

MOWCAP BUREAU MEETING 13

12-14 March 2013, Phnom Penh

DRAFT MINUTES

Dates: 12 - 14 March 2013

Venue: Phnom Penh, Cambodia

Present: Mr. Ray Edmondson (Chairperson)
Ms. Carmen Padilla (Vice-Chairperson)
Mr. Li Minghua (Vice-Chairperson)
Mr Setareki Tale (Vice-Chairperson)
Ms. Helen Swinnerton (Secretary-General)
Ms. Rosa Gonzalez (UNESCO Advisor)
Dr. M.R. Rujaya Abhakorn (Goodwill Patron; Register Sub-Committee
Chair)
Mr. Simon Chu (Special Advisor)
Mr. Kwibae Kim (Special Advisor)

Apologies: Ms. Sarah Choy (Special Advisor)
Mr. Richard Engelhardt (Special Advisor)

Observer: Dr. Helen Jarvis (Adviser, Royal Government of Cambodia)*
Mr. H E Hab Touch (MOWCAM Chair)*
Ms Jamie Lee (UNESCO, Phnom Penh)*
Ms Oyuna Baldakova (Intern, UNESCO Bangkok)*
Ms. Hongmin Wang (translator to Mr Li, International Division, The State
Archives Administration of China)

* Observers attended part time, for the agenda items relevant to them.

1 Introduction of the Bureau to Rosa and Kwibae

The Chair introduced the new Bureau members, Ms. Rosa Gonzalez, the new UNESCO Advisor for Communication and Information at the Bangkok Office and Mr. Kwibae Kim of UNESCO National Commission of the Republic of Korea, who has joined the Bureau as a Special Advisor.

2 Review program arrangements for this meeting

The Chair thanked Dr. Helen Jarvis and Mr. Hab Touch for their arrangements to host the meeting in Cambodia and looked forward to a meeting with the embryonic Cambodia MOW Committee on the 15th March.

3 Review of preceding meeting minutes and of current meeting agenda

- 3.1** The minutes of the 12th Bureau Meeting were reviewed and adopted. Working actions continuing included the transfer of MOWCAP Archives to the Bangkok UNESCO Office, the creation of a Wikipedia entry for MOWCAP and the promotion of the MOW logo.
- 3.2** The matters arising from the 5th General Meeting of MOWCAP were reviewed. The Chair explained that the General Meeting had resolved to pursue a statement that takes note of the Warsaw Experts' Meeting, endorses the need for a normative instrument but states that ultimately the MOW programme needs the security of a Convention. The Chair further explained that as a Recommendation has been proposed to the UNESCO Executive Board, a statement by MOWCAP on a Convention could hinder progress towards a normative instrument. It was agreed by the Bureau to request from the MOW Secretariat, an update on progress towards a normative instrument. MOWCAP member countries may also wish to enquire into the progress of the normative instrument at the next UNESCO Executive Board meeting.
- 3.3** The agenda for the 13th Bureau Meeting (Appendix 1) was adopted and Ms. Swinnerton was appointed as rapporteur.

4 Verbal Reports from the Chair, Vice Chairs, Sec Gen, Goodwill Patron

4.1 Report of the MOWCAP Chair

The Chair summarized his key activities since the 5th General Meeting of MOWCAP. The Chair together with Dr. Abhakorn and Ms. Swinnerton represented the MOWCAP Bureau at a briefing session with Dr. Rosa Gonzalez at UNESCO Bangkok's Office on 31 August 2012. In August 2012, the Chair had also participated in a MOW workshop as part of the MOW awareness raising activities at the 31st ICA Congress in Brisbane, Australia. At another MOW workshop in Addis Ababa, Ethiopia in December 2012, Dr. Edmondson had participated together with Dr. Roslyn Russell as experts and mentors. Dr. Edmondson and Dr. Abhakorn also attended the MOW Register Subcommittee (RSC) meeting in December 2012 to assess nominations for the International Register. Other key activities of the Chair included providing consultation on the development of a normative instrument for the MOW programme and editing the MOWCAP 'Memory' publication.

The Chair reported that he had a number of prospective activities, including participation in the IPPHA seminar in Canberra and the Beijing Qiaopi

seminar, both in April 2013, participation in the Human Rights Conference in Korea in May 2013 and the next MOW International Advisory Committee (IAC) meeting in June, and a MOW workshop planned to take place in Kyrgyzstan in October 2013.

