MEMORY OF THE WORLD (MoW)

STATE OF PRESERVATION REPORT FOR SOUTHEAST ASIA 2020

TABLE OF CONTENTS

ACKNOWLEDGEMENT 4

I. BACKGROUND INFORMATION 5

I.1. Introduction 5
I.2. Objectives of the Survey 6
I.3. Methodology of Data Collection 6
I.4. Challenges 8

II. RESULTS 9

II.1. Background 9
II.2. Summary of the Results 11
II.3. Preservation 13
II.4. Access 23
II.5. Outreach 36
II.6. Training and Capacity Building 44
II.7. Other Comments 53

III. RECOMMENDATIONS 58

III.1. Survey process 58
III.2. Preservation 60
III.3. Access 63
III.4. Outreach 64
III.5. Training and Capacity Building 65
III.6. General 66

ANNEXES 67
Annex 1. Full list of collections from Southeast Asia and the responses received 68
Annex 2. MoW State of Preservation Report (SEA) Questionnaire 75
Annex 3. Table 1 List of publications 96
Annex 4. Table 3 Institutional social media addresses 100
Annex 5. Logos for inscribed MoW documentary heritage 102

ACKNOWLEDGEMENT

This Memory of the World (MoW) State of Preservation Report for Southeast Asia initiative was made possible through the UNESCO-Japanese Funds-in-Trust (JFIT). The survey was facilitated by the UNESCO Bangkok Office, with contributions from Misako Ito, Yufan Hu, Ruohan Zhang, with support from MingKuok Lim (UNESCO Jakarta Office), Mikel Aguirre Idiaquez (UNESCO Phnom Penh Office), Naing Naing Aye (UNESCO Yangon Office), and National MoW Committees. The survey and the State of Preservation Report was developed by Andrew Henderson. UNESCO would like to acknowledge the support of Ray Edmondson, Dianne Macaskill, Panggah Ardiansyah and Dyah Mitayani who provided input on the survey design. Finally, UNESCO would like to thank all the custodians of the MoW inscriptions for their time to complete the survey and for providing such valuable information.

I. BACKGROUND INFORMATION

I.1. Introduction

The Memory of the World (MoW) registers, at international, regional and national levels, have been a key element of the UNESCO Programme since the first set of *General Guidelines to Safeguard Documentary Heritage* was compiled and approved in 1995 (Russell, 2020). The MoW Registers were established as a mechanism to identify and raise awareness of significant documentary heritage held in museums, archives and libraries across the world.

In Southeast Asia, there are currently thirty (30) inscriptions on the MoW International Register, recognised for their global significance. However, until now, no data has been collected on the state of preservation of these inscriptions, and it is not clear if they are facing ongoing preservation issues, or if they are accessible to the public, one of the key requirements of the MoW Programme.

In order to address this issue, the UNESCO Bangkok Office, with support from the Japanese Funds-in-Trust (JFIT), initiated the 'Building Capacity for the Monitoring and Preservation of Documentary Heritage at Risk in Southeast Asia' Project. As part of the Project, a survey was designed to measure the state of preservation of MoW collections in Southeast Asia, and was sent to custodians of the thirty (30) MoW inscriptions in Southeast Asia. The survey had a high completion rate, with data received from twenty-eight (28) inscriptions (93%) before the end of January 2021[1].

This report provides a summary of the results of the survey, with recommendations on follow up actions that can be considered. The outcomes of the survey will be followed up by sub-regional training on the preservation of documentary heritage, targeting areas of need identified in the survey. The monitoring survey has been designed to be scalable so that it can be expanded across the Asia-Pacific (in cooperation with MOWCAP) and globally.

1 One more answer for the inscription 'The Presidential Papers of Manuel Luis Quezon' was received during the final review of this report in February 2021. Therefore, it is not included in the figures and charts of the report but the answers are added in the annex.

I.2. Objectives of the Survey

The objectives of the survey were to:

- Assess the state of preservation of documentary heritage from Southeast Asia inscribed on the International MoW register;
- Identify any support needed for preservation/access to MoW inscriptions including training needs, funding gaps, etc. UNESCO/MOWCAP (and other stakeholders) can use this information to develop targeted programs and projects;
- Help UNESCO update its information on the MoW inscriptions and record possible changes in the state of preservation of the inscribed inscriptions over time;
- Share experiences, good practices, knowledge and lessons learnt between memory institutions (archives, museums, libraries etc.) and encourage cooperation between memory institutions in the MoW network;
- Create a scalable survey model that can be expanded across the Asia-Pacific (in cooperation with MOWCAP) and globally.

I.3. Survey Methodology

(i) Development of the contact database

One challenge at the start of the Project was that there was no contact database for the custodians of MoW inscriptions. To address this, a contact database for the custodians of the MoW collections was developed by the UNESCO Bangkok Office using contact information data taken from the MoW nomination forms (available on the UNESCO MoW website) and provided by the National MoW Committees.

(ii) Survey design

The survey questions were developed with reference the MoW General Guidelines, the UNESCO Recommendation concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form (2015), and the UNESCO-ASEAN Member States Action Plan for the Implementation of the Recommendation. The survey was structured around 6 (six) main areas: (1) Background, (2) Preservation,

(3) Access, (4) Outreach, (5) Training and Capacity Building, (6) Other (the full questionnaire can be found in Annex 2). The draft survey was shared with experts from the MOWCAP network for input, and a number of adjustments were made. Finally, a draft was sent to the custodians of the Borobudur Conservation Archive to test the survey.

(iii) Survey tool

Google Forms was used as the survey tool. While a number of options were considered (including SurveyMonkey), as the majority of the contact list used a Google email account already, it was decided to proceed with this option. In addition, the Google Forms allowed the responses to be easily exported into excel.

(iv) Contacting the custodians

A dedicated email was created (survey@mowcap.net) to send out the survey and for correspondence with custodians. Invitations to participate in the survey were sent by Yufan Hu (yu.hu@unesco.org) with the survey@mowcap.net email on copy, along with an official letter from the UNESCO Bangkok Office. In order to help with follow up and communication with the custodians, the UNESCO Communication and Information (CI) staff from the Bangkok, Phnom Penh, Yangon, and Jakarta offices were placed in the communication loop, along with representatives from the various from the National MoW Committees and National Commissions for UNESCO in Southeast Asia. This was important, for two main reasons: (i) it kept all stakeholders at the national level aware of the survey and its objectives; and (ii) it helped with a higher survey completion rate.

(v) Survey completion results

The survey was carried out between November 2020 and January 2021. In total, out of the 30 MoW inscriptions from Southeast Asia, data was received about 28 of the inscriptions (93%). However, six (six) custodians from joint-nominations (collections inscribed by two or more organizations in different countries) did not complete the survey. Annexe 1 provides a table with the full list of collections from Southeast Asia and the responses received.

I.4. Challenges

- **Contact list**: Developing the contact list was a time consuming and difficult process. Some custodians of collections nominated in the past didn't have email addresses. While other MoW nomination forms list the contact person in charge of the collection, staff often change.

- **Joint nominations**: Custodian institutions with join inscriptions often do not have ongoing connections. It is also hard to contact the custodians of collections in Europe and Africa, especially as there are no active regional/national MoW committees to help facilitate the work.

- **Google forms**: Four (4) of the respondent were unable to access Google Forms and were sent a fillable PDF form instead to complete the surveys manually. One challenge with Google Forms is that it does not allow the form to be saved partway through. This means there is a risk some data could be lost in the process.

- **Response and follow up**: The process of reminding custodians to complete the survey was intensive and time-consuming, with a number of email reminders and exchanges needed. There's no system of notification when the surveys are received, which makes it hard to follow up.

II. RESULTS

II.1. Background

Thirty-three (33) respondents completed the survey between November 2020 and January 2021. Surveys were received from the following eleven (11) countries: Cambodia (2), Germany (1), Indonesia (7), Malaysia (5), Myanmar (3), the Netherlands (3), Philippines (2), Sri Lanka (1), Thailand (5), Timor-Leste (1), and Vietnam (3). See Figure 1.

The majority of the respondents (22 out of 33) were from national government organisations (see Figure 2). Four (4) of the respondents were from universities (12%), two (2) were from state/regional government organizations (6%),while responses were also received from a cultural institute (1), religious organisation (1) and a private collection (1).

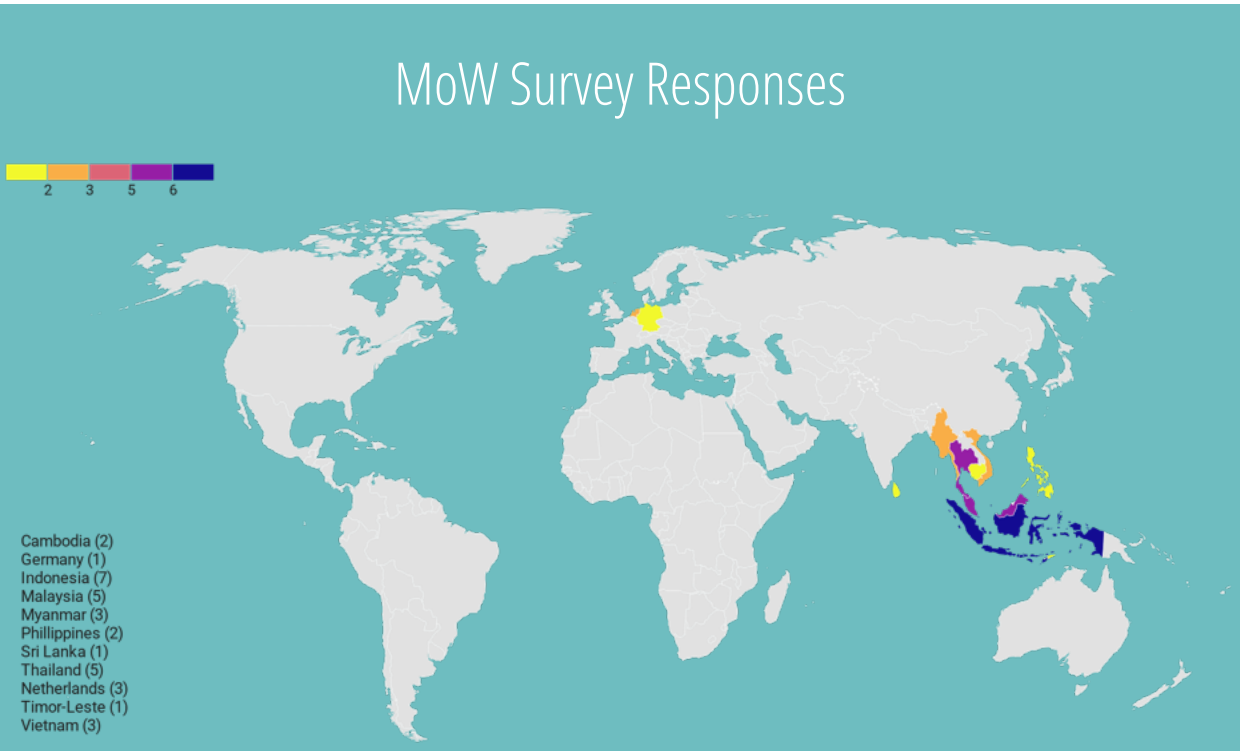

Figure 1. A map showing the countries where survey responses were received from

In terms of the type of memory institutes holding the MoW inscriptions in Southeast Asia, 34% are libraries, 30% are archives, 15% are archaeological sites, and 12% are museums (see Figure 3). The high number of MoW inscriptions at archaeological sites can be attributed to stone inscriptions, which are a prevalent form of documentary heritage in Southeast Asia. In addition, two collections are located at historical sites (Buddhist temples), showing the connection between built cultural heritage, intangible heritage, and documentary heritage in the region.

