about the political situation in Bangladesh and the FT visiting fellowships scheme.

1 folder

**ICS150/1/76 Bangladesh Training Course. 1997**

Typescript and ms correspondence including those between the CJA, Radio Guild and the Commonwealth Secretariat regarding a follow-up training course in financial journalism (2-13 November 1997) with a course report, details of budget and costing and a course programme.

1 folder

**ICS150/1/77 Bangladesh Training Course. 1998-2000**

Typescript correspondence between the CJA and the CJA (Bangladesh) regarding a training course in Chittagong on disaster reporting (22-26 January 2000) with a course programme and travel arrangements for the instructor and discussing details of a visit to the CJA (Bangladesh).

1 folder

**ICS150/1/78 Nigeria Training Courses and Workshops. 1989**

Typescript and ms correspondence including those between the CJA, the Commonwealth Secretariat, the Nigerian Institute of Journalism, The Thomson Foundation, Winnipeg Free Press and Nation Newspapers Ltd regarding the arrangements for a training course for sub-editors with details of instructors and a funding application and discussing news of the CJA (Nigeria). Also included is an interim report from a meeting of the Training Committee on the Sub-Editing Course in Nigeria.

1 folder

**ICS150/1/79 Nigeria Training Courses and Workshops. 1990**

Typescript correspondence including those between the CJA, Winnipeg Free Press, Nation Newspapers Ltd, the Nigerian Institute of Journalism and the Commonwealth Secretariat regarding financial and travel arrangements for the instructors of the sub-editing workshop in Lagos (12 February-3 March 1990), a copy of the opening address and various follow-up reports.

1 folder

**ICS150/1/80 Nigeria Training Courses and Workshops. 1991**

Typescript correspondence including those between the CJA, the Nigerian Institute of Journalism and the Commonwealth Secretariat regarding a training course on financial journalism in Lagos (15-26 July 1991) with details of travel and financial arrangements for the instructors, a funding application form, a course follow-up report, a training programme and a register of those awarded certificates. Also included are four colour photographs, with information.

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| <b>ICS150/1/81</b> | <b>Nigeria Training Courses and Workshops.</b>   | <b>1992</b>      |
|                    | <p>Typescript correspondence including those between the CJA, the Nigerian Institute of Journalism and the Commonwealth Secretariat regarding a training course in political and parliamentary reporting (27 July-7 August 1992) with details of travel and financial arrangements for the instructors, a course programme, a follow-up report and a list of participants. Also included are a booklet and programme for the CJA (Nigeria) 2nd Anniversary dinner (July 1992). (SOME ITEMS ARE CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).</p> <p>1 folder</p> |                  |
| <b>ICS150/1/82</b> | <b>Nigeria Training Courses and Workshops.</b>   | <b>1993-1997</b> |
|                    | <p>Typescript and ms correspondence between the CJA and the Nigerian Institute of Journalism regarding the cancellation of training courses due to concerns about the political situation in the country and the safety of instructors during the transition from military to civilian rule.</p> <p>1 folder</p>   |                  |
| <b>ICS150/1/83</b> | <b>Nigeria Training Courses and Workshops.</b>   | <b>1999</b>      |
|                    | <p>Typescript correspondence between the CJA and the CJA (Nigeria) regarding a training course in political and parliamentary reporting with details of the instructor and travel arrangements.</p> <p>1 folder</p>  |                  |
| <b>ICS150/1/84</b> | <b>Nigeria Training Courses and Workshops.</b>   | <b>2000</b>      |
|                    | <p>Typescript and ms correspondence including those between the CJA, the course instructor and the CJA (Nigeria) regarding a training course on political and parliamentary reporting in Abuja (7-12 February 2000) with a follow-up report, details of accommodation and finances, a course programme and list of participants. (SOME ITEMS ARE CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).</p>   |                  |

1 folder

**ICS150/1/85 Caribbean Training Courses and Workshops. 1985**

Typescript correspondence and telexes between the CJA and the Trinidad Publishing Co. Ltd proposing a seminar for News Editors and Sub-Editors in Trinidad that was later postponed. (SOME ITEMS ARE CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).

1 folder

**ICS150/1/86 Caribbean Training Courses and Workshops. 1986**

Typescript correspondence and telexes including those between the CJA, the Commonwealth Foundation, the Commonwealth Association for Education in Journalism and Communication and the University of Western Ontario regarding a course in law for journalists at the University of Western Ontario (16-27 June 1986) and a Caribbean Training Project in Barbados and Grenada (July-August 1986).

1 folder

**ICS150/1/87 Caribbean Training Courses and Workshops. 1987-1988**

Typescript and ms correspondence and telexes including those between the CJA, Radio St. Vincent and The Grenadines, the Barbados Association of Journalists and the Commonwealth Secretariat regarding a training course at the University of the West Indies, Barbados (29 August-11 September 1987) with a follow-up report, names of participants and travel arrangements.

1 folder

**ICS150/1/88 Caribbean Training Courses and Workshops. 1989-1998**

Typescript and ms correspondence and telexes including those between the CJA and the Barbados Association of Journalists regarding a training course in basic journalistic skills at the University of the West Indies, Barbados (28 August-8 September 1989) with a follow-up report and a list of participants. Also included is a report on the ROYTEC Symposium on Journalism held in Trinidad (8 March 1997).

1 folder

**ICS150/1/89 Pakistan Training Courses and Workshops. 1995**

Typescript and ms correspondence including those between the CJA, the Pakistan Institute of International Affairs and the CJA (Pakistan) regarding the formation of the Pakistan branch of the CJA and problems with the security situation in Karachi affecting a planned training course in financial journalism.

1 folder

**ICS150/1/90 Pakistan Training Courses and Workshops. 1996**

Typescript correspondence including those between the CJA, the CJA (Pakistan) and the British Council regarding a training course on financial and business reporting held in Karachi (25 February-7 March 1996) with a follow-up report and folder of course material.

1 folder

**ICS150/1/91 Pakistan Training Courses and Workshops. 1997**

Typescript correspondence between the CJA and the CJA (Pakistan) regarding a workshop on environmental journalism in Karachi (13-21 November 1997) with details of instructors, estimates of expenditure, a training programme, a follow-up report and list of participants.

1 folder

<b>ICS150/1/92</b>	<b>Pakistan Training Courses and Workshops.</b>	<b>1998</b>
	Typescript correspondence, including those between the CJA and the CJA (Pakistan) discussing a future training course on reporting crime and terrorism.	
	1 folder	
<b>ICS150/1/93</b>	<b>Pakistan Training Courses and Workshops.</b>	<b>1999</b>
	Typescript correspondence including those between the CJA and the CJA (Pakistan) regarding a training course on reporting terrorism and violent crime, Karachi (16-20 May 1999) with a follow-up report, financial information, details of various postponements, a course programme and a list of participants.	
	1 folder	
<b>ICS150/1/94</b>	<b>The Commonwealth Foundation.</b>	<b>1985-1986</b>
	Correspondence mainly with the CJA regarding funding for training courses, The Commonwealth Foundation Fellowship Scheme and financial accounting.	
	1 folder	
<b>ICS150/1/95</b>	<b>The Commonwealth Secretariat.</b>	<b>1986-1988</b>
	Typescript correspondence between the CJA and the Commonwealth Secretariat regarding training courses and workshops, arrangements with instructors, training finances and funding.	
	1 folder	
<b>ICS150/1/96</b>	<b>The Commonwealth Secretariat.</b>	<b>1989-1990</b>
	Typescript correspondence between the CJA and the Commonwealth Secretariat regarding training courses and workshops, arrangements with instructors, training finances and funding.	
	1 folder	