4.2 Report of the MOWCAP Secretary General

The Secretary General gave a verbal report on her activities for MOWCAP in relation to administrative and communication responsibilities, since the 5th General Meeting of MOWCAP. The Minutes for the 12th Bureau Meeting of MOWCAP had been circulated to the Bureau for approval at this meeting. The Minutes of the 5th General Meeting had been drafted and placed on the MOWCAP website at <http://www.unesco.mowcap.org/doc/5th%20MOWCAP%20Meeting%20Minutes%20and%20Papers.pdf>. These minutes had been circulated in a Newsletter to MOWCAP members in June 2012. The MOWCAP Newsletter is issued approximately half yearly to exchange news with MOWCAP members and a second Newsletter had been issued in January 2013, with information on workshops and events and also news from MOW HQ. A new communication channel, the MOWCAP Facebook Page, had been launched in May 2012 and had since been ‘Liked’ by over 150 individuals and organisations. The Page is a prime communication forum for MOWCAP to target the youth, with the majority of individuals accessing the Facebook Page being aged 18 – 44. Ms. Swinnerton also advised that the core themes and subjects for the MOWCAP website had been drafted into a structure map and this would be presented to the Bureau under agenda item 10.

4.3 Report of the MOWCAP Goodwill Patron

Dr. Abhakorn presented a written report on his activities as the MOWCAP Goodwill Patron. Dr. Abhakorn also noted that the activities described in his report had been driven by invitations received from MOW members, due to the limited finances of the MOWCAP Bureau. Ms. Gonzalez advised that there may be opportunities to secure funding from UNESCO and recommended that Dr. Abhakorn propose a plan of action for 2014 for consideration by UNESCO.

5 Membership reports/ activities presented by Vice Chairs

5.1 North Asia

Mr. Li gave a verbal report on MOW activities in China. The State Archives Administration together with the provincial archives of Fujian and Guangdong would present a seminar on the Qiaopi archives listed on the MOWCAP Register in 2012. The UNESCO Beijing Office are also planning to sponsor a workshop on the MOW programme, which will be held in the Democratic People’s Republic of Korea and Mr. Simon Chu has been invited to attend on behalf of the MOWCAP Bureau. China is also preparing submissions for MOWCAP Register in 2014.

Mr. Kim advised that in the Republic of Korea, the UNESCO National Commission had been assisting cities to submit nominations to the National Register and had also been generating ideas to improve the MOW programme internationally.

No further reports from MOW National Committees in North Asia had been received.

5.2 South East Asia

Ms Padilla advised that the MOW National Committees in Indonesia, the Philippines and Thailand had submitted written annual reports. These reports are included in Appendix 2.

No further reports from MOW National Committees South East Asia had been received.

5.3 Pacific

Mr. Tale gave a verbal report on MOW activities in the 4 countries of the Pacific that had established MOW National Committees. Mr. Tale also added that MOW is now a critical part of PARBICA, which has generated encouraging interest from other island states.

The National Committee for Vanuatu is in formation and is expected to soon appoint committee members.

The National Committee of Fiji was established in 2008. A constitution and communication strategy have recently been endorsed. The communication strategy includes a pilot Family Tree project to promote MOW at 10 elementary schools, with the long-term goal of assimilating the programme into the school curriculum. The Fiji National Committee also submitted a written report – see Appendix 2.

The New Zealand National Committee (see Appendix 2 for country report) was established as a trust in 2012 and is progressing well with a number of subscriptions to the National Register. The Chair of Committee has recently joined the MOW IAC. For a written report from the New Zealand National Committee, see Appendix 2.

The National Committee of Australia is the most established committee in the Pacific. A key activity in 2012/ 2013 has been to sponsor a prize in the National History Challenge for high school students. The students are challenged to write an essay on the topic of migration and human rights, using primary source material on the National MOW Register.

6 UNESCO Bangkok Office Update

Ms Gonzalez provided an update on developments at the UNESCO Bangkok Office concerning the MOW programme. Ms Gonzalez advised that UNESCO are in the process of conducting a structural review and the Bureau would be updated of any changes affecting the Communications and Information sector, which the MOW programme is part of. Ms Gonzalez reported that a current consideration of the Communications and Information department is the low level of funding available for programmes and that a practical focus of the office has been to develop fundraising proposals, including proposals for the MOW programme in the region, which will be presented later in the agenda.

7 Overview of International MOW programme

7.1 Report on Africa MOW Workshop

Mr. Kim reported that the South Korean National Commission had sponsored and arranged a MOW workshop in Ethiopia, Africa, in December 2012. The workshop gave eight African countries, not yet represented on the international MOW register, the opportunity to develop nominations with the support of experienced IAC members. The Chair commented that this workshop was a good example of outreach work by MOWCAP members in support of the broader MOW community. He explained that the workshop had considered a number of important collections that are at risk and need preserving.

There was discussion on the need to follow-up with participants of the MOWCAP workshop in 2011 in Jakarta, Indonesia, where a number of promising nominations had been discussed but had not yet been formally submitted. The Chair suggested that the teachers of the workshop be asked to send follow-up communications enquiring into the status of the nominations.