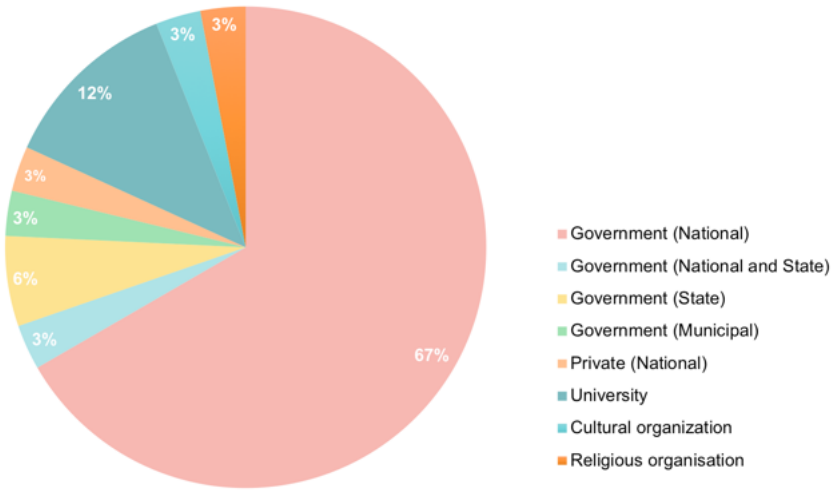

Figure 2. Respondents' organisation type

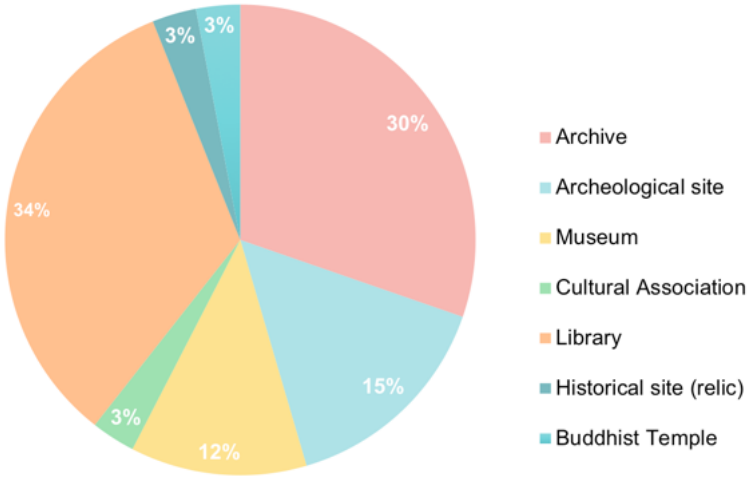

Figure 3. Respondents' memory institution type

II.2. Summary of the Results

Preservation

- Humidity, moisture, and temperature are key environmental Southeast Asia given the tropical climate.
- Microorganisms, pest infestation, and dust are preservation issues that impact collections in Southeast Asia.
- Climate change was raised as a key concern by custodians of the MoW collections, including the potential for it to exacerbate disaster risks in the region.
- The man-made disaster risks are theft, Illicit trafficking of documentary, while armed conflict/civil disturbances are also potential risks.
- A number of custodians are yet to develop a management plan, including preservation and disaster risk plan for their MoW collection.
- Lack of budget to operate, lack of staff/ human resources, lack of adequate repository, and lack of storage boxes/archival material are key issues currently facing the custodians of the MOW collections, and may be exacerbated by the Covid-19 situation, where funding for museums, archives and libraries across the region has been impacted.

Access

- Only 52% of the organizations use archiving/cataloguing description software to manage and provide access to their inscribed MoW documentary heritage.
- 27 % of the MoW collections do not have an access policy.
- 15% of collections are not accessible to the public in either physical or digital form.
- A number of Mow Inscriptions have been digitised, haver there restrictions on accessing digitised images of the MoW collections (copyright is cited as one of the main reasons to justify the non-provision of access).
- 48% of the digitized MoW documentary heritage is under copyright, while 48% is in the public domain (no copyright status).
- The majority of respondents (88%) do not use Creative Commons license for their MoW collection.

Outreach

- The majority of inscriptions collections do not have a MoW logo (51%), while some organizations that have a logo are not using the official format. This is a big issue as the organizations are not fully benefiting from the inscription on the MoW register, including in mobilizing support for funding (a key issue identified in the survey) and raising visibility.
- 91% of custodians have a social media account(s).showing that social media can be an important avenue to promote the MoW collections for the public.

Training and Capacity Building

- Digitisation (61 %) and digital heritage preservation (70%) were identified as custodians as key areas of need. This is reflected in the survey, with not all collections digitised, and limited of digital heritage preservation guidelines.
- Management plan development (52%), disaster risk management (55%) and archives management (42%) are considered key issues. This is also reflected in the survey with a number of collections lacking key management/preservation plans.
- Access policy development (55%), copyright and open access (45%) and collection software (58%) are considered key issues. This is reflected in the survey, with a number of collections currently not accessible in physical or digital form, and limited use of open access principles.
- Applied archives/collection preservation is considered a key issues. This is reflected in the survey, with requests for support on preservation issues.

Other key points:

- Only 24 % of the respondents are applying for the UNESCO Recommendation Concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form.
- The majority (76%) of the respondents think that the MoW register is very important to promote the preservation of, and access to, documentary heritage, while 21% think they are important. This shows that the MoW register is still considered a very crucial aspect of the MoW Programme, despite the register being closed for the last four (4) years).

II.3. Preservation

The first part of this section focuses on 4 (four) preservation issues, namely:

a. Environment/climate;
b. Management/organizational;
c. Natural disasters
d. Man-made disasters.

The second part of this section focuses on how the MoW inscriptions are managed, and covers:

a. Management plans;
b. Preservation policy;
c. Disaster management plans.

Question 1:

Has your MoW collection been affected, or at risk from, any of the following preservation issues?

a. Environmental/climate issues

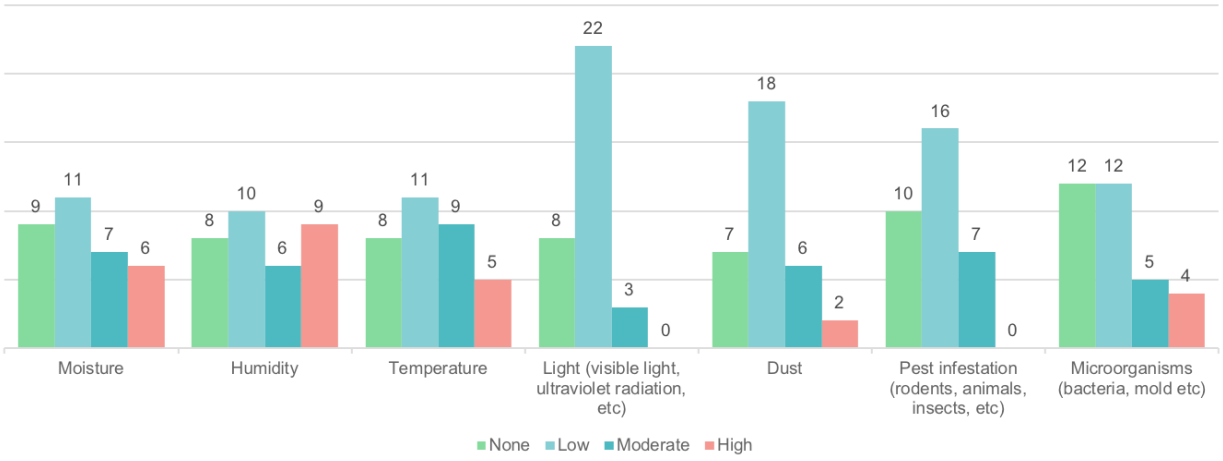

Figure 4. Environmental/climate issues

Respondents listed the risk as 'high' for **humidity** (9), **moisture** (6) and **temperature** (5). This is understandable given the tropical climate of Southeast Asia, where humidity and moisture are high, along with fluctuating temperatures. **Microorganisms** (5), **pest infestation** (7) and **dust** (6) were listed as moderate issues, which suggests that storage and adequate repositories is an issue.

Selected comments on environment/climate issues received from survey respondents:

- *"The room of manuscripts do not have proper dehumidifier which is used to absorb the high humidity that cause collections will be mildew."*
- *"Moisture and Humidity become the environmental/climate issues because Indonesia is a tropical country."*
- *"The main climatic problem is the high humidity level because the storage building is in a tropical area. In addition, extreme weather changes cause temperature changes that can affect archives."*
- *"The impact of moisture, humidity, and temperature to the inscribe MoW documentary heritage in our museum is high due to the climate in the Philippines and the fluctuating temperature in our galleries and repositories when the air-conditioning units are turned on and off. [...]"*

b. Management/organizational issues

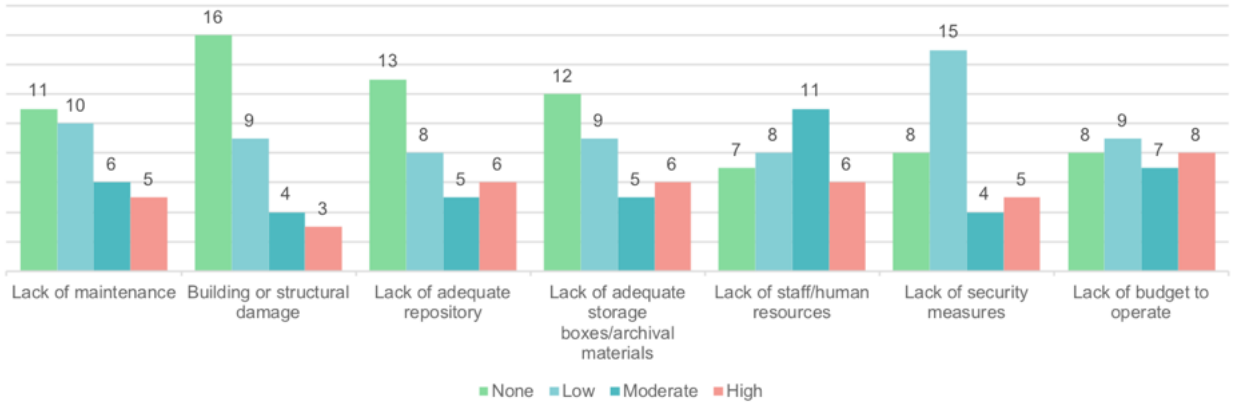

Figure 5. Management/ organizational issues

The management/organizational issues that scored the highest were **lack of budget to operate** (8), **lack of staff/ human resources** (6), **lack of adequate repository** (6), and **lack of storage boxes/archival material** (6). This lack of budget /staff to operate is a key issue and may be exacerbated by the Covid-19 situation, where funding for museums, archives and libraries across the region has been impacted. More

effort should could be made to leverage the MoW status of these collections to mobilize funding support. Grants/funding could be made available for collections most at need.