<b>ICS150/1/97</b>	<b>The Commonwealth Secretariat.</b>	<b>1991</b>
	Typescript correspondence between the CJA and the Commonwealth Secretariat regarding training courses and workshops, arrangements with instructors, training finances and funding.	
	1 folder	
<b>ICS150/1/98</b>	<b>The Commonwealth Secretariat.</b>	<b>1992-1993</b>
	Typescript correspondence between the CJA and the Commonwealth Secretariat regarding training courses and workshops, arrangements with instructors, training finances and funding.	
	1 folder	
<b>ICS150/1/99</b>	<b>The Commonwealth Secretariat.</b>	<b>1994-1997</b>
	Typescript correspondence between the CJA and the Commonwealth Secretariat regarding training courses and workshops, arrangements with instructors, training finances and funding.	
	1 folder	
<b>ICS150/1/100</b>	<b>The Commonwealth Secretariat.</b>	<b>1998</b>
	Typescript correspondence between the CJA and the Commonwealth Secretariat regarding training courses and workshops, arrangements with instructors, training finances and funding.	
	1 folder	
<b>ICS150/1/101</b>	<b>The Commonwealth Relations Trust.</b>	<b>1991-1992 June</b>
	Typescript correspondence between the CJA, the Commonwealth Relations Trust and various journalists regarding Trust travel bursaries for print journalists, with letters of application and supporting statements and details of successful applicants.	
	1 folder	



**ICS150/1/106 General Training Correspondence. 1982-1986**

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| <b>ICS150/1/110</b> | <b>General Training Correspondence.</b>  | <b>1990</b>      |
|                     | Typescript and ms correspondence between the CJA and various individuals and organisations including the Commonwealth Association for Education in Journalism and Communication, the University of Western Ontario, The Centre for Foreign Journalists and the European Journalism Training Association. |                  |
|                     | 1 folder   |                  |
| <b>ICS150/1/111</b> | <b>General Training Correspondence.</b>  | <b>1991</b>      |
|                     | Typescript and ms correspondence between the CJA and various individuals and organisations including the University of Western Ontario, The Commonwealth Association for Education in Journalism and Communication, UNESCO, The Thomson Foundation and the Commonwealth Secretariat.                     |                  |
|                     | 1 folder   |                  |
| <b>ICS150/1/112</b> | <b>General Training Correspondence.</b>  | <b>1992</b>      |
|                     | Typescript and ms correspondence between the CJA and various individuals and organisations including Charles Sturt University, the Foreign and Commonwealth Office, Nation Newspapers, the University of Surrey, The Thomson Foundation, the Press Club (Malta) and the Commonwealth Foundation.         |                  |
|                     | 1 folder   |                  |
| <b>ICS150/1/113</b> | <b>General Training Correspondence.</b>  | <b>1993-1994</b> |
|                     | Typescript and ms correspondence between the CJA and various individuals and organisations including The Commonwealth Association for Education in Journalism and Communication, the University of Western Ontario, The Thomson Foundation, the Commonwealth Press Union and the University of Surrey.   |                  |
|                     | 1 folder   |                  |



<b>ICS150/1/114</b>	<b>General Training Correspondence.</b>	<b>1995</b>
	Typescript and ms correspondence between the CJA and various individuals and organisations including the University of Western Ontario, the Commonwealth Secretariat and the Press Club (Malta).	
	1 folder	
<b>ICS150/1/115</b>	<b>General Training Correspondence.</b>	<b>1996-1999</b>
	Typescript and ms correspondence between the CJA and various individuals and organisations including the University of Papua New Guinea, Radio Guild and The Thomson Foundation.	
	1 folder	
<b>ICS150/1/116</b>	<b>"Feature Writing Course 1990" Audio-Tape.</b>	<b>1990</b>
	1 audiotape	
<b>ICS150/1/117</b>	<b>CJA Nigeria "Sub-Editors Course".</b>	<b>1990 February 12</b>
	1 videotape	
<b>ICS150/1/118</b>	<b>"Skills Updating Course".</b>	<b>1990 March 02</b>
	1 videotape	
<b>ICS150/1/119</b>	<b>"Journalism" University of the South Pacific.</b>	<b>undated</b>
	1 videotape	

**ICS150/1/120 Cyprus Training Course.**

**1983  
December-  
1984  
September**

Typescript correspondence relating to arrangements for a training course on "Print and the Media", requests for details of the course from branches of the CJA and paperwork for travel and accommodation for delegates.

1 folder

**ICS150/2 Administrative Correspondence.**

**1979-2002**

Correspondence between the CJA and the Department of Social Security regarding the payment of National Insurance contributions by CJA trainers undertaking overseas assignments; the Commonwealth Foundation including issues of funding and grants, changes in funding allocation and the Foundation's fellowship scheme and awards; The Thomson Foundation regarding the changes in Foundation funding, grants and conferences and the Commonwealth Human Rights Initiative discussing human rights and freedom of the press issues in countries such as Tanzania, Uganda, Kenya, Nigeria, Mauritius and Hong Kong. Also included are general correspondence covering issues such as training seminars, fellowships, awards, membership of the CJA, employment and volunteering opportunities and financial assistance.

36 folders

**ICS150/2/1 Department of Social Security Correspondence.**

**1997-1998  
February**

Typescript correspondence between the CJA, The Department of Social Security, the Commonwealth Secretariat, the Inland Revenue, the Commonwealth Press Union, Peter Brooke M.P. and various CJA trainers regarding National Insurance contributions for people undertaking overseas training assignments.

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| <b>ICS150/2/2</b> | <b>Department of Social Security Correspondence.</b>   | <b>1998<br/>March-July</b> |
|                   | Typescript correspondence between the CJA, The Department of Social Security, the Commonwealth Secretariat, the Commonwealth Broadcasting Association, the Commonwealth Press Union, Peter Brooke M.P. and various CJA trainers regarding National Insurance contributions for people undertaking overseas training assignments.   |                            |
|                   | 1 folder   |                            |
| <b>ICS150/2/3</b> | <b>Fundraising and Charitable Status Correspondence.</b>   | <b>1982-1990</b>           |
|                   | Typescript correspondence including those between the CJA, the Commonwealth Foundation, the University of Western Ontario, the Commonwealth Secretariat and various CJA trainers regarding fundraising for the organisation. Also included is a list of possible funding contributors, meeting notes by the CJA Finance Committee, proposals for a financially self-sustaining CJA and a draft deed of charitable trust for the Commonwealth Journalists' Association Trust. |                            |
|                   | 1 folder   |                            |
| <b>ICS150/2/4</b> | <b>Fundraising and Charitable Status Correspondence.</b>   | <b>1991</b>                |
|                   | Typescript correspondence including those between the CJA, the Commonwealth Secretariat, the Canadian Newspapers Publishers Association and the Charity Commission regarding fundraising and charitable status for the CJA, with a copy of a questionnaire for "Organisations Intending to Apply for Registration under the Charities Act" and confirmation of approval for the CJA to set up as a charitable trust.   |                            |
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| <b>ICS150/2/5</b> | <b>The Commonwealth Foundation Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to financial grants and awards, CPA evaluation, with a supporting report (May 1980) and financial assistance to CPA's by the Foundation.<br><br>1 folder   | <b>1979-1981</b> |
| <b>ICS150/2/6</b> | <b>The Commonwealth Foundation Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to grants issued to the CJA, CPA submissions for Foundation funding, accounting for expenditure, ideas for a South Pacific training project, Foundation publications, academic support programmes, Foundation Fellowships and a new Foundation Chairman.<br><br>1 folder | <b>1982-1983</b> |
| <b>ICS150/2/7</b> | <b>The Commonwealth Foundation Correspondence.</b><br>Typescript and ms correspondence between the CJA and The Commonwealth Foundation including those relating to funding, grants for projects, operational costs, expenditure, assistance in Grenada and the Foundation fellowship scheme. Also included are summaries of accounts and various rough notes.<br><br>1 folder   | <b>1984</b>      |
| <b>ICS150/2/8</b> | <b>The Commonwealth Foundation Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to administration costs for the CJA, project proposals by the CJA and the Press Association of Jamaica, the Foundation Fellowship, Cardiff University's M.A. in journalism, funding, grants and end of year accounts.<br><br>1 folder                                    | <b>1985-1986</b> |