7.2 MOW “Companion”

The Chair advised that the MOW “Companion” had been made available in several languages on the UNESCO website at http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/mow/R_egister%20Companion.pdf. The objective of the “Companion” is to give practical guidance to support the development of nominations to the MOW registers, including definitions of documentary heritage, descriptions of the nomination process, the criteria nominations should meet, including helpful examples and also the process a nomination will go through after it has been submitted.

7.3 Report on the IAC meeting 2011 and RSC 2012

The Chair provided the Bureau with an update on the meetings of the MOW IAC in 2011 and of the MOW RSC in 2012. The minutes of the meetings are available on the MOW pages of the UNESCO website, including the nominated and approved items to the International Register. The IAC consists of 14 experts, appointed by the Director General of UNESCO and representing a range of geographies and professions. Dr. Helen Jarvis (Cambodia) and Ms. Diane Mackaskill (New Zealand) have been newly appointed from the Asia Pacific region and will begin their 4 year terms at the next meeting in June. Dr Edmondson reports to the IAC as the Chair of MOWCAP.

The Chair introduced a paper created as an outcome of the MOW RSC meeting in 2012, titled ‘Process for Monitoring and Reporting on Inscriptions on the Memory of the World Register’. The Chair requested feedback from the Bureau on the paper and advised that he would consolidate the feedback and communicate it to the MOW Secretariat for consideration at the June meeting of the IAC. Key feedback included:

- The suggestion to develop the paper to include the subjects of access to and interpretation of registered items, such as requesting holders of items to report the methods used to promote visibility and any relevant statistics.
- The recommendation to give further consideration to the practicalities and implications of rolling-out the paper, for example educating nominators and holders of items about these reporting requirements; developing a policy on the implications for registered items that are not reported on or where reports highlight endangered items.

7.4 Progress on the outcome of the Warsaw Experts’ Meeting

The Chair reminded the Bureau of the agreed outcome from the Warsaw Experts’ Meeting, which was to put forward to the UNESCO Executive Board the proposal that a Recommendation be developed for the MOW programme. The Chair updated that this proposal has gone forward.

7.5 20th Anniversary of MOW

On the occasion of the 20th Anniversary of MOW in 2012, an international conference had been held “The Memory of the World in the Digital Age: Digitization and Preservation,” to consider issues concerning the management and preservation of digital information. The participants adopted a series of recommendations to ensure the durability and reliability of digital records. These measures also reflect increased awareness of the crucial legal and technical problems of preserving digital records and data—including audio and video documents.

7.6 MOW Studies

The Chair reminded the Bureau of the international MOW project, which aims to encourage the inclusion of MOW in archival studies and library studies. Mr. Chu gave an update on how the Asia Pacific region had so far contributed to the MOW studies project via a seminar held in Macau with the objective of including MOW studies in the academic curriculum there.

8 **MOWCAP Finance Strategy**

Ms. Gonzalez advised the Bureau that the next financial bi-annual in UNESCO would be for the period 2014 – 2015 and it is hoped that an allocation could be made to MOWCAP if financial requirements of MOWCAP are clearly formulated. UNESCO in general uses results based management for funding allocations, therefore, funding requests should be defined in terms of targeted achievements together with measurements of success. An intern of the UNESCO Bangkok Office is developing a project proposal for MOWCAP that can be used to gain support from potential fund donors, which will be circulated to the Bureau after the meeting.

Ms. Gonzalez also drew the Bureau's attention to the absence of any published information about the MOWCAP programme in hardcopy format that can be used to educate potential donors. Ms Gonzalez proposed that the Bangkok Office draft a brochure introducing MOWCAP, including examples of the success of the programme in the region.

9 **Strategic issues**

9.1 **Coordinating MOW, WHC and IHC**

Ms. Gonzalez advised that the UNESCO Bangkok Office had been giving, and would continue to give, thought to how best to utilize the website tool comparing complimentary approaches to safeguarding cultural heritage across the three UNESCO heritage programmes – World Heritage, Intangible Heritage and Memory of the World. One idea is to arrange a meeting between the publicity and marketing representatives of the three programmes to consider collaborative opportunities.

9.2 **MOWCAP position on a MOW Convention**

The Chair recapped for the Bureau the arguments for and against the various normative instruments that could be used within UNESCO to support the MOW programme. The Experts' Meeting in Warsaw had agreed to pursue a Recommendation and whilst MOWCAP do not want to close the door to a convention, they should also support the process of achieving a Recommendation at this stage and play a consultative role in developing the instrument. Adoption of a Recommendation by the General Conference would not preclude pursuing a Convention at a later date if the need was demonstrated.