Relevant comments on management/organizational issues received from survey respondents:

- *"[...] our manpower is shortage (only 3 people responsible for this duty) and amount of documents are huge, the task is unlikely to be finished within a year."*
- *"We have adequate number of staff based on our plantilla positions but only a few applicants meet the minimum qualifications particularly in the technical divisions that manages the National Collections. Due to lack of staff/human resource, the maintenance of the inscribed MoW documentary heritage is affected."*
- *"Inventory-building in respect of some of the Dutch Archives requires expertise that the National Archives of Sri Lanka does not possess at present. Furthermore, the lack of expertise in managing an HVAC system (once installed) is also a key issue."*
- *"[...] we need more instructions and recommendations from UNESCO to improve staffs skills in preservation of the woodblocks."*
- *"The problem currently faced is the lack of budget for operational processing activities and improving the quality and quantity of human resources."*

c. Natural disaster issues (events & risks)

c.i. Natural disaster events in the past

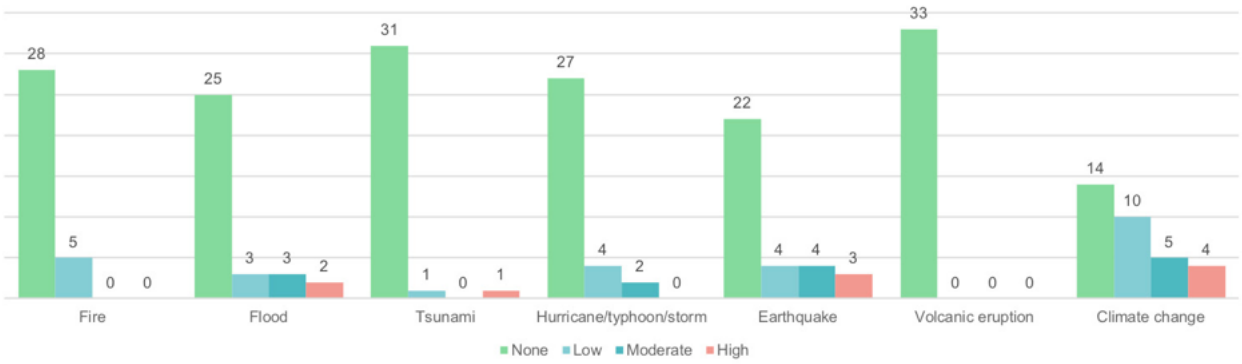

Figure 6. Natural disaster events

Three (3) collections have previously had 'high' impacts from **earthquakes** in the past, two (2) from **floods** and one (1) from a **tsunami**. Four (4) have had moderate impact from **earthquakes**, three (3) had damage from **floods**, and two (2) from **hurricanes/storms**. Earthquakes are a major disaster risk in many countries in Southeast Asia, as evidenced by past impact on the inscribed collections. It is interesting to note that four (4) respondents listed impacts from **climate change**.

c.ii. Natural disaster risks

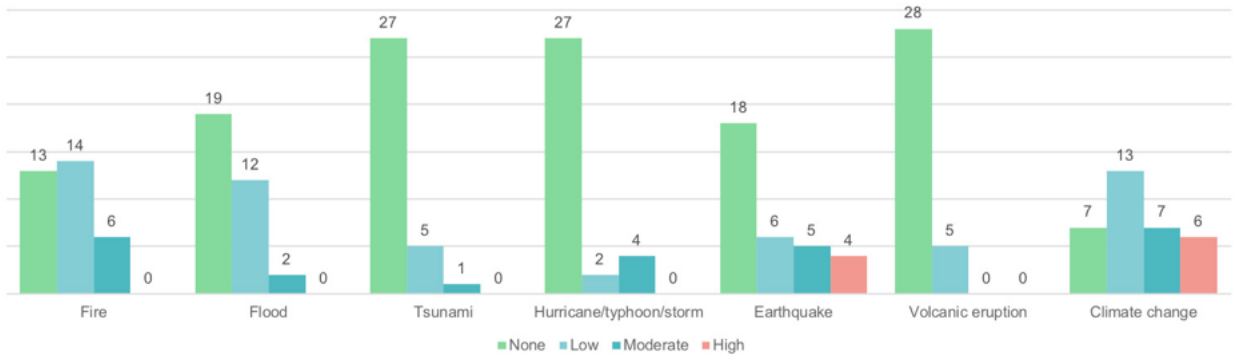

Figure 7. Natural disaster risks

In terms of identified natural disaster risk to the collection, organizations consider **climate change** (6) a future risk, while **earthquakes** remain a key threat (4). **Hurricanes/storms** (4), **floods** (2) and **fire** (6) are considered moderate risks. Given the concern around climate changes expressed in the survey, and potential for climate change to exacerbate disaster risks in the region, further work to assess the potential impact and mitigation strategies may be needed (for example, such as "Policy Document on the impacts of Climate Change on World Heritage properties" developed by the World Heritage Centre). Training in disaster risk management for collections at risk may also be required.

Relevant comments on natural disaster issues/events/risks received from survey respondents:

- *"The possibility of fire and climate change are the key natural disasters in connection with our MoW documents. However, the risk of fire damage will be reduced after the completion of the renovation of the existing archival facility when an advanced fire security system will be installed."*
- *"[...] The possibility for the natural disaster might be occurred such as an change climate, earthquake, tsunami (Jakarta Bay) and due to volcanic eruptions around it (Mount Krakatau and mountains around West Java)."*

- *"[...] they were flooded in several months in 1974 caused by a storm which destroyed a part of the building storing the heritage."*
- *"The Archive Storage Building is in Aceh, Sumatra Island, which is located in an area of tectonic plate faults so that the potential for earthquakes and tsunamis."*
- *"[...] we are located in the ring of fire, earthquakes are also experienced in most parts of the country including Metro Manila, where the inscribed MoW documentary heritage is exhibited and stored."*

d. Man-made disaster issues (events & risks)

d.i. Man-made disaster events in the past

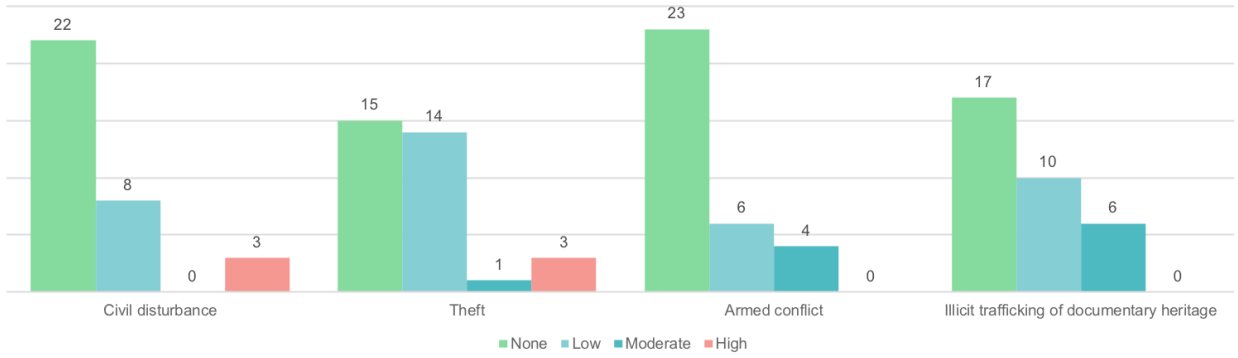

Figure 8. Man-made disaster events

The man-made disaster events that have had high impact in the past are **theft** (3) and **civil disturbances** (3). **Illicit trafficking of documentary heritage** (6) and **armed conflict** (4) have had moderate impact on some collections. A number of countries in the region have been impacted by armed conflict in the past 50 years (for example in Cambodia and Vietnam), and this is reflected in the survey results.

d.ii. Man-made disaster risks

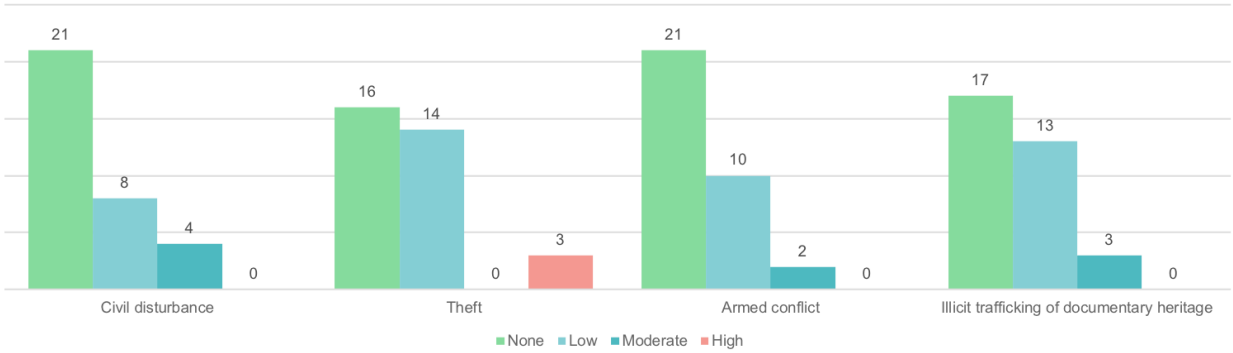

Figure 9. Man-made disaster risks

The main threat from man-made disasters is **theft** (3). Other moderated identified risks are the potential for **civil disturbances** (4), **armed conflict** (2) and **illicit trafficking of documentary heritage** (3). It should be noted that the majority of respondents consider the risks as 'low'. Further links between the MoW Programme and organisations working in the area of safeguarding heritage from man-made disasters (such as Blue Shield International). Training in protecting documentary heritage against threats of theft/ illicit trafficking could also be held. Collections at risk should also be encouraged to register on the IFLA Risk Register for Documentary Cultural Heritage.

Relevant comments on man-made disaster issues/events/risks received from survey respondents:

- *"Vietnam has also gone through wars, therefore, the collection has been moved back and forth several times and suffered from unfavourable poor preservation conditions. As a result, many records have been damaged so seriously that it is difficult to restore."*
- *"Theft can be one of the biggest issue which can harm the project. We have to be able to create a good condition of place that favourable to place all of the items into it. A safe and good place can minimize theft issue if this location."*
- *"The risks of theft and illicit trafficking in documentary heritage can be reduced after the installation of advanced security systems under the renovation of the existing archival facility."*
- *"There are no recorded or reported man-made disasters in relation to the inscribed MoW documentary heritage under the museum but the above risks are included in the management plan of the institution."*
- *"As one of the provinces in Indonesia that has experienced conflict, the Aceh region still has the potential to recur in the future. This certainly can interfere with archives management activities."*

Question 2:

Do you have an overall management plan for your inscribed MoW documentary heritage?

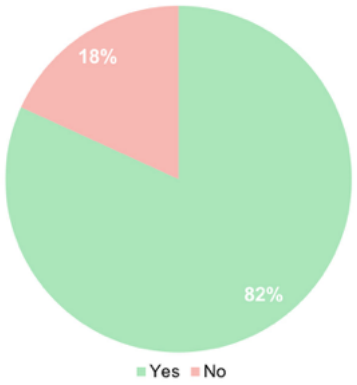

Figure 10. Management plan for MoW collection

Figure 10 illustrates that 82% of custodian organizations have an overall management plan for their MoW inscription. As the UNESCO MoW Programme requires inscribed collections to have a management plan, training support may be needed to help the 18% that have not yet developed a plan.