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| <b>ICS150/2/9</b>  | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence and telexes between the CJA and The Commonwealth Foundation including those relating to the Bernard Conyers Rural Communications Fellowship, CJA nominations for a Foundation Fellowship award, including the names of the recipients for 1988, accounts, grants and funding.<br><br>1 folder     | <b>1987-1988</b> |
| <b>ICS150/2/10</b> | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to grants, the Commonwealth Heads of Government meeting in Kuala Lumpur, CJA activities, Foundation fellowship awards and the Foundation Conference of Commonwealth Professionals in Sydney (July 1990).<br><br>1 folder | <b>1989</b>      |
| <b>ICS150/2/11</b> | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to grants and funding, the Conference of Commonwealth Professionals, CJA accounts and nominations for Foundation fellowship awards.<br><br>1 folder  | <b>1990</b>      |
| <b>ICS150/2/12</b> | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to grants and funding, the Commonwealth NGO Forum in Harare, with copies of consultative documents, and reports of meetings and nominations for Foundation Fellowship awards.<br><br>1 folder                            | <b>1991</b>      |

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| <b>ICS150/2/13</b> | <b>The Commonwealth Foundation Correspondence.</b>  | <b>1992<br/>January-<br/>May</b> |
|                    | <p>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to the Commonwealth Foundation Study Grants Scheme in Disaster Preparedness, a visit to the UK by Foundation Fellows and their attendance at a workshop by the Organisation of Commonwealth Associations and a request from the High Commissions of India and Pakistan for information about the work of the CJA.</p> <p>1 folder</p> |                                  |
| <b>ICS150/2/14</b> | <b>The Commonwealth Foundation Correspondence.</b>  | <b>1992 June-<br/>December</b>   |
|                    | <p>Typescript and ms correspondence between the CJA and The Commonwealth Foundation including those relating to future funding by the Foundation, study grants, "The Commonwealth and a New World Order" conference and nominations for Fellowship awards.</p> <p>1 folder</p>  |                                  |
| <b>ICS150/2/15</b> | <b>The Commonwealth Foundation Correspondence.</b>  | <b>1993</b>                      |
|                    | <p>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to a CJA Triennial Conference in Namibia, changes in Foundation funding of Commonwealth Associations, a special publication about past and present work of the Foundation, grant awards, attendance at an IFJ conference in Harare and the Foundations work with NGO's.</p> <p>1 folder</p>   |                                  |

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| <b>ICS150/2/16</b> | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to visiting Foundation Fellows, grant allocation, nominations for Fellowship awards, a UNESCO International Symposium on Women and Media and CJA financial accounts and activities.<br><br>1 folder | <b>1994</b> |
| <b>ICS150/2/17</b> | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to grants, the Foundation Fellowship scheme, an Organisation of Commonwealth Associations (OCA) workshop on "Gender and Development" and CJA accounts and activities.<br><br>1 folder               | <b>1995</b> |
| <b>ICS150/2/18</b> | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to the Foundation Fellowship scheme, CJA membership and activity grants.<br><br>1 folder  | <b>1996</b> |
| <b>ICS150/2/19</b> | <b>The Commonwealth Foundation<br/>Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to the Organisation of Commonwealth Associations (OCA) exhibition, Foundation funding and the Foundation Fellowship scheme.<br><br>1 folder   | <b>1997</b> |

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| <b>ICS150/2/20</b> | <b>The Commonwealth Foundation Correspondence.</b><br>Typescript correspondence between the CJA and The Commonwealth Foundation including those relating to grants and the Foundation Fellowship scheme. Also included are copies of Foundation publications, "Civil Society in the New Millenium" and "Common Ground for Development".<br><br>1 folder   | <b>1998</b>      |
| <b>ICS150/2/21</b> | <b>The Commonwealth Human Rights Initiative Correspondence.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Professional Associations, The International Centre for the Legal Protection of Human Rights, The Commonwealth Legal Education Association, the Commonwealth Magistrates Association, "Indian Express", the Commonwealth Medical Association, Reporters Sans Frontieres, "The New Nation" and The Commonwealth Foundation relating to a Commonwealth initiative on human rights.<br><br>1 folder | <b>1987-1990</b> |
| <b>ICS150/2/22</b> | <b>The Commonwealth Human Rights Initiative Correspondence.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Human Rights Initiative, The Mozambique Institute, the Commonwealth Institute, the Commonwealth Broadcasting Association, Reporters Sans Frontieres, the Commonwealth Press Union and President Ibrahim Babangida of Nigeria relating to human rights and freedom of the press issues in Tanzania, Zimbabwe, Mozambique and Nigeria.<br><br>1 folder   | <b>1991-1993</b> |



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| <b>ICS150/2/23</b> | <b>The Commonwealth Human Rights Initiative Correspondence.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Human Rights Initiative, the University of Southern California, the Nigerian High Commission, the Foreign and Commonwealth Office, The U.K. Association of Rights and Humanity and General Sani Abacha, President of Nigeria, relating to human rights and freedom of the press issues in Nigeria, Kenya and Tanzania.<br><br>1 folder   | <b>1995</b>      |
| <b>ICS150/2/24</b> | <b>The Commonwealth Human Rights Initiative Correspondence.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Human Rights Initiative, the Commonwealth Press Union, Amnesty International Journalists' Network, the Foreign and Commonwealth Office, the National Muslim Council (Mauritius) and Sir Anerood Jugnauth, Prime Minister of Mauritius, relating to human rights and freedom of the press issues in Nigeria and Mauritius and temporary asylum.<br><br>1 folder   | <b>1995</b>      |
| <b>ICS150/2/25</b> | <b>The Commonwealth Human Rights Initiative Correspondence.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Human Rights Initiative, the Commonwealth Press Union, Reporters Sans Frontieres, the Foreign and Commonwealth Office, the Zambian High Commission, President Frederick Chiluba of Zambia, Prime Minister Ntsu Mokhehle of Lesotho and Prime Minister Tofilau Eti Alesana of Western Samoa, relating to human rights and freedom of the press issues in Lesotho, Zambia and Western Samoa.<br><br>1 folder | <b>1996-1997</b> |