The Chair also advised that the MOW Secretariat have developed a provisional paper for the UNESCO Executive Board entitled 'Draft Action Plan for Strengthening the MOW Programme' focused on improving the programme structure and requesting extra-budgetary funding. The MOWCAP Chair would enquire with the Secretariat how MOWCAP could show support for the paper.

9.3 **ECO sub-regional MOWCAP group**

The Chair advised the Bureau that a successful MOW seminar had been organized by Iran and attended by Afghanistan, Pakistan and Turkmenistan. The four countries had agreed to work together to strengthen the MOW programme in the region, including the establishment of National MOW Committees for countries that have no such committee in place, capacity-building activities aimed at protecting and safeguarding documentary heritage, and regular exchange of information and experts.

The Chair explained that further to the meeting in Iran, the MOWCAP Bureau had received a letter from the Iranian National Commission proposing the establishment of a MOW sub-regional committee for the ECO region. The Bureau agreed that the Chair should gain advice from the UNESCO Head Office on whether the MOW guidelines allow a subcommittee structure and would then respond to Iran accordingly.

10 MOWCAP communications

Ms. Swinnerton updated the Bureau on the recent communication activity of MOWCAP using our three core communication channels – the MOWCAP website, Facebook Page and Newsletters. Ms. Swinnerton also outlined the plans for the redevelopment of the MOWCAP website and facilitated a discussion among the Bureau on the core communication objectives of the website.

Ms. Gonzalez advised the Bureau that MOWCAP would have the opportunity to utilize existing UNESCO social networking and website tools, if they wished.

11 “Memory” – the coffee table book

Mr. Chu updated the Bureau on progress made towards publishing the coffee table book ‘Memory’. He recapped that the original publisher had withdrawn from the project and an alternative publisher had been identified, which was now working with UNESCO on formalizing the contract.

12 Register Nominations

Dr. Abhakorn, the Chair of the MOWCAP Register Subcommittee advised the Bureau that the Regional Register works on a biennial calendar and that the current intake would begin after the Bureau meeting. The Secretary General would send out a call for nominations. The Bureau discussed the closing date for the current intake and agreed on the 30th November 2013, in order to provide nominators with sufficient time to prepare.

The Bureau discussed the relationship of the International, Regional and National Registers. Concern was expressed that the MOW website does not highlight that the ‘Register’ is international in scope and is not the sole register. It was agreed that the Chair would raise a request with UNESCO

Head Office to place more emphasis on the Regional and National Registers.

13 Facilitating National MOW Committees

13.1 Reporting and liaison

Ms Swinnerton presented an analysis of the extent, over the past four years, of participation by National Committees in MOWCAP meetings and in meeting the MOW annual reporting requirements. It was agreed that the Bureau would use the analysis to identify opportunities for improving participation by less active National Committees. The discussion would continue over email led by Ms. Swinnerton and the Vice-Chairs.

13.2 Regional projects

Mr. Kim advised that the South Korean National Commission would arrange a workshop in the 4th quarter of 2013 in the Asia Pacific to support the development of nominations to the Registers. It was anticipated that 10 countries would participate.

14 6th General Meeting of MOWCAP 2014

14.1 Meeting location and date

The Chair reported to the Bureau that MOWCAP had been fortunate to receive invitations from two member countries to host the 2014 General Meeting. One invitation had been received from the Iranian National Commission and another had been received from the China National Committee. The Bureau considered the two invitations and voted in favour of accepting the invitation from China, due to the economic and logistical reasons.

The Bureau discussed the timing of the meeting and late March was agreed.

14.2 Bureau election

The Chair advised that an election of the Bureau would take place at the 6th MOWCAP General Meeting in 2014. The election practice is to call for nominations from the floor.

15 Any other business

Mr. Chu advised that the Macau Documentation Society had developed a proposal to publish the text of ancient Chinese classics held in Macau, using the MOWCAP logo. It was agreed that the Chair would respond to the proposal advising that the MOWCAP programme would not be able to support the project as the ancient Chinese classics described are not on the MOWCAP Register.

16 Post Meeting Comments

The MOWCAP Bureau would like to thank Dr. Helen Jarvis, Mr. H E Hab Touch and the Cambodia Ministry for Culture and Fine Arts for hosting the meeting. Following the meeting, the Bureau attended a stakeholders' meeting

convened by Mr. H E Hab Touch to discuss progress towards the formal establishment of a Cambodian MOW Committee (MOWCAM). The Ministry hosted a welcome dinner after the meeting.

The Bureau also visited the Genocide Archive at Tuol Sleng, the Killing Fields at Cheoung Ek and the Bophana Audiovisual Centre.