Question 3:

Do you have a preservation policy for your inscribed MoW documentary heritage?

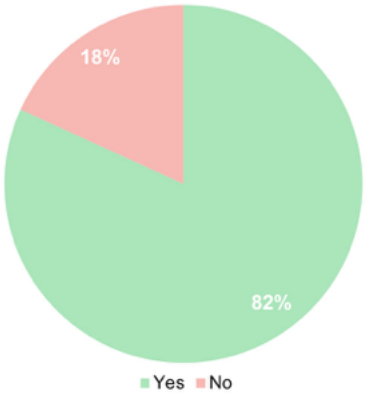

Figure 11. Preservation policy for MoW collection

The results presented in Figure 11 show that 82% of the respondents have a preservation policy. Again, for

the remaining 18%, training support may be needed on developing a preservation policy within the overall management plan.

Question 4:

Do you have a disaster management plan (preparedness, mitigation, response) for your inscribed MoW documentary heritage?

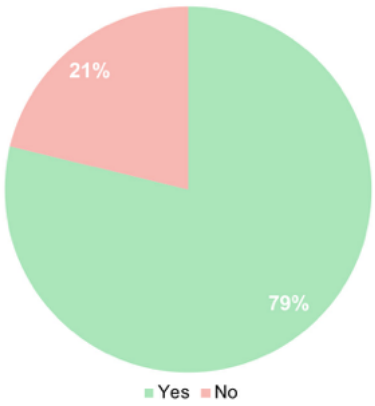

Figure 12. Disaster management plan (preparedness, mitigation, response) for MoW collection

Figure 12 illustrates that 79% of the respondents have disaster management plan. However, 21% of the respondents do not have disaster management plan, leaving the collections vulnerable to disaster event. Training in developing disaster management plans is therefore needed.

Question 5:

Briefly describe the management system you have in place to care for your inscribed MoW documentary heritage

Some relevant comments received from survey respondents:

- *"We haven't physical management system yet, but for collection management, the National Library has its own library application. The collections which have been digitized are stored on hard drives and optical*

disks."

- *"These inscriptions are safeguarding by pagoda trustee under the supervision of the Department of Archaeology and National Museum. To be protected and safeguarding the inscribed MoW documents in Myanmar, these can be identified in legal protection and institutional implementation and involved with local communities and trustee which are named to be integrated management system."*
- *"The library falls under the disaster management plan of Leiden University, here a link for a closer description:* https://www.universiteitleiden.nl/en/plato/areas-of-expertise/crisis-management*"*
- *Generally speaking, the library falls under the university's crisis management but every unit has it's own crisis management team to take decisions when needed. Library staff is regularly trained to be able to respond to crisis situations appropriately. A gas based fire suppression system is installed.*

Question 6:

In your opinion, what are the greatest challenges/threats to the preservation of your inscribed MoW documentary heritage?

Some relevant comments received from survey respondents:

- *"The greatest challenge/threat to the preservation of the Royal Photographic Glass Plate Negatives is the fractured/broken glass because it cannot be repaired to its original state. [...]"*
- *"Budget, Human Resource, Infrastructure and Facility, Temperature and Humidity."*
- *"The greatest challenge is the lack of a digital copy to ensure that the original is used as less as possible. Digital copies of two-thirds of these records are available in The Hague, but the Sri Lanka National Archives is still in the process of building up the required digital capacity to deposit these digital copies. The microfilms of two-thirds of these records are available, however, due to the lack of a reader copy, cannot be released to the public."*
- *"Digitization of the woodblocks in 3D is the greatest challenges for us. In 2019, we completed a research to define the best available technology to do it but we were not satisfied with the sharpness or details of the 3D images."*

- *"The challenges and thread in inscribe MoW documentary heritage, there can be identified as capacity building and carry capacity for those who person in preservation processes. Sometimes, some administrative measures occurred to delay for implementation."*
- *"Due to the materials of the documentary heritage, environmental/climate issues are the greatest threats in the preservation of the inscribed MoW documentary heritage."*
- *"The physical storage and digitization with high/ international standard for MoW documentary heritage, and management plan for MoW documentary heritage especially manuscript."*
- *"Managing environment control to meet proper standard when air condition system is out of order is the greatest challenge because the repository is very large and also confined space with low air circulation. Therefore, we need knowledge and collaboration from many organizations in order to quickly find how to create an easy air circulated environment."*
- *"The greatest threat to our collection are the possibility of an earthquake and the challenge of maintaining the environmental condition (temperature/humidity) due to building / structural damage, especially at the time of quarantine due to the COVID-19 pandemic."*
- *"There are some of the biggest threats in preserving the MoW archives, including inadequate human resource competence, low budget, inadequate facilities and infrastructure and developments in information technology. In addition, there are still many archives that have not been processed and digitized, causing obstruction of public services."*
- *"Greatest challenges currently become an issue is lack of budget, by having all of the plan with a great management issue but we don't have a budget to allocate the event and project it means nothing."*
- *"Limitation of number of staff, limitation of staff capacity: the museum staffs are not trained in a proper preservation skill, and difficulties of supplies of preservation: the materials are mostly from international, which we have to buy and transport. SO it take time, and monitoring process."*

II.4. Access

Question 1.

Has your inscribed MoW documentary heritage been catalogued (arranged and described)?

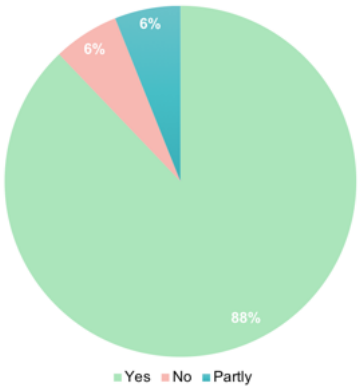

Figure 13. Catalogued MoW collection

The results presented in Figure 13 show that 88% of the inscriptions have been catalogued, while 6% are in process, and 6% have not been done.

Question 2.

Are the catalogues (or finding aides) available to the public online?

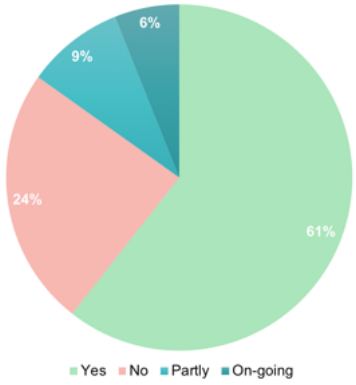

Figure 14. Finding aides/ catalogue for MoW collection available online

Figure 14 illustrates that 61% of the participants have made the catalogue/finding aides online and available to the public. This means that there are a number of organizations that have created catalogues for their collection, but have not placed them online. They should be encouraged to make this important data available online for the public.

Some relevant comments:

- *"Some part of the Archival Documents of King Chulalongkorn's Transformation of Siam (A.D. 1868 - 1910) are still being cataloged, some has already finished. A few of its finding aides are available to the public online."*
- *"Some part of the Royal Photographic Glass Plate Negatives and Original Prints Collection are still being cataloged, some has already finished. A few of the cataloged collection and its finding aides are available to the public online."*
- *"Two of the three catalogues are available on an external site (tanap.net)."*

Question 3.

Do you use archiving/cataloging description software to manage and provide access to your inscribed MoW documentary heritage?

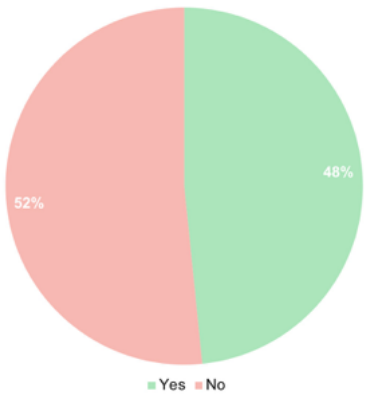

Figure 15. Finding aides/ catalogue for MoW collection available online

Figure 15 shows that only 52% of the organizations use archiving/cataloguing description software to manage and provide access to their inscribed MoW documentary heritage, while 48% do not. This has

implications for collection management and public access. Training is needed in archiving/cataloguing description software to make the collections more accessible to the public and improve their management.

Figure 16 shows the list of the name of the software used for MoW collection:

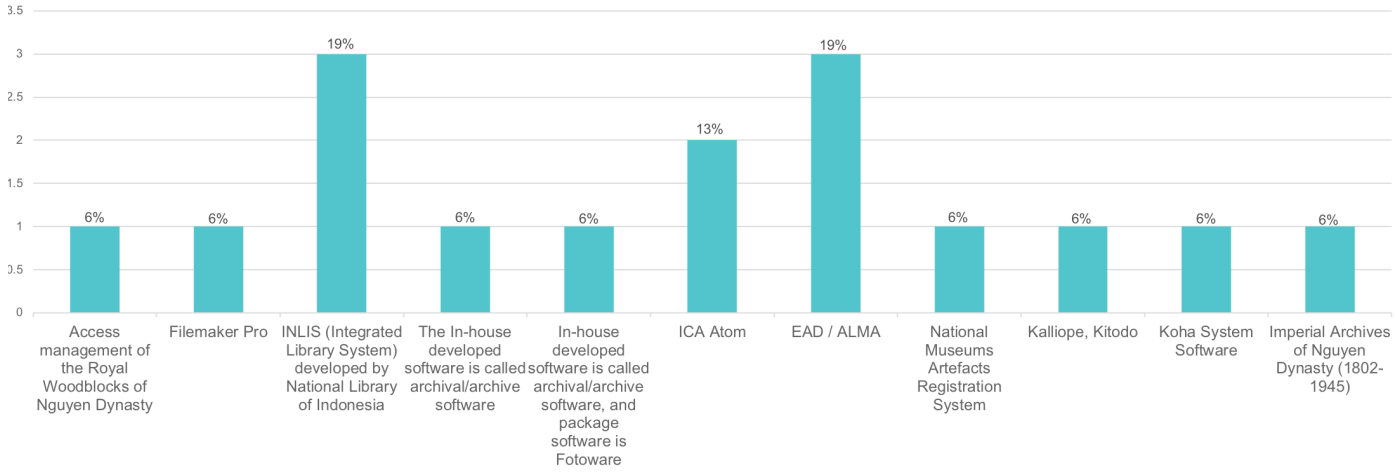

Figure 16. Name of software used for MoW collection

- EAD / ALMA (3)
- INLIS (Integrated Library System) developed by National Library of Indonesia (3)
- ICA AtoM (2)
- Access management of the Royal Woodblocks of Nguyen Dynasty (1)
- Filemaker Pro (1)
- The In-house developed software is called archival/archive software (1)
- In-house developed software is called archival/archive software, and package software Fotoware (1)
- National Museums Artefacts Registration System (1)
- Kalliope, Kitodo (1)
- Koha System Software (1)
- Imperial Archives of Nguyen Dynasty (1802-1945) (1)

Question 4.

Do you have an access policy for your inscribed MoW documentary heritage?