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| <b>ICS150/2/26</b> | <b>The Commonwealth Human Rights Initiative Correspondence.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Human Rights Initiative and the Hong Kong Journalists' Association relating to human rights issues and freedom of the press in Hong Kong, China, Ghana and Mauritius. Also included are correspondence with the University of Western Ontario and the Commonwealth Broadcasting Association regarding the wording of a clause in the Commonwealth Statement on Freedom of Expression.<br><br>1 folder  | <b>1998</b>      |
| <b>ICS150/2/27</b> | <b>The Commonwealth Human Rights Initiative Correspondence.</b><br>Typescript correspondence including those between the CJA, the Commonwealth Human Rights Initiative, the Commonwealth Press Union, Cholistan Press Union and Dr Mahathir Mohammed, Prime Minister of Malaysia relating to human rights and freedom of the press issues in Sierra Leone, China, Hong Kong, Pakistan, Ghana and Cyprus. Also included are details of the Commonwealth Heads of Government Meeting in Durban, South Africa, and a seminar series on Human Rights and Development (July 1999).<br><br>1 folder | <b>1999-2002</b> |
| <b>ICS150/2/28</b> | <b>General Correspondence.</b><br>Typescript correspondence between the CJA and various organisations including Wolfson College, Cambridge regarding Nuffield Press Fellowships; The Nelson Evening Mail, New Zealand about membership of the CJA; the Federation of Media Women in Africa discussing proposals for the establishment of an office for the Federation and the University of Nigeria requesting support and advice for training workshops in Gambia and Sierra Leone.<br><br>1 folder  | <b>1979-1984</b> |

**ICS150/2/29 General Correspondence. 1985-1987**

## 1985-1987

1 folder

**ICS150/2/30 General Correspondence. 1988-1990**

## 1988-1990

1 folder

**ICS150/2/31 General Correspondence. 1991-1992**

## 1991-1992

1 folder

**ICS150/2/32 General Correspondence. 1993**

## 1993

1 folder

**ICS150/2/33 General Correspondence. 1994-1995**

## 1994-1995

## 1996-1997

**ICS150/2/34 General Correspondence. 1996-1997**

## 1996-1997

**ICS150/2/35 General Correspondence.**

## 1998

**ICS150/2/36 General Correspondence.**

## 1999-2002

### ICS150/3 Conferences and Meetings.

## 1982-2001

57 folders, 1 brochure and 1 videotape

**ICS150/3/1 Cyprus Conference Administrative Papers. 1983**

Conference administration papers including a list of participants, details of members of the CJA Executive Committee and Management Committees, details of programme changes, recommendations/resolutions approved during the conference, a concluding statement and a copy of the CJA constitution. Also included are two black and white photographs of conference delegates.

1 folder

**ICS150/3/2 Cyprus Conference Speeches and Addresses. 1983**

Copies of conference addresses: an "Opening Ceremony" speech; an address by the President of the CJA, Derek Ingram; a report by the Interim Executive Committee; a report of the Training and Education Committee; "Projecting The Commonwealth" by Patsy Robertson; "The CJA's First Training Project in the South Pacific" by John Lawrence; "The Political Development of the Commonwealth" by Patrick Keatley; "Problems of Media Education" by Don Rowlands; "History and Expansion of the Press in Cyprus" by Christakis Katsambas; "Problems of the Cypriot Press and the Press Bill" by Andreas Kannaouros; "Pressures on the Press" by Alex Efthyboulou; an address by Mr Vantias Markides, Acting Director General of the Ministry of Foreign Affairs; "News Values" by Andrew Walker; "The Commonwealth Foundation: It's Role in Developing Professional Associations" by Mr S. Mahendra and "The Archaeological - Cultural Heritage of Cyprus" by M.C. Loulloupie.

1 folder

- ICS150/3/3 Cyprus Conference Records of Sessions. 1983**  
Typescript and ms records of the second session (29 April) with Mr S. Mahendra, Deputy Director of the Commonwealth Foundation; the afternoon session (29 April) on the future running of the CJA; the session on training journalists (2 May); a panel discussion on aspects of training (2 May); the first meeting of the International Executive Committee (3 May); a discussion on "Where does the CJA go from here"? (4 May); a discussion on training needs for Ugandan journalists; a presentation on finance and accounts; a presentation on history and expansion of the press in Cyprus and various other notes in shorthand.  
  
1 folder
- ICS150/3/4 Transcription of Cyprus Conference Audiotapes. 1983**  
A transcription of audiotapes made during the CJA conference with transcription instructions.  
  
1 folder
- ICS150/3/5 Cyprus Conference Delegates Acceptance/Refusals. 1982-1983**  
Acceptance and refusal letters and telexes from CJA members invited to attend the Cyprus Conference with a series of registration forms and annotated lists containing members names, country of residence, organisation and position held.  
  
1 folder
- ICS150/3/6 Cyprus Pre-Conference Correspondence and Administrative Papers. 1982-1983**  
Typescript correspondence including those between the CJA; the Cyprus High Commission; the Union of Cyprus Journalists; the Turkish Cypriot Journalists' Association; the British High Commission and President Spyros Kyprianou regarding arrangements for the CJA First Biennial Conference and General Meeting.  
  
1 folder

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| <b>ICS150/3/7</b>  | <b>Cyprus Conference Travel and Accommodation Arrangements.</b><br>Typescript and ms correspondence and telexes between the CJA, various travel agents, hotels and conference delegates relating to arrangements for flights, hotel accommodation and expenses.<br><br>1 folder  | <b>1983</b>                        |
| <b>ICS150/3/8</b>  | <b>New Delhi Conference Papers.</b><br>Typescript and ms correspondence and telexes including those between the CJA and The Tata International Trust, The Times of India, The Commonwealth Foundation and the Commonwealth Secretariat relating to the CJA Conference including minutes of the New Delhi Conference Preparatory Group, application forms, arrangements for travel and financial support and the names of conference delegates.<br><br>1 folder | <b>1986</b>                        |
| <b>ICS150/3/9</b>  | <b>New Delhi Conference Papers.</b><br>Typescript and ms correspondence and telexes including those between the CJA and the Indian High Commission, the Commonwealth Press Union and The Commonwealth Foundation relating to the CJA Conference with lists of delegates and details of visa requirements, travel arrangements and financial assistance.<br><br>1 folder  | <b>1987<br/>January</b>            |
| <b>ICS150/3/10</b> | <b>New Delhi Conference Papers.</b><br>Typescript correspondence relating to the CJA Conference including details about finances, travel and visas and letters to various departments of the Indian government thanking them for their assistance before and during the conference. Also included are lists of delegates, notes of conference arrangements and drafts of speeches.<br><br>1 folder   | <b>1987<br/>February-<br/>July</b> |

**ICS150/3/11 Barbados Conference Papers.**

**1988  
October-  
1989  
December**

Typescript correspondence including those between the CJA and the Barbados High Commission, The Globe and Mail, the Barbados Advocate and the Canadian International Development Agency relating to permission to hold the conference, financial assistance and hotel accommodation with draft plans for the conference and membership newsletters.

