

<b>MOWCAP Office Roles and responsibility (2018)</b>			
<b>Tasks</b>	<b>Description of tasks</b>	<b>MOWCAP Office/ACI</b>	<b>MOWCAP Bureau</b>
<b>MOWCAP Office</b>	Operation of the Reading Room and Exhibition space	Manage the reading room and exhibition space  Maintain facilities	Approving exhibition themes and context, Providing advice
	Documentation and archive	Maintain and centralize MOWCAP's own archives, including a photograph Archive.	Maintain a database of contacts (MoW focal points and custodians of inscribed MoW).  MOWCAP to send all archives (past nominations, annual/meeting reports, images, financial records etc) to the MOWCAP Office.  Develop archival access policies and share with the MOWCAP Office (UNESCO retention standards as a possible guide).
	Administration	Collecting and consolidating, circulating annual reports from national MOW Committees in the region.	Chair writes to all national MoW committees to request the reports, provide the email address
	Human resources	ACI will provide the staff for the MOWCAP Office	Training of the MOWCAP Staff member in MOWCAP processes (SG)
	MOWCAP Subcommittee		
	Website	-Management and payment	-Retain ownership over the website

Communications	operation and maintenance	of the vendor	
	Email (manage the MOWCAP email account)		<ul style="list-style-type: none"> <li>-To support and reply to complex queries</li> <li>-Monitor emails and be first contact</li> <li>-Respond to FAQ and simple emails</li> <li>-If more complex, then forward to the relevant person from the MOWCAP</li> </ul>
	Newsletter, website, social media content	-	<p>To review draft content from the MOWCAP Office and provide input</p> <p>To provide content to the MOWCAP Office on activities</p> <p>Collect regular news items from MOWCAP members for publicity and Promotion</p> <p>To develop basic content and then send to the MOWCAP Comms for proofreading</p> <p>Assist in preparation and distribution of a regular MOWCAP newsletter</p>
	Preparation	<p>Coordinating and arranging the logistics</p> <p>Coordinating attendees</p> <p>Distribution of meeting papers, agenda etc.</p>	<p>Identifying dates for the meeting</p> <p>Finalise the draft invitation letters (SG)</p> <p>Development of meeting papers, agenda etc.</p> <p>Confirming dates for the meeting</p> <p>Draft invitation letters, arrange signature of the Chair and</p>

Bureau meeting			send
	Minutes/reporting	<p>Archiving minutes and associated papers</p> <p>Taking photographs of the meeting</p>	<p>SG leading the development of the minutes</p> <p>Circulating the minutes for review</p> <p>Posting results of the meeting on the website</p>
	Travel Cost	Reimburse travel costs	
	Preparation	<p>To double check that all heads of delegations receive the necessary meeting papers (nominations etc.)</p> <p>Coordinating to arrange the logistics (registration, Coordinating attendees</p> <p>Distribution of meeting papers, agenda etc.</p>	<p>The Chair to confirm at the meeting that all heads of delegations have received the materials</p> <p>Identifying dates for the meeting</p> <p>Finalise the draft invitation letters (SG)</p> <p>Development of meeting papers, agenda etc</p> <p>Draft invitation letters, arrange signature of the Chair and send .</p>

<b>General meeting 2018</b>		<p>Confirming and setting up the venue</p> <p>Technical support</p> <p>Managing the registration of delegates</p> <p>Local transportation</p>	
	Travel Costs	<p>Documenting travel costs and needs in cooperation with the SG</p> <p>Reimbursing travel costs for Bureau members sponsored by the MOWCAP Office</p>	UNESCO Bangkok to coordinate the travel for delegates sponsored by UNESCO
	Meeting operation	Assisting the SG to ensure the meeting runs smoothly	To support financially and logistically

	Minutes/reporting	Support the SG to develop the minutes  Archiving minutes and associated papers  Taking photographs of the meeting	SG leading the development of the minutes  Circulating the minutes for review
--	-------------------	---	---

<p><b>Register</b></p>	<p>Registration</p>	<p>Undertake relevant administrative tasks as requested by the SG</p>	<p>Calling for nominations</p> <p>Distribute the nominations to the Register Subcommittee Chair (SG)</p> <p>RSC Chair to assign nominations to the experts</p> <p>Experts to review the forms for completeness and quality</p> <p>Update the mailing address for nominations to the MOWCAP Centre</p> <p>Support the register nominations process</p> <p>Receive register nominations, maintain a database of nominations received</p> <p>Support the Secretary General in distributing the nominations to the Register Subcommittee Chair</p> <p>Support the Chair of the RSC to distribute nominations to the experts</p>
------------------------	---------------------	---	---

	RSC Meeting	<p>Arranging the travel and accommodation of RSC members</p> <p>Supporting the logistics of the meeting</p>	<p>RSC to coordinate and chair the RSC meeting</p> <p>Leading the creation of the reports and recommendations</p> <p>Submit the reports to the Bureau in advance of the General meeting</p> <p>Bureau to check the recommendations by the RSC are complete</p>
<b>Working group</b>		<p>Preparing working group meeting documents in coordination with the members</p> <p>Jointly developing the annual workplan and budget</p>	<p>Appointing members to the working group</p> <p>Jointly developing the annual workplan and budget</p>
<b>MOWCAP Projects (funded through the ACC).</b>		<p>Process all payments for the approved activities as part of the MOWCAP projects.</p> <p>Support the SG to coordinate the projects including giving input on developing Terms of Reference for contracts, liaising with experts/contractors as part of the MOWCAP projects.</p>	<p>Coordinate the overall implementation of the MOWCAP projects, developing Terms of Reference for contracts, liaising/communicating with experts and project partners.</p> <p>Coordinate MOWCAP-ACC grants program, support MOWCAP office to manage the Grants email (respond to advanced questions to ), monitor the Grant applications in a tracking sheet (excel), support the assessment work of ACC-MOWCAP working group by providing a preliminary assessment report of the applications against the grant criteria.</p> <p>Coordinate the MOWCAP archives project including liaising with MOWCAP members for the transfer of records, coordinating with archives experts for the</p>

		<p>Support the MOWCAP-ACC grants program by managing the MOWCAP-ACC Grants email (respond to basic questions and refer more advanced questions to the SG), receive and register Grant applications in a tracking sheet (excel), prepare the applications to be considered by the ACC-MOWCAP working group.</p> <p>Support the MOWCAP archives project by receiving all material sent by the MOWCAP members and placing in the MOWCAP office, in coordination with the SG arranging the courier/shipping of MOWCAP archive material from the MOWCAP members to the MOWCAP Office in Gwangju.</p> <p>organising the logistics of the MOWCAP goodwill patron missions</p> <p>Receive the content for the</p>	<p>management/preservation/access of the records.</p> <p>Coordinating the MOWCAP Goodwill patron missions, including contacting the target countries supporting the development of agendas, and providing the travel itinerary to the MOWCAP Office/ACC to be actioned.</p> <p>Coordinate the overall implementation of the MOWCAP 20 Year exhibition, including developing the content for the exhibition, sending content to the MOWCAP Office.</p>
--	--	---	---



		<p>MOWCAP 20 Year Exhibition and liaise with designers/printers/installers to finalise the exhibition under the coordination of the SG.</p>	
<p><b>Decision Making Process for annual work plan/budget</b></p>	<ul style="list-style-type: none"> <li>➤ Developing the draft work plan and budget</li> <li>➤ Discussion and Working Group meeting</li> <li>➤ Approval (MOWCAP Bureau via email and official letter)</li> <li>➤ Update report on the workplan and budget at the Bureau meeting</li> </ul>		