Figure 17a. Access policy for MoW collection

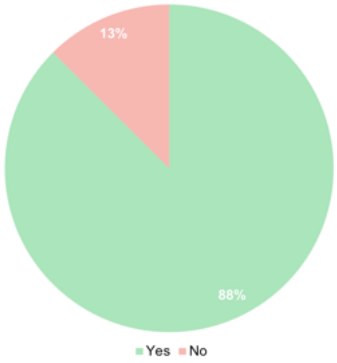

Figure 17b. Access policy for MoW collection is open for public

The results presented in Figures 17a and 17b show that 73% have an access policy for their inscribed MoW documentary heritage. 88% of the respondents have made their access policy available for public. Since providing access is a crucial part of the MoW Programme, support may be needed to help custodians develop access policies for their collections.

Question 5.

Are there any restrictions on access to the physical collection?

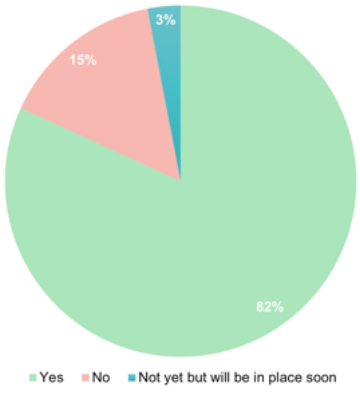

Figure 18. Restrictions on access to the physical MoW collection

Figure 18 shows that 82% of the respondents have restrictions on access to the physical collection. The reasons for the restrictions are shown below in Figure 19.

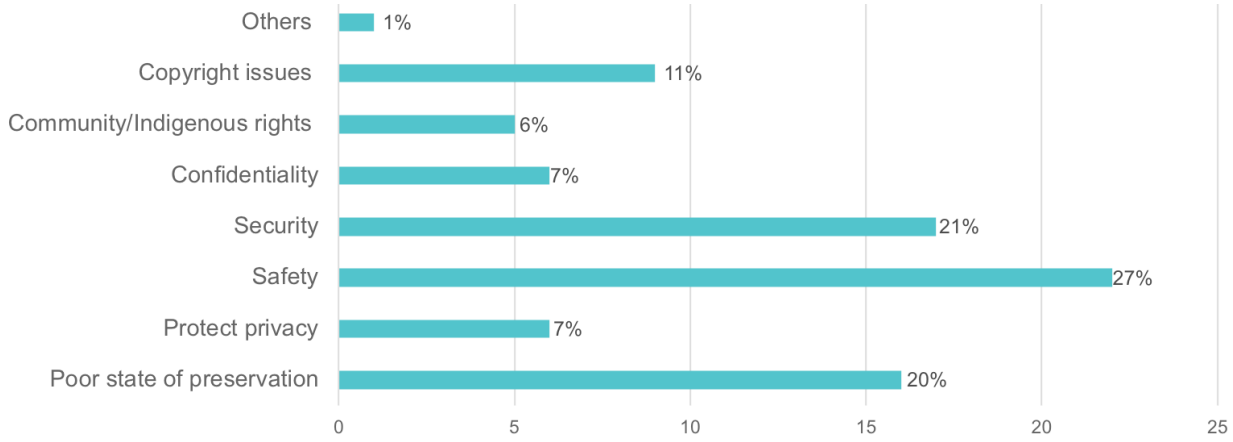

Figure 19. Why restrictions on access to the physical MoW collection are made

The majority of why these restrictions are made because **safety** and **security** issues. Two respondents mention that exceptions are possible to access the physical MoW collection, only with permission of the curator and under strict surveillance.

Question 6.

Has your inscribed MoW documentary heritage been digitized?

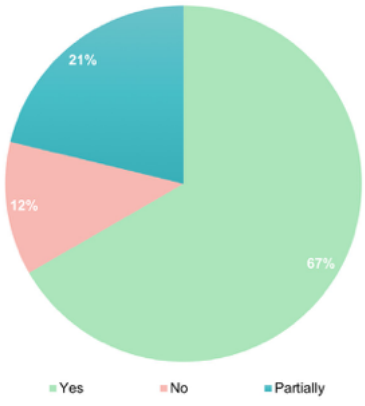

Figure 20. Digitized MoW collection

The results shown in Figure 20 illustrate that not all of the MoW documentary heritage has been digitized; 67% of the inscriptions have been digitized, 12% have not been digitised, while 21% have been partially digitized. 82% of collections have access restrictions, while only 67 % have been digitized, meaning that 15% of collections are not accessible to the public in either physical or digital form, which is not acceptable under the MoW Programme General Guidelines. Support is needed to ensure that all MoW collections are digitised and made available for the public.

Question 7.

Has your inscribed MoW documentary heritage been microfilmed?

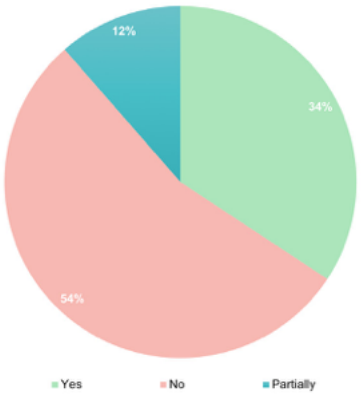

Figure 21. Microfilmed MoW collection

The results displayed in Figure 21 show that more than half (54%) of the MoW collections have not been microfilmed, 34% have been microfilmed, and 12% has been partially microfilmed. While digitization is the priority of many institutions, microfilming is still a good form of collection backup. Given the humid conditions in Southeast Asia, the microfilm copies of the records may be susceptible to degradation from the climate and therefore may face preservation challenges.

Question 8.

Do you have a preservation strategy for your digitized collection?

Figure 22. Preservation strategy for the digitized MoW collection

The results presented in Figure 22 show that 70% (23) of the respondents have a preservation strategy for their digitized MoW collection, and 30% have not (10).

Question 9.

Are you aware of the UNESCO/PERSIST Guidelines for the selection of digital heritage for long-term preservation?

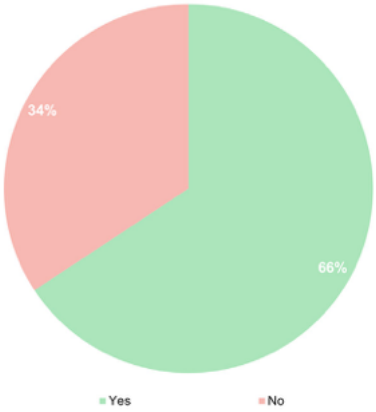

Figure 23. UNESCO/PERSIST Guidelines awareness

Figure 23 shows that 66% of the respondents are aware of the UNESCO/PERSIST Guidelines, while 34% are not. This shows there is a need for increased awareness raising initiatives and training in the *UNESCO/PERSIST Guidelines for the selection of digital heritage for long-term preservation*

Question 10.

If your inscribed MoW documentary heritage has been digitized, are the digital documents (images, audios, videos, etc.) available/accessible online to the public?

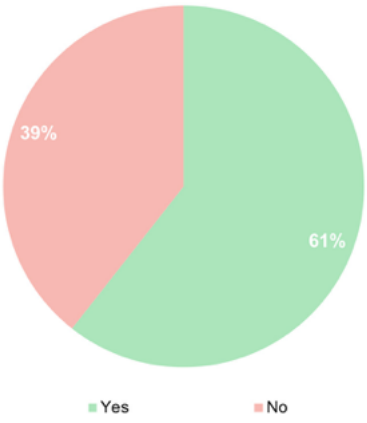

Figure 24. Digitized MoW collection available online

The results shown in Figure 24 illustrate that 61% of the respondents have their digitized MoW documentary heritage available online, while 39% have not. This is low number given the importance of digital access for the MoW collections, and considering that 82% of the physical collections are closed to

the public. More effort is needed to help the collections be made accessible online, including support in helping the custodians use publicly accessible archiving/cataloguing description software.

The list of websites for the digitized MoW documentary heritage available online is show in Table 4 below.

No	MoW Register	Institutional website address
1	Woodblocks of Nguyen Dynasty	http://mocban.vn
2	"The Minute Books of the Council of the Siam Society", 100 years of recording international cooperation in research and the dissemination of knowledge in the arts and sciences	https://artsandculture.google.com/exhibit/minute-books-of-the-siam-society/jAKSnazYX_NPLA
3	Borobudur Conservation Archive	mow.borobudurpedia.id
4	The Royal Photographic Glass Plate Negatives and Original Prints Collection	https://archives.nat.go.th/
5	Asian African Conference Archives	www.anri.go.id
6	Archives of the Dutch East India Company (Indonesia)	www.sejarah-nusantara.anri.go.id
7	La Galigo (The Netherlands)	https://digitalcollections.universiteitleiden.nl/lagaligo?solr_nav%5Bid%5D=82a41bbe435deadefc22&solr_nav%5Bpage%5D=1&solr_nav%5Boffset%5D=9
8	Panji Tales Manuscripts (The Netherlands)	https://digitalcollections.universiteitleiden.nl/panjitalesmanuscripts?solr_nav%5Bid%5D=01d47eee0935a918319b&solr_nav%5Bpage%5D=2&solr_nav%5Boffset%5D=1
9	The King Ram Khamhaeng Inscription	https://bit.ly/2LMbBox
10	The Golden Letter of the Burmese King Alaungphaya to King George II of Great Britain (Germany)	http://digitale-sammlungen.gwlb.de/resolve?id=00056452
11	Correspondence of the late Sultan of Kedah (1882-1943)	http://ofa.arkib.gov.my/ofa/group/index
12	Stone Stele Records of Royal Examinations of the Le and Mac Dynasties (1442-1779)	vanmieu.gov.vn
13	Tuol Sleng Genocide Museum Archives	www.archives.tuolsleng.gov.kh
14	Imperial Archives of Nguyen Dynasty (1802-1945)	http://archives.org.vn
15	Hikayat Hang Tuah	https://www.aseanlibrary.org
16	Panji Tales Manuscripts (Malaysia)	https://upnih.pnm.gov.my/myrepo-public/welcome
17	Nāgarakrĕtāgama or Description of the Country (1365 AD)	https://khastara.perpusnas.go.id/landing/detail/75458

Table 4. Institutional website addresses

Question 11.

Are there any restrictions on access to the digitized images of your inscribed MoW documentary heritage?

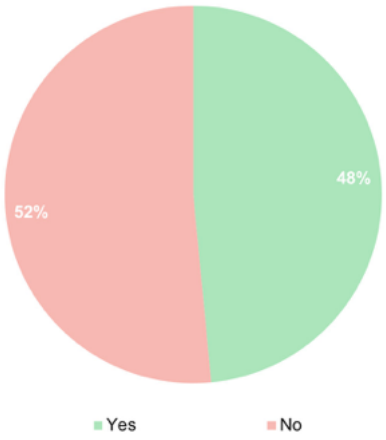

Figure 25. Restrictions on access to the digitized MoW collection

Figure 25 illustrates that 48% of the respondents have restrictions on access to the digitized MoW collections, while Figure 26 shows why these restrictions are made. The most commonly shared reasons why these restrictions are made are **copyright issues** (20%), **security** and to **protect privacy** (18%). Overall this shows that there are still a number of restrictions on content. While some may be necessary (such as community/indigenous rights), further work is needed to ensure the collections can be as accessible as possible, in accordance with the UNESCO Recommendation which promotes the principles of open access.