1 folder

**ICS150/3/12 Barbados Conference Papers.**

**1990  
January-  
February**

Typescript correspondence including those between the CJA and the Commonwealth Secretariat, The Commonwealth Foundation, the Barbados High Commission, the Commonwealth Press Union and the Canadian International Development Agency with details of financial assistance, travel arrangements and those attending the conference. Also included is an outline of the conference agenda and minutes of a meeting of the Barbados Conference Planning Committee (1 February 1990).

1 folder

**ICS150/3/13 Barbados Conference Papers.**

**1990  
March-April**

Typescript and ms correspondence and telexes including those between the CJA and the Commonwealth Press Union, the British High Commission Barbados, the Commonwealth Secretariat, the Commonwealth Foundation and the Barbados Association of Journalists with details of financial assistance, accommodation, travel arrangements and various conference activities. Also included is a list of delegates.

1 folder



<b>ICS150/3/14</b>	<b>Barbados Conference Papers.</b>	<b>1990 May- 1991 January</b>
		Typescript and ms correspondence thanking members of various organisations for their help with, and participation in, the CJA conference. Also included is a copy of the conference programme, an outline of the conference agenda, three conference reports, a list of attendees and completed confirmation slips.
		1 folder
<b>ICS150/3/15</b>	<b>Barbados Conference Videotape.</b>	<b>1990 May</b>
		1 videotape
<b>ICS150/3/16</b>	<b>Namibia Conference Papers.</b>	<b>1992</b>
		Typescript correspondence relating to a proposed CJA conference in Nigeria including suggestions for venues, provisional estimates of costs, requests to The Commonwealth Foundation and the Canadian International Development Agency (CIDA) for financial assistance and postponement of the conference due to lack of funding.
		1 folder
<b>ICS150/3/17</b>	<b>Namibia Conference Papers.</b>	<b>1993 January- April</b>
		Typescript correspondence to The Westminster Foundation, The Commonwealth Relations Trust, the Directorate-General for Development (EC) and The Commonwealth Foundation requesting financial assistance towards a CJA conference in Windhoek and to the Namibian High Commission for help with travel and accommodation arrangements.
		1 folder

**ICS150/3/18 Namibia Conference Papers.**

**1993 May-  
December**

Typescript correspondence responding to questions from various funding bodies including the Westminster Foundation for Democracy and the Directorate-General (Audio-visual, Information, Communication and Culture) EC; discussing assistance with the conference with the Namibian High Commission and informing branches of the CJA of the funding award by the Directorate-General for Development (EC) and dates of the conference. Also included is a copy of a financing agreement.

1 folder

**ICS150/3/19 Namibia Conference Papers.**

**1994  
January-  
February**

Typescript correspondence relating to complications over funding for the Namibia conference, the funding contract with the EC, issuing invitations, informing CJA branches and members about the dates of the conference (6-10 June 1994), the location, travel and accommodation details and confirming CJA sponsorship for delegates.

1 folder

**ICS150/3/20 Namibia Conference Papers.**

**1994 March**

Typescript correspondence relating to the organisation of the CJA conference and issuing invitations to members and guests; confirming dates and travel and accommodation arrangements and responding to requests about CRT/CJA travel bursaries and for further information about the event.

1 folder

**ICS150/3/21 Namibia Conference Papers. 1994 April**

Typescript correspondence issuing invitations and confirming travel and accommodation arrangements for conference delegates, requesting confirmation from CJA branches about conference representatives and inviting guest speakers. Also included are letters regarding members of the CJA in Nigeria being arrested and charged with "sedition and inciting the military".

1 folder

**ICS150/3/22 Namibia Conference Papers. 1994 May 3-16**

Typescript correspondence detailing travel arrangements, discussing the "Africa 95" festival, informing the British High Commission in Windhoek about the work of the CJA and the Delegation of the EC in Namibia about the arrangements for the conference and confirming sponsorship for some delegates by the CJA and other organisations.

1 folder

**ICS150/3/23 Namibia Conference Papers. 1994 May 17-31**

Typescript and ms correspondence including those relating to arrangements for visiting speakers, queries about the conference programme, subjects for discussion and flight arrangements. Also included is a list of delegates requiring entry visas and a copy of the conference programme.

1 folder

**ICS150/3/24 Namibia Conference Papers. 1994 June-July**

Typescript and ms correspondence including those thanking the CJA for arranging the conference and commenting on its success, dealing with financial queries and responding to requests for training courses.

1 folder

**ICS150/3/25 Namibia Conference Papers.**

**1994  
August-  
December**

Typescript and ms correspondence including those commenting on the success of the conference, responding to financial queries by delegates and funding matters by the EC, updating the EC on the conference and discussing CJA training courses. Also included are details of the newly formed Journalists' Association of Namibia and press cuttings reporting the event.

1 folder

**ICS150/3/26 Namibia Conference Papers.**

**1994**

Background information to the conference including details of the CJA, reasons for holding the conference in Namibia and estimated costs of the project; conference programmes; a request by the Commonwealth Human Rights Initiative for contributions to their newsletter; a report by CJA President, Ray Ekpu and a conference report and final statement.

1 folder

**ICS150/3/27 Namibia Conference Speeches.**

**1994**

A welcome address by Ray Ekpu, CJA President; a statement by His Excellency Dr Sam Nujoma, President of the Republic of Namibia; a message from Emeka Anyaoku, Commonwealth Secretary-General; a message from Nelson Mandela, President of South Africa (the fax copy is signed); remarks by Derek Ingram; a speech by Elizabeth Smith on freedom of expression; an address by Allister Sparks, Director of the Institute for the Advancement of Journalism, Johannesburg; a speech by John Mukela, Director of the Centre for Development Information, Zambia; "The Print Media in Tanzania" by Pascal Shija, Editor, The Express, Dar es Salaam; "Seeking Accurate Information" by Kailash Budhwar, former Head BBC World Service in Hindi and Tamil; a report by Dayo Duyile; speeches by David Willers and Khaba Mchize, The Natal Witness; "Democracy and Journalists - Freedom of the Media and Access to

Information in Namibia" by Protarius Ndandgso; a presentation by Leefa Martin, Chairperson, Namibia Media Women's Association; "Media in Lesotho: Before and After Redemocratisation" by Candi Ramainoane.

1 folder

**ICS150/3/28 Namibia Conference Speeches, Addresses and Summaries. 1994**

Copies of speeches: "Hong Kong - An Uncertain Future" by Vivien Chan; A Political Overview of Hong Kong by the Hong Kong Journalists' Association; "Democracy and the Journalists' Role - The Case of Ghana" by Kabral Blay-Amihere; "Democracy and Journalists' Role in the Caribbean" by George John; an address by Zubeida Jaffer; "Democracy and the Journalists' Role - The Nigerian Example" by Ray Ekpu and "Democracy and the Role of the Media - The Malawi Perspective" by Clement Stambuli. Also included are comments about the South Africa Independent Media Commission 1994 Election Activities and summaries of remarks made by Tim Nyahunzvi, Head of Media Studies, Harare Polytechnic and Tom Mshinde and Richard Bourne during the Hong Kong debate; an abstract of "Covering the South African Story" by Sidharth Bhatia and a summary of "The Foreign Press and South Africa's Transition to Democracy" by John Battersby, Christian Science Monitor.

