

Decision Making Process for Annual Work Plan and Budget

1. Developing the draft work plan and budget
2. Discussion / Working Group Meeting
3. Approval of MOWCAP Bureau (via email and official letter)
4. Update report on the work plan and budget at the bureau meeting

MOWCAP OFFICE ROLES AND RESPONSIBILITY (2019)

TASKS		ROLES AND RESPONSIBILITY	
TYPES	DESCRIPTION	MOWCAP OFFICE (ACC-ACI)	MOWCAP BUREAU
MOWCAP OFFICE	Operation of the MOWCAP Office space	- Manage the space and facilities	- Approving exhibition themes and context - Providing advice
	Documentation and archive	- Help create a database of contacts (MoW focal points, etc.) - Maintain and centralise MOWCAP's own archives, including a photograph archive	- Maintain a database of contacts (MoW focal points and custodians of inscribed MoW, etc.) - MOWCAP to send all archives to the MOWCAP office (past nominations, annual reports, meeting reports, images, financial records, etc.) - 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 to provide a staff for the MOWCAP Office	- Training the MOWCAP Staff member in MOWCAP processes (SG)

TASKS		ROLES AND RESPONSIBILITY	
TYPES	DESCRIPTION	MOWCAP OFFICE (ACC-ACI)	MOWCAP BUREAU
COMMUNICATIONS	Website Operation and maintenance	- Management and payment of the vendor - Help organise IT support when there is a problem with the website	- Retain ownership over the website
	Emailing (manage the MOWCAP email account)	- Monitor emails and be first contact - Respond to simple emails - If more complex, then forward to the SG from the MOWCAP	- To support and reply to complex enquiries
	Newsletter, Website, and Social Media	- Collect regular news items for publicity and promotion, from MOWCAP Bureau members and MoW National Committees and Commissions - Assist in preparation and distribution of a regular MOWCAP newsletter	- To develop and review the content of newsletter
	ACC-ACI Communications	- To help create communication about MOWCAP programmes aimed at the ACC-ACI audience (social media and other media updates)	- To help develop content for the ACC-ACI communication channels (media release, social media updates, interviews with journalists, etc.)

* SG = Secretary General

TASKS		ROLES AND RESPONSIBILITY	
TYPES	DESCRIPTION	MOWCAP OFFICE (ACC-ACI)	MOWCAP BUREAU
WORKING GROUP	Working group meeting	- Preparing working group meeting documents in coordination with the members	- Appointing members to the working group
		- Jointly developing the annual work plan and budget	- Jointly developing the annual work plan and budget
BUREAU MEETING	Preparation		- Identifying dates for the meeting
		- Coordinating and arranging the logistics	- Finalise the draft invitation letters (SG)
		- Coordinating attendees	- Development of meeting papers and agenda, etc.
		- Distribution of meeting papers and agenda, etc.	- Confirming dates for the meeting
Minutes and Reporting			- Draft invitation letters and arrange signature of the Chair then send
	- Archiving minutes and associated papers	- Leading the development of the minutes (SG)	
	- Taking photographs of the meeting	- Circulating the minutes for review	
Travel cost	- Reimburse OR pay the travel cost	- Posting results of the meeting on the website	

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TYPES	DESCRIPTION	MOWCAP OFFICE (ACC-ACI)	MOWCAP BUREAU
REGISTER	Registration		- Calling for nominations
			- Distribute the nominations to the RSC Chair (SG)
			- RSC Chair to assign nominations to the experts
			- Experts to review the forms for completeness
			- Update the mailing address for nomination
			- Support the register nominations process
			- Receive register nominations, maintain a database of nomination received
			- Distributing the nominations to the RSC Chair
			- Support the Chair or the RSC to distribute nomination to the experts
			- RSC to coordinate and chair the RSC meeting
RSC Meeting		- Arranging the travel and accommodation of RSC members	- Leading the creation of the reports and recommendations
		- Supporting the logistics of the meeting	- Submit the reports to the Bureau in advance of the General Meeting
			- Bureau to check the recommendations by the RSC are complete

TASKS		ROLES AND RESPONSIBILITY	
TYPES	DESCRIPTION	MOWCAP OFFICE (ACC-ACI)	MOWCAP BUREAU
MOWCAP PROJECTS & ACTIVITIES (funded through ACC)	General	- Process all payments for the approved activities as part of the MOWCAP projects	- Coordinate the overall implementation of the MOWCAP projects, developing Terms of Reference for contracts, liaising/communicating with experts and project partners
		- Support the Secretary General to coordinate the projects including giving input on developing Terms of Reference for contracts, liaising with experts/contractors as part of the MOWCAP projects	
	Small Grants Programme	- Support the MOWCAP-ACC Small Grants Programme by managing the MOWCAP-ACC Grants email account - Respond to basic questions and refer more advanced questions to the SG - Receive and register the Grants applications in a tracking sheet - Prepare the applications to be considered by the ACC-MOWCAP working group	- Coordinate MOWCAP-ACC Grants Programme, support MOWCAP Office - Manage the Grants email account (respond to advanced questions) - Monitor the Grants applications - Support the assessment of work of the Working Group by providing a preliminary assessment report of the applications against the Grants criteria

	MOWCAP Archive	<ul style="list-style-type: none"> - Support the MOWCAP archives project <ul style="list-style-type: none"> - Receiving all materials sent by the MOWCAP members and placing in the MOWCAP Office - Receiving all materials in coordination with the SG arranging the courier/shipping of MOWCAP archive material to the MOWCAP office 	<ul style="list-style-type: none"> - Coordinate the MOWCAP archives project <ul style="list-style-type: none"> - Liaising with MOWCAP members for the transfer of records - Coordinating with archive experts for the management/preservation/access of the records
	Goodwill Mission	<ul style="list-style-type: none"> - Organising the logistics of the MOWCAP Goodwill Mission 	<ul style="list-style-type: none"> - Coordinating the MOWCAP Goodwill Missions <ul style="list-style-type: none"> - Contacting the target countries and supporting the developing of agendas - providing the travel itinerary to the MOWCAP Office to be actioned
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TYPES	DESCRIPTION	MOWCAP OFFICE (ACC-ACI)	MOWCAP BUREAU
MOW SEMINAR	Preparation and Operation	<ul style="list-style-type: none"> - Received and double check the necessary papers - Coordinating to arrange the logistics - Coordinating attendees - Distribution of agenda - Confirming and setting up the venue - Technical support - Assisting the Secretary General to ensure the seminar and workshop run smoothly - Taking photographs of the seminar and workshop 	<ul style="list-style-type: none"> - Develop the agenda for the seminar and workshop - Identifying the dates for the seminar and workshop - Finalise the invitation letters and arrange the signature of the Chair and send (SG)
		<ul style="list-style-type: none"> - Support the Secretary General to develop the minutes - Archiving minutes and associated papers 	<ul style="list-style-type: none"> - Leading the development of the minutes - Circulating the minutes for review
		<ul style="list-style-type: none"> - Reimbursing travel costs for Bureau members sponsored by the MOWCAP Office 	
		Minutes and Reporting	
	Travel cost		