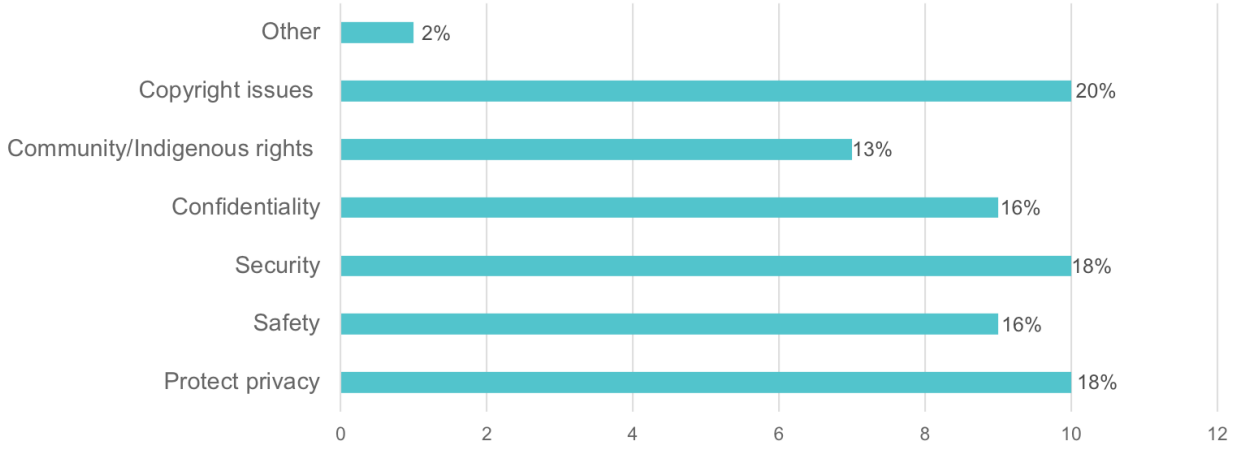

Figure 26. Why restrictions on access to the digitized inscribed MoW documentary heritage are made

Some relevant comments received from survey respondents:

- *"As the National Archives falls under the purview of the Ministry of Buddhasasana, Religious and Cultural Affairs, it is necessary to obtain permission from that line ministry."*
- *"The digital Diponegoro-page is still under construction, the TIFs have not yet been uploaded [...], but with the permission of the curator the scans can already be accessed on demand."*

Question 12.

What is the copyright status of your inscribed MoW documentary heritage?

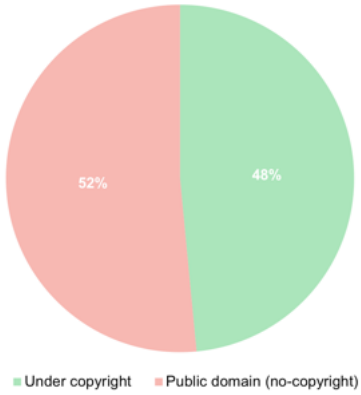

Figure 27. Copyright status of MoW collection

Figure 27 illustrates that 48% of the inscribed MoW documentary heritage is under copyright, while 52% is in the public domain.

Question 13.

What is the copyright status of the digital images of your inscribed MoW documentary heritage?

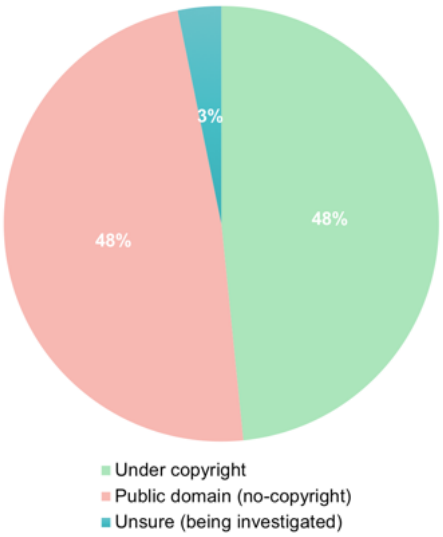

Figure 28. Copyright status of the digitized MoW collection

The results presented in Figure 28 show that 48% of the digitized MoW documentary heritage is under copyright, while 48% is in the public domain (no copyright status), while one respondent (3%) is unsure. Given that a 48 % of collections are under copyright, and that 20% of the digitised images of MoW inscriptions are not accessible due to copyright reasons, further work in promoting open access licenses is needed.

Question 14.

Do you use a Creative Commons license for your inscribed MoW documentary heritage? If yes, which license do you use?

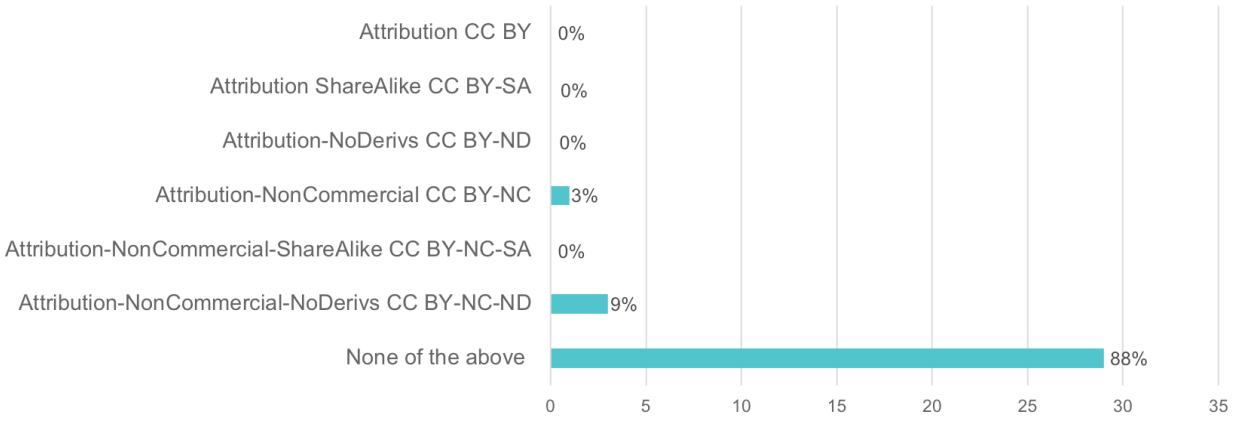

Figure 29. Creative Common licence applied for MoW collection

Figure 29 shows that most of the respondents (88%) do not use Creative Commons license for their MoW collection. 9% of the respondents (3) uses **Attribution-NonCommercial-NoDerivs CC BY-NC-ND**, while 3% uses **Attribution-NonCommercial CC BY-NC**. Training in Creative Commons license, building on the results of the UNESCO Bangkok Webinars held in 2020, and targeting specifically the custodians of the MoW collections is urgently needed.

II.5. Outreach

Section 4 focuses on questions on outreach

Question 1.

Do you have a logo for your MoW collection? Note: Inscribed collections are eligible to use an official UNESCO MOW logo as per the UNESCO Memory of the World Program Guidelines on Logo Use

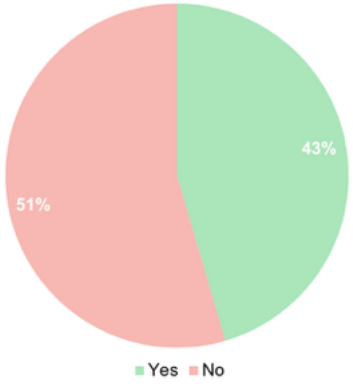

Figure 30. Logo for MoW collection

The results presented in Figure 30 show that the majority of inscriptions do not have a MoW logo, while some organizations that have a logo are not using the official format. This is a big issue as the organizations are not fully benefiting from the inscription on the MoW register, including in mobilizing support for funding (a key issue identified in the survey) and raising visibility. The UNESCO Bangkok Office may wish to send the logo form to all custodians who don't have logo and request them to fill out. Then, the UNESCO HQ should issue the logos in a timely manner.

The images of the logos uploaded by respondents are shown at Annex 5.

Question 2.

Please list any publications/research that has been completed about your inscribed collection (up to three).

A number of MoW custodian organisations have developed publications on their inscriptions. The full list of publication is shown at Annex 3.

Question 3.

Have you held any exhibitions (physical or online) about your MoW collection?

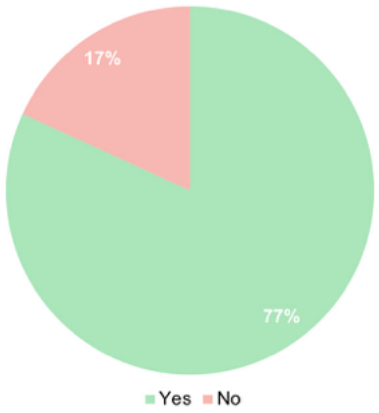

Figure 31. Past exhibitions (physical or online) on MoW collection

The results presented in Figure 31 show that 77% of the respondents have held exhibitions (physical and online) about their MoW collection, while 17% have not.

Question 4.

Is the inscribed documentary heritage inscription highlighted on your institutional website? If yes, please share the website address.

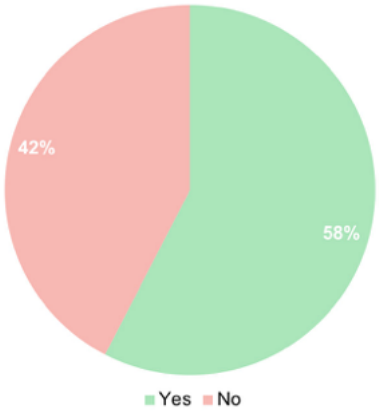

Figure 32. MoW collection is highlighted on the institutional website

Figure 32 illustrates that 58% of the respondents have highlighted their MoW collection on their institutional website, while 42% have not. The list of the website is shown on Table 2. The issuance of the MoW logo may help increase the profile of the collections.

No	MoW Register	Institutional website
1	Woodblocks of Nguyen Dynasty	http://mocban.vn
2	Maha Lawkamarazein or Kuthodaw Inscription Shrines	http://www.moculture.gov.mm
3	Myazedi Quadrilingual Stone Inscription	http://www.moculture.gov.mm
4	King Bayinnaung Bell Inscription	http://www.moculture.gov.mm
5	"The Minute Books of the Council of the Siam Society", 100 years of recording international cooperation in research and the dissemination of knowledge in the arts and sciences	https://thesiamsociety.org/about-us/
6	Borobudur Conservation Archive	https://borobudur-exhibition.com/
7	Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese nobleman, Indonesian national hero and pan-Islamist (Indonesia)	http://preservasi.perpusnas.go.id/menu/mow
8	Panji Tales Manuscripts (Indonesia)	http://preservasi.perpusnas.go.id/menu/mow
9	The Royal Photographic Glass Plate Negatives and Original Prints Collection	https://www.nat.go.th/
10	José Maceda Collection	https://upethnom.com/
11	The King Ram Khamhaeng Inscription	https://bit.ly/3sIXuAG
12	The Golden Letter of the Burmese King Alaungphaya to King George II of Great Britain	http://der-goldene-brief.gwlb.de/
13	On the Birth of a Nation: Turning points	https://blank.leftblank.com
14	Tuol Sleng Genocide Museum Archives	https://tuolsleng.gov.kh/
15	Imperial Archives of Nguyen Dynasty (1802-1945)	http://archives.org.vn
16	Hikayat Hang Tuah	https://upnih.pnm.gov.my/myrepo-public/welcome
17	Panji Tales Manuscripts (Malaysia)	https://upnih.pnm.gov.my/myrepo-public/welcome
18	Nāgarakrĕtāgama or Description of the Country (1365 AD)	http://preservasi.perpusnas.go.id/menu/mow

Table 2. List of institutional website highlighting MoW collection

Question 5.