1 folder

**ICS150/3/29 Namibia Conference Delegates. 1994**

A list of delegates funded by the European Commission and conference acceptance/refusal slips, some with supporting letters.

1 folder

<b>ICS150/3/30</b>	<b>Namibia Conference Delegates.</b>	<b>1994</b>
	Conference delegates personal details, some with additional supporting letters. (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).	
	1 folder	
<b>ICS150/3/31</b>	<b>Hong Kong Conference Papers.</b>	<b>1995</b>
	Typescript correspondence with the Hong Kong Journalists' Association regarding a proposal for a CJA conference in Hong Kong and possible funding by the Westminster Foundation for Democracy and the Directorate-General (External Political Relations) European Commission.	
	1 folder	
<b>ICS150/3/32</b>	<b>Hong Kong Conference Papers.</b>	<b>1996 January- June</b>
	Typescript correspondence including those with the Hong Kong Journalists' Association regarding a CJA conference and confirming conference funding and copies of funding applications to the European Commission for Human Rights and Democratisation Unit and The Commonwealth Foundation.	
	1 folder	
<b>ICS150/3/33</b>	<b>Hong Kong Conference Papers.</b>	<b>1996 July- August</b>
	Typescript and ms correspondence relating to approval of funding from the European Commission, confirming conference dates (27-31 January 1997) and requesting details of accommodation at the Chinese University in Hong Kong and various hotels. Also included are funding applications to the Commonwealth Good Government Programme and the Australian Government and copies of reports about human rights and freedom of expression in Hong Kong.	
	1 folder	

<b>ICS150/3/34</b>	<b>Hong Kong Conference Papers.</b>	<b>1996 September</b>
	Typescript correspondence relating to the release of conference funds allocated by the Commonwealth Media Development Fund and other organisations, possible topics for debate and discussion at the conference and confirmation by some journalists of their attendance.	
	1 folder	
<b>ICS150/3/35</b>	<b>Hong Kong Conference Papers.</b>	<b>1996 October</b>
	Typescript correspondence including those confirming conference dates with CJA branches, arranging for Chris Patten, Governor of Hong Kong, to deliver the conference opening address, confirming funding by the New Zealand Ministry of Foreign Affairs and Trade and applications for funding for journalists from the Pacific region.	
	1 folder	
<b>ICS150/3/36</b>	<b>Hong Kong Conference Papers.</b>	<b>1996 November</b>
	Typescript correspondence including those relating to travel and accommodation arrangements for delegates, details of Chris Patten, Governor of Hong Kong, attending the conference to deliver the opening speech, additional proposals for conference sessions, membership of the CJA and a refusal for funding by AusAID.	
	1 folder	
<b>ICS150/3/37</b>	<b>Hong Kong Conference Papers.</b>	<b>1996 December</b>
	Typescript correspondence including those relating to entry visas, travel and accommodation for delegates, additional events for conference attendees and inviting guest speakers. Also included is a copy of the conference programme.	
	1 folder	

- ICS150/3/38 Hong Kong Conference Papers.** **1997  
January 1-13**
- Typescript correspondence including those relating to invitations to conference speakers and journalists from the Pacific region, travel arrangements and updated conference plans. Also included is a copy of the agreement with the Canadian International Development Agency (CIDA) regarding a financial contribution to the conference.
- 1 folder
- ICS150/3/39 Hong Kong Conference Papers.** **1997  
January**
- Typescript correspondence and telexes including those relating to conference funding, conditions for attending the conference, travel, visa and accommodation arrangements with a list of delegates.
- 1 folder
- ICS150/3/40 Hong Kong Conference Papers.** **1997  
February-March**
- Typescript and ms correspondence including those to and from the CJA and various journalists thanking the conference organisers for a successful event, responding to requests for reports and updates from funding bodies and replying to delegates travel problems.
- 1 folder
- ICS150/3/41 Hong Kong Conference Papers.** **1997 April-September**
- Typescript correspondence including those relating to travel problems experienced by the CJA member from Cameroon, questions by delegates about finances and the balance of payments by funding organisations.
- 1 folder



**ICS150/3/42 Transcripts of Hong Kong Conference  
Speeches.**

**1997**

An opening speech and a report of the CJA by Ray Ekpu, CJA President; a speech by the Governor of Hong Kong, Chris Patten; a message from the Commonwealth Secretary-General, Emeka Anyaoku; "The Media in Southeast Asia Amid Transition and Growth" by Terry Damer; three speeches headed "Hong Kong in Transition - Through Foreign Eyes" by Jonathan Mirsky, The Times, Steven Vines, The Independent and Sandra Burton, Time magazine; "Question Marks over Hong Kong's Media Freedoms" by Mak Yin-ting, Chairwoman, Hong Kong Journalists' Association; "Hong Kong in Transition - The Media and Freedom of Expression after the Handover" by Frances D'Souza, Executive Director, Article 19; "Hong Kong in Transition - the Taiwan Dimension" by Su Tzen-ping, Editor in Chief, Independent Morning Post; "Hong Kong in Transition - from abnormal to normal" by Edgar Yuen, Vice President, Hong Kong Federation of Journalists; "Community Radio - A Worldwide Movement" by Tshepo Rantho, General Secretary, South Africa National Community Media Forum; "The Commonwealth Human Rights Initiative - Ten Years of Action" Yash Ghai, Professor of Public Law, University of Hong Kong; two speeches headed "The Commonwealth Human Rights Initiative - Nigeria and the Credibility of the Commonwealth" by Richard Bourne, Chairman, Trustee Committee CHRI and Senator Margaret Reynolds; "Teaching Journalism in Transitional Hong Kong" by Barry Lowe, Associate Professor of English, City University of Hong Kong and "Sharpening the Commonwealth" by Derek Ingram.

1 folder

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|--------------------|---|-----------------------------------|
| <b>ICS150/3/43</b> | <b>Hong Kong Conference Papers.</b>   | <b>1997</b>                       |
|                    | Conference and administrative papers: minutes (27 January) and an agenda (31 January) for meetings of the CJA Executive Committee; a draft of a conference agenda; a reception timetable; names of those elected to the Executive Committee in 1994; a conference timetable; lists of delegates funded by the European Commission and addressing the conference; a statement of accounts; guidance notes; a conference communique; background information about the CJA and two conference reports. |                                   |
|                    | 1 folder  |                                   |
| <b>ICS150/3/44</b> | <b>Nigeria Conference Papers.</b>   | <b>1999</b>                       |
|                    | Typescript correspondence including those proposing a conference in Nigeria, detailing funds available from the Foreign and Commonwealth Office and requesting financial support from the Westminster Foundation for Democracy, GlaxoWellcome and the European Commission. There is also background information on journalism training in Nigeria and possible safety issues for visitors.  |                                   |
|                    | 1 folder  |                                   |
| <b>ICS150/3/45</b> | <b>Nigeria Conference Papers.</b>   | <b>2000<br/>January-<br/>July</b> |
|                    | Typescript correspondence and emails including a "concept paper" for the proposed conference, information about the CJA for the British Council in Lagos, details of cash flow for the CJA-World Bank Project supporting the conference, asking the Nigerian High Commission for assistance with conference arrangements and travel and accommodation estimates.  |                                   |
|                    | 1 folder  |                                   |

**ICS150/3/46 Nigeria Conference Papers.**

**2000  
August-  
November**

Typescript correspondence and emails including those relating to travel and accommodation arrangements, details of organisations contacted regarding financial assistance, the first deposit of funds by the World Bank and discussing concerns about the CJA branch in Nigeria. Also included is a draft conference timetable.

1 folder

**ICS150/3/47 Nigeria Conference Papers.**

**2000  
December-  
2001 May**

Typescript and ms correspondence and emails mostly dealing with invitations to conference delegates, travel and accommodation arrangements and funding payments.

1 folder

**ICS150/3/48 Nigeria Conference Speeches and Addresses.**

**2001**

Copies of "The Media's Role in Promoting Good Governance" by Olusegun Obasanjo, President of Nigeria; an address by Derek Ingram; conference closing remarks by Basil Omiyi; remarks by Mrs S.I. Muhammad, Permanent Secretary, Federal Ministry of Information and National Orientation; closing address by Don McKinnon, Commonwealth Secretary General; remarks by Flora MacDonald, former Foreign Minister of Canada; "Prospects for the New Media in the Developing Commonwealth - The Nigerian Experience" by Malam Wada Maida, Managing Director, News Agency of Nigeria; an address by Professor Rex Nettleford; "The Press in a Democracy" by Eluem Emeka Izeze, Managing Director, The Guardian, Lagos; opening address by Jerry Gana, Information Minister; "Exposing Corruption: The World Wide Role of the Media" by Mark Tomlinson, World Bank Country Director for Nigeria and "Peace, Democracy and Good Governance: The Role of the Modern Commonwealth" by Terence Dormer, NGO Desk Officer, Commonwealth Secretariat.

1 folder

**ICS150/3/49 Nigeria Conference Papers. 2001**

A booklet, a leaflet and draft copies of the conference programme; a history of the CJA and Commonwealth Press Union; a special statement about actions taken against journalists in Zimbabwe; a report on good governance; a communique; conference guidance notes and two colour photographs (possibly of delegates) with no information.

1 folder

**ICS150/3/50 Nigeria Conference Delegates. 2001**

Registration forms, passport details and a list of delegates containing personal details. (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).

1 folder

**ICS150/3/51 Wilton Park Conferences. 1995-1998**

Typescript correspondence inviting the Executive Director of the CJA to attend Wilton House for conferences on "The International Media and Strengthening the National Media in Emerging and Transitional Democracies" (31 July-4 August 1995), with a conference preview, programme and copy of the CJA address; "The Media and International Relations" (18-22 November 1996); "The Media, Democracy and Coverage of Election Campaigns" (7-11 July 1997) and "The Role of Government and Parliament in the Next Millenium" ( 23-26 February 1998). Also included are details of future conferences.

1 folder

<b>ICS150/3/52</b>	<b>Parliament and the Media Conference, New Delhi, Papers.</b>	<b>1999 January- October</b>
	Typescript correspondence including those relating to themes and ideas for the conference, various drafts of the agenda with items for inclusion and funding requests.	
	1 folder	
<b>ICS150/3/53</b>	<b>Parliament and the Media Conference, New Delhi, Papers.</b>	<b>1999 November- 2000 May</b>
	Typescript and ms correspondence including those relating to the allocation of conference funding and items for inclusion on the agenda, responding to planning queries and issuing invitations to delegates and speakers.	
	1 folder	
<b>ICS150/3/54</b>	<b>Parliament and the Media Conference, New Delhi, Papers and Speeches.</b>	<b>2000</b>
	Copies of "Parliament and the Media: Building an Effective Relationship", recommendations arising from the conference; conference guidance notes; a conference programme; a list of delegates; an address by G.M.C. Balayogi, President, India CJA; a welcome address by P.M. Sayeed, Vice-President, India CJA and an address by Krishnan Kant, Vice-President of India.	
	1 folder	
<b>ICS150/3/55</b>	<b>CJA Silver Jubilee Conference, Dhaka, Brochure.</b>	<b>2003 February</b>
	A colour brochure.	
	1 brochure	

- ICS150/3/56 First CJA International Conference Ballot Papers. 1983**  
 Completed ballot papers for the post of CJA Vice-President and for membership of the Executive Committee.  
 1 folder
- ICS150/3/57 Commonwealth Heads of Government Meeting, Melbourne. 1981-1982**  
 Typescript and ms correspondence requesting tickets for special concessionary fares offered by Qantas Airlines for journalists attending the Commonwealth Heads of Government Meeting in Melbourne, names of some of those attending and details of a press luncheon for Prime Minister Malcolm Fraser.  
 1 folder
- ICS150/3/58 Commonwealth Heads of Government Meeting, Melbourne. 1981**  
 Final booking forms for flights to Australia, file notes relating to the arrangement with Qantas Airlines for concessionary flights for CJA members, details of costs, methods of payment and a list of those eligible for the flights. Also included is a report "The CJA at Melbourne, 1981" by Patrick Keatley and a copy of "Commonwealth Currents" with an article about the meeting.  
 1 folder
- ICS150/3/59 Commonwealth Heads of Government Meeting, New Delhi. 1983**  
 Correspondence requesting tickets for concessionary airfares offered by Air India to CJA members attending the Commonwealth Heads of Government Meeting, with completed booking forms and a copy of an article "Commonwealth Journalists Head for India" by Asif Khan.  
 1 folder

**ICS150/3/60 "The Censored Ball"**

**2000  
October**

A poster, leaflet, ticket and application forms for tickets to the "Censored Ball", a party for human rights held in aid of the Commonwealth Human Rights Initiative and the Commonwealth Journalists' Association. Also included is a poster postponing the ball.

1 folder

**ICS150/4 Minutes and Agenda.**

**1979-1994**

Minutes and agenda, some with supporting papers, for meetings of the Executive Committee/Interim Executive Committee, the Management Committee, the Training Committee, the Training and Education sub-Committee, the Steering Committee, the Finance and Membership sub-Committee, the Conference sub-Committee, the Barbados Conference Preparatory Committee, the New Delhi Conference Preparatory Committee, the Constitution Committee, the Working Party on Fund-Raising Project and an agenda for the CJA Formation Meeting.

6 folders

**ICS150/4/1 The Executive Committee/Interim Executive Committee.**

**1979 May-  
1994 June**

Minutes and agenda (May 1979-May 1983, May 1990 & June 1994) and copies of letters to members of the Committee.

1 folder

**ICS150/4/2 The London Management Committee.**

**1980 July-  
1985  
November**

Minutes and agenda.

1 folder

<b>ICS150/4/3</b>	<b>The London Management Committee.</b>	<b>1986 February- 1988 September</b>
	Minutes and agenda.	
	1 folder	
<b>ICS150/4/4</b>	<b>The London Management Committee.</b>	<b>1989 January- 1991 August</b>
	Minutes and agenda.	
	1 folder	
<b>ICS150/4/5</b>	<b>The Training Committee.</b>	<b>1985 November- 1991 October</b>
	Minutes and agenda.	
	1 folder	
<b>ICS150/4/6</b>	<b>The Training and Education sub-Committee.</b>	<b>1982</b>
	Minutes and agenda.	
	1 folder	
<b>ICS150/4/7</b>	<b>The Steering Committee.</b>	<b>1978 November- 1981 May</b>
	Minutes and agenda.	
	1 folder	



<b>ICS150/4/8</b>	<b>The Finance and Membership sub-Committee.</b> Copies of minutes.  1 folder	<b>1982</b>
<b>ICS150/4/9</b>	<b>The Conference sub-Committee.</b> Copies of minutes.  1 folder	<b>1982</b>
<b>ICS150/4/10</b>	<b>The Barbados Conference Committee.</b>  Copies of minutes.  1 folder	<b>1989 December- 1990 February</b>
<b>ICS150/4/11</b>	<b>The New Delhi Conference Committee.</b> Copies of minutes.  1 folder	<b>1986</b>
<b>ICS150/4/12</b>	<b>The Constitution Committee.</b> One set of minutes.  1 folder	<b>1979 May</b>
<b>ICS150/4/13</b>	<b>The Working Party on Fund-Raising Project.</b> A set of undated minutes.  1 folder	<b>undated</b>

**ICS150/4/14 Commonwealth Journalists' Association  
Formation Meeting.** **1978  
September  
16**

An agenda.

1 folder

**ICS150/5 CJA Membership.** **1978-2002**

Correspondence regarding membership, subscriptions and information about the Association with a series of membership application forms (CLOSED) and details about the payment of subscriptions.

22 folders

**ICS150/5/1 Membership Correspondence.** **1978-1982**

Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.

1 folder

**ICS150/5/2 Membership Correspondence.** **1983**

Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.

1 folder

**ICS150/5/3 Membership Correspondence.** **1984**

Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.

1 folder

**ICS150/5/4 Membership Correspondence. 1985**

Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.

1 folder

**ICS150/5/5 Membership Correspondence. 1986**

Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.

1 folder

**ICS150/5/6 Membership Correspondence. 1987**

Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.

1 folder

**ICS150/5/7 Membership Correspondence. 1988**

Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.

1 folder

- ICS150/5/8 Membership Correspondence. 1989**  
Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.  
  
1 folder
- ICS150/5/9 Membership Correspondence. 1990**  
Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association.  
  
1 folder
- ICS150/5/10 Membership Correspondence. 1991-1996**  
Typescript correspondence including those relating to individual and associate membership of the Association; requesting details of, and information about, the organisation; responding to subscription enquires and updating members about various events involving the Association. Also included are a catalogue and poster for a "Press Photography Exhibition" in Malta (15 March-6 April 1991).  
  
1 folder
- ICS150/5/11 Applications for Membership. 1982-1993**  
Details of those applying for membership of the Association, with lists of new and potential members and of those elected as members by the Executive Committee.  
  
1 folder

<b>ICS150/5/12</b>	<b>Membership Application Forms (A).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1983-2002</b>
<b>ICS150/5/13</b>	<b>Membership Application Forms (B-C).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/14</b>	<b>Membership Application Forms (D-F).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/15</b>	<b>Membership Application Forms (G-I).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/16</b>	<b>Membership Application Forms (J-L).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/17</b>	<b>Membership Application Forms (M).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>

<b>ICS150/5/18</b>	<b>Membership Application Forms (N-Q).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/19</b>	<b>Membership Application Forms (R).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/20</b>	<b>Membership Application Forms (S).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/21</b>	<b>Membership Application Forms (T-Z).</b> (CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).  1 folder	<b>1982-2002</b>
<b>ICS150/5/22</b>	<b>Membership Subscriptions.</b> A subscription list with names and dates and an index book with date, country and amount of subscription.  1 folder	<b>1981-1986</b>
<b>ICS150/6</b>	<b>Commonwealth Journalists' Association "Newsletter".</b> Correspondence including those relating to the creation of the "Newsletter", the submission of articles for inclusion, requesting details of the Association and responding to questions about the content, format, printing and distribution of the newsletter. Also included are editions 43-48 of "Newsletter" and details of recipients.  5 folders	<b>1980-2000</b>

<b>ICS150/6/1 "Newsletter" Correspondence.</b>	<b>1980 September- 1989 December</b>
Typescript and ms correspondence and memoranda including those relating to the creation of a CJA newsletter, suggesting ideas for the format, content, writing, editing and printing the newsletter, discussing the absence of certain articles and responding to comments by readers.	
1 folder	
<b>ICS150/6/2 "Newsletter" Correspondence.</b>	<b>1990-1994</b>
Typescript and ms correspondence including those relating to articles and press releases for inclusion in the newsletter, responding to requests for updated information about the Association and replying to questions about information in the newsletter. Also included is a letter from the World Press Centre explaining the advantages to be gained by making the newsletter available online.	
1 folder	
<b>ICS150/6/3 "Newsletter" Correspondence.</b>	<b>1995-2000</b>
Typescript and ms correspondence including those relating to items for inclusion in the newsletter, replying to questions about the content of the newsletter and discussing the problems of having to compile articles from material provided by readers. Also included is a draft layout for an edition of the newsletter and a revised draft of a leaflet about the CJA.	
1 folder	
<b>ICS150/6/4 "Newsletter" (No.43-48).</b>	<b>2001 February- 2003 February</b>
Editions 43-48, dated February/May/September 2001, April/September 2002 and February 2003.	
1 folder	

<b>ICS150/6/5</b>	<b>Lists of Recipients.</b> Names and organisation details of recipients of the CJA "Newsletter".  1 folder	<b>1981-1982</b>
<b>ICS150/7</b>	<b>Commonwealth Journalists' Association Formation.</b> Papers and reports proposing the formation of an association for Commonwealth journalists and information about the aims, objectives and training programmes of the organisation; various drafts of the Constitution with suggested amendments and two letters discussing the formation of CJA branches in Nigeria and Sri Lanka. Also included is a CJA membership leaflet/application form.  1 folder	<b>1979-1988</b>
<b>ICS150/8</b>	<b>Commonwealth Relations Trust/Commonwealth Journalists' Association Travel Bursary Awards.</b> Correspondence relating to travel bursaries awarded by the Commonwealth Relations Trust and the Commonwealth Journalists' Association, copies of applicant CV's (CLOSED), information about the Commonwealth Relations Trust, guidance notes for applicants and an application form.  4 folders	<b>1992-1996</b>
<b>ICS150/8/1</b>	<b>Travel Bursary Award Correspondence.</b>  Typescript and ms correspondence requesting information about, and applying for, Commonwealth Relations Trust/Commonwealth Journalists' Association travel bursary awards, some with supporting statements about the area of professional study. Also included are copies of guidance notes for applicants, an application form and information about the Commonwealth Relations Trust.  1 folder	<b>1992 December- 1993 December</b>



<b>ICS150/8/2</b>	<b>Travel Bursary Award Correspondence.</b>	<b>1994</b>
	Typescript and ms correspondence requesting information about, and applying for, Commonwealth Relations Trust/Commonwealth Journalists' Association travel bursary awards, some with supporting statements of the area of professional study.	
	1 folder	
<b>ICS150/8/3</b>	<b>Travel Bursary Award Correspondence.</b>	<b>1995 January- 1996 March</b>
	Typescript and ms correspondence requesting information about, and applying for, Commonwealth Relations Trust/Commonwealth Journalists' Association travel bursary awards, some with supporting statements of the area of professional study.	
	1 folder	
<b>ICS150/8/4</b>	<b>Travel Bursary Award Applicant CV's.</b>	<b>1992-1996</b>
	(CLOSED IN ACCORDANCE WITH THE DATA PROTECTION ACT).	
	1 folder	