Do you have a social media account(s) ? If yes, please share the social media details.

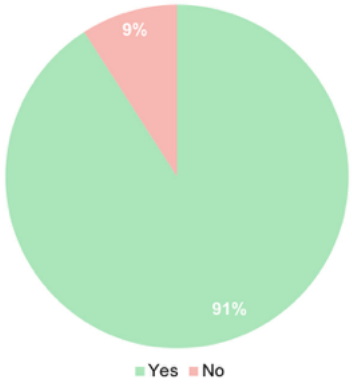

Figure 33. Institutional social media accounts holding

Figure 33 shows that the majority of the respondents (91%) have a social media account(s). The list of social media addresses is shown at Annex 4. Social media is an important tool used by almost all of the custodian, and can be an important avenue to promote the MoW collections for the public.

Question 6.

Has the inscription of your collection on the MOW register led to any tangible outcomes?

Figures 34 to 37 show the tangible outcomes led by the MoW register on:

a. Increased funding for preservation/access

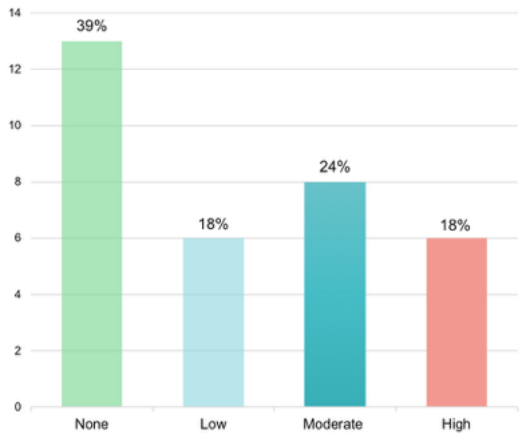

Figure 34. Tangible outcome: Increased funding for preservation/access

b. Increased staffing

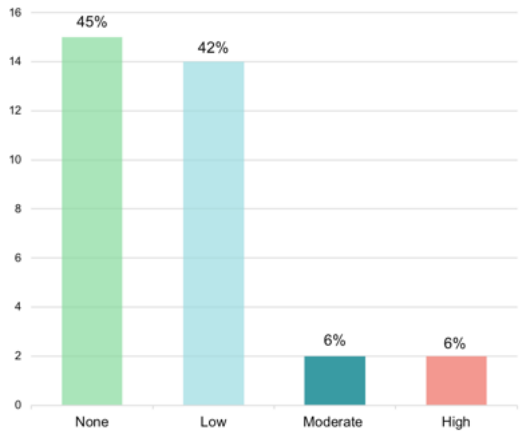

Figure 35. Tangible outcome: Increased staffing

c. Increased awareness of the collection amongst the public and the institution managers

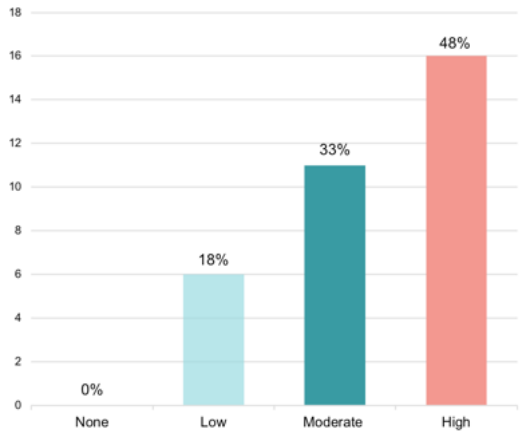

Figure 36. Tangible outcome: Increased awareness of the collection amongst the public and the institution managers

d. Increased use of the collection by the public/researchers

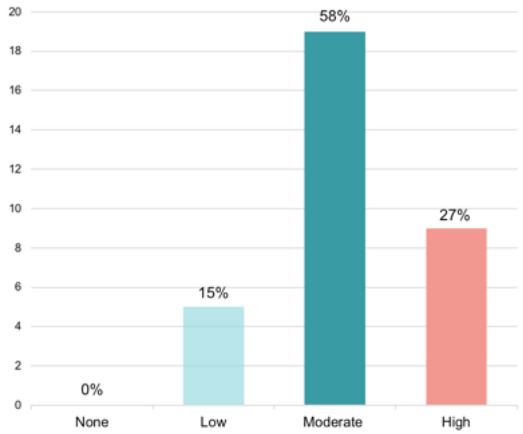

Figure 37. Tangible outcome: Increased use of the collection by the public/ researchers

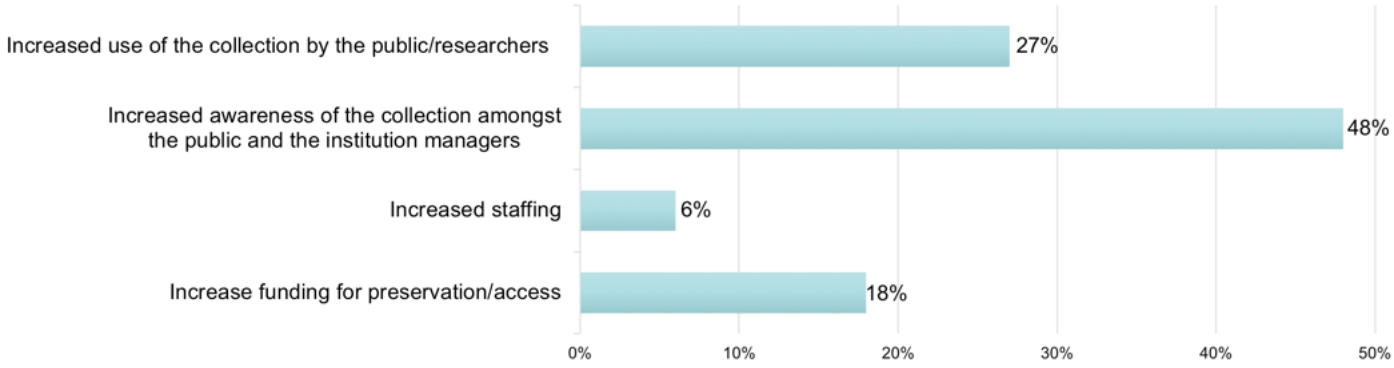

Figure 50. Summary of the main outcomes

e. Other outcomes

The results show that the MoW inscription has led to a number of important tangible outcomes, including increased use of the collection (48%), increased awareness of the collection (27%), increased funding for preservation/access (18%) and increased staffing (6%).

Some relevant comments received from survey respondents:

- *"Increasing the cultural and historical awareness and curiosity of Vietnamese youth."*
- *"Raising public awareness on keeping document archive."*
- *"Raising awareness to the public that Indonesia has many manuscripts which contain the historical values."*
- *"Increased rate of joint projects, conversation, and linkages with other archives with similar collections who are already inscribed or would like to know more about how to apply for MoW Register (MOWR)."*
- *"All items pertaining to Diponegoro have received more attention; there has also been a web(exhibition) in connection with a book launch: https://www.bibliotheek.universiteitleiden.nl/nieuws/2020/11/online-tentoonstelling-de-wraak-van-diponegoro"*
- *"The inscription on the MoW register was a co-effort with institutions abroad. This successful application has entailed a special relationship with the National Library in Jakarta that manifests itself, among others, in a follow-up digitization project of other Malay manuscripts and joint-efforts to make more Malay manuscripts broadly accessible. Currently the use of IIIIF is being discussed."*

- *"Increase awareness of the collection annual Cambodia book fair."*
- *"Increased the public awareness about Memory of the World."*
- *"Increased the policy maker to understand the value of documentary heritage. Ex. More discussion on how to support from government."*
- *"Increased the relation to other local and international archive."*
- *"Increased using technology in preservation, conservation and digitization etc."*

II.6. Training and Capacity Building

Section 5 focuses on questions on training and capacity building.

Question 1.

What training is needed to better manage the preservation and access of your MoW collection?

Figures 38 to 47 show what training is needed most to better manage the preservation and access of the respondents' MoW collection:

a. Applied preservation/conservation training

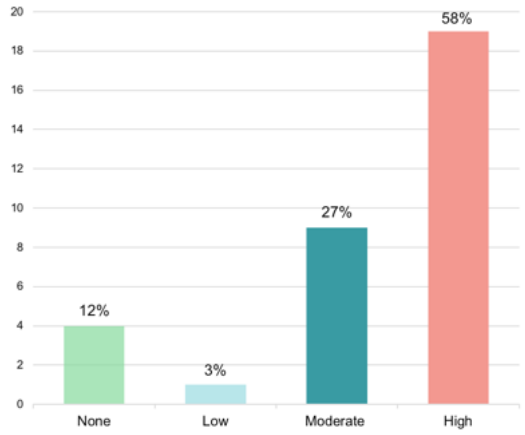

Figure 38. Training needed: Applied preservation/conservation

b. Digitization training

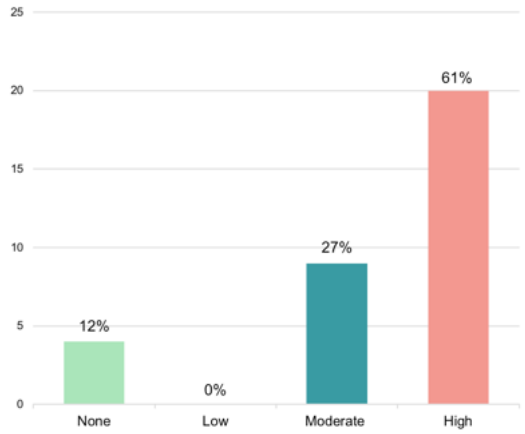

Figure 39. Training needed: Digitization training

c. Digital heritage preservation training

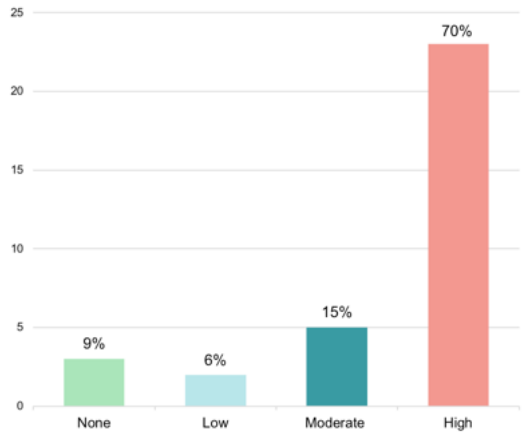

Figure 40. Training needed: Digital heritage preservation training

d. Archives management training

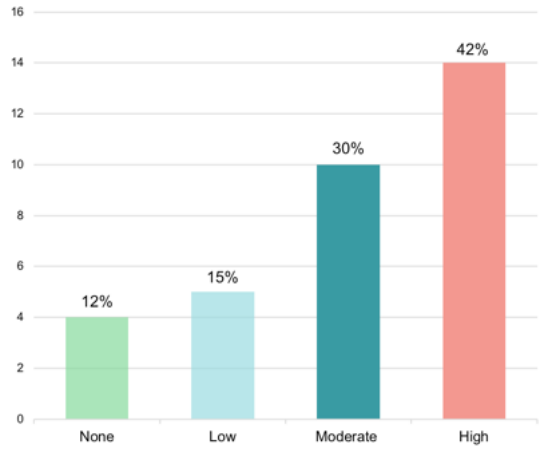

Figure 41. Training needed: Archives management training

e. Cataloguing (archival description) training

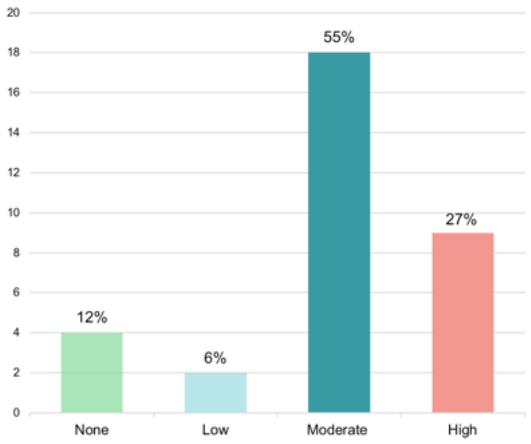

Figure 42. Training needed: Cataloguing (archival description) training

f. Database/archival description software training

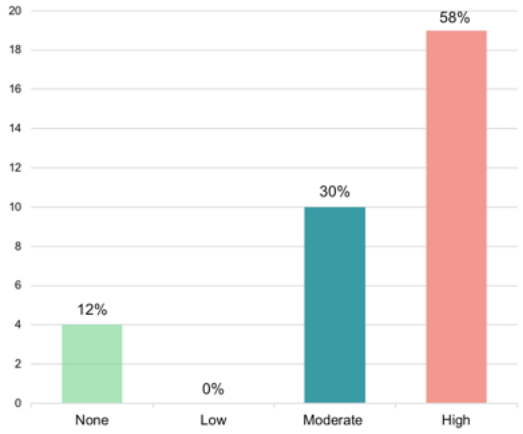

Figure 43. Training needed: Database/archival description software training

g. Copyright and open access training

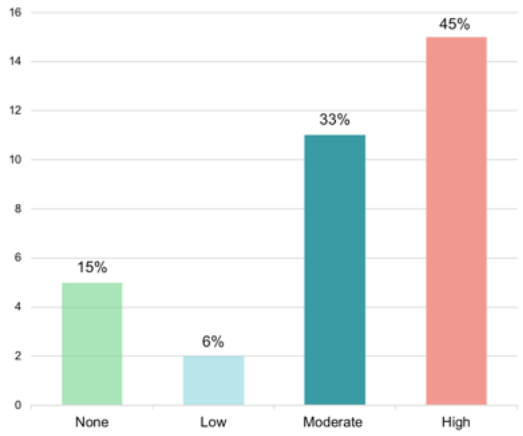

Figure 44. Training needed: Copyright and open access training

g. Management plans development training

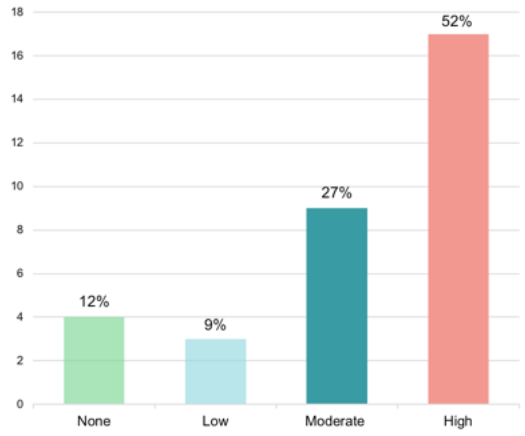

Figure 45. Training needed: Management plans development training

h. Access policies development training

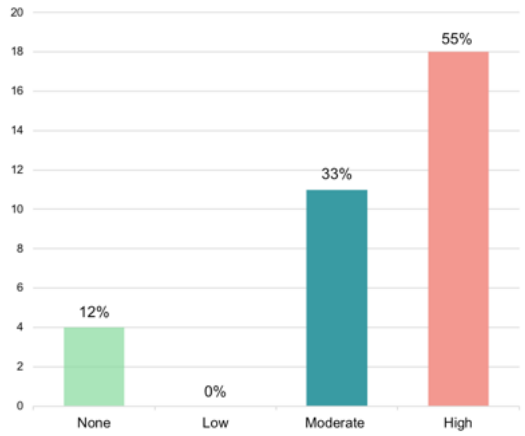

Figure 46. Training needed: Access policies development training

i. Disaster risk management training

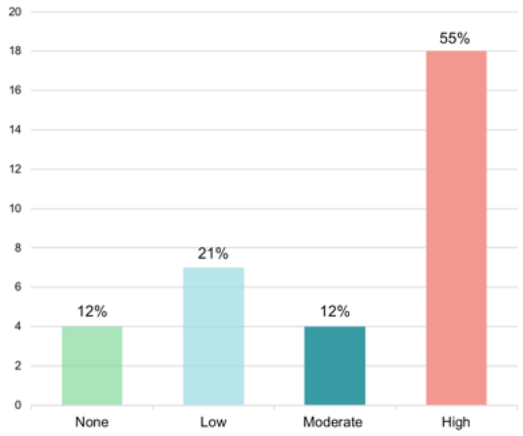

Figure 47. Training needed: Disaster risk management training

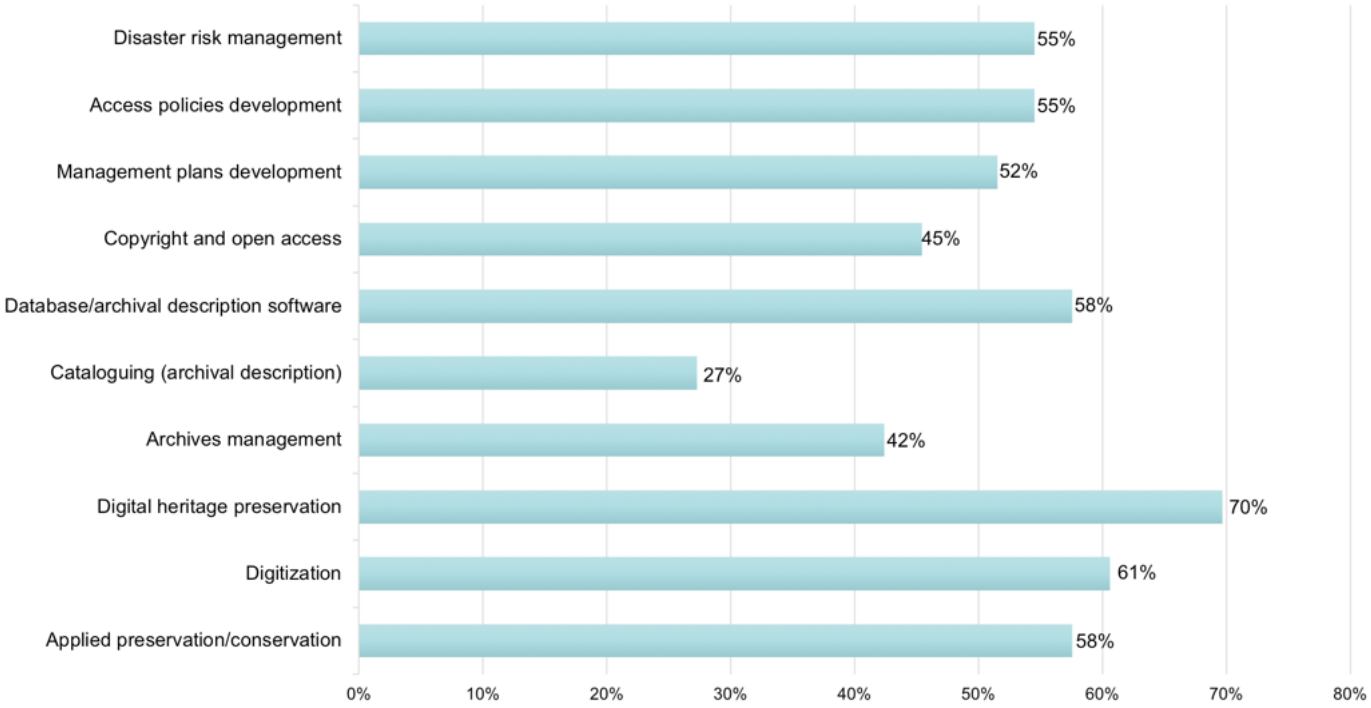

Figure 51. Training needed (highest rate)

The highest response rate on training needed was training on **digital heritage preservation** (70%), the second was **digitization** (61 %), followed by **copyright/open access** (58%), **applied conservation** (58%), **management plans development** (55%), **disaster risk management** (55%), and **access policy** (55%). The

lowest rate (31%) is cataloguing (archival description) training.

j. Other trainings needed

Some respondents also added other trainings needed to better manage the preservation and access of their MoW collection:

- *"Community funding absorption for outreaches of the heritage."*
- *"Training for Physical and digital storage management."*
- *"Training for care and handling the manuscripts."*
- *"Exhibition and Publication Training."*
- *"Training in seventeenth and eighteenth-century Dutch language."*
- *"Training on current social media apps to promote the document."*
- *"Communication skill for staff, both live and online communication."*
- *"The data management of preservation."*
- *"Training and awareness needs to be done to the staff and management to ensure the preservation of Sejarah Melayu manuscripts and the entire rest of the manuscript."*

Question 2.

Do you need any external help or information in managing the preservation of your collection or document?

- *"We need recommendations on 3D digitalization technology for micro-detail heritage models."*
- *"Technical and financial support for capacity building training"*
- *"Assistance in migrating analogue to digital and in making the documentary heritage accessible to the*

public through online as well as copyright and open access policies."

- *"Yes, we do need all trainings as stated above."*
- *"Yes, because we have various types of archives. The collection consists of 71,851 sheets of photo, 6,043 sheets of as-built drawing, 7,024 plates of negative glass, 13,512 slides of positive film, 65,741 exposes of negative film, 21 reels of celluloid film and 425 numbers of project documents."*
- *"We need your concern about: (1) The caring and physical handling in accordance with international standard (UNESCO), and (2) The digitizing collections in accordance with international standard (UNESCO)."*
- *"Advisor for environment management in archival repository and Methods for presevation of digitized collection."*
- *"Management/Repairment/Conservation of Negative Glass Plates in various states of damage/ deterioration."*
- *"It would be helpful to have more dialogue with other institutions for benchmarking and improving our policies and procedure in collections management and disaster risk management."*
- *"Yes, in funding, training, and digitization."*
- *"To support the management of the MoW Archives, it is necessary to have cooperation with various parties both domestic and foreign, especially with archival institutions. Other institutions that keep MoW archives as well as donor agencies."*
- *"Some Dutch East India Company records have not been reconstructed adequately, for which expect knowledge is necessary that goes beyond knowledge of archival description standards."*
- *"Leiden University Libraries are in the lucky situation to have their own restoration workshop with highly qualified staff."*
- *"Normally, it has the conservators and staff to look after the King ram Khamhaeng Inscription but it would be great if we can exchange the ideas and knowledge of the international preservation."*
- *"Yes, we do we need extreme help and information in managing the preservation of our collection since we don't have materials and experts to serve this job."*
- *"Yes, we need short-term training and couses."*
- *"Technical support on who to preserve stone items."*

- *"We need external help on the preservation skill and preservation management for:*
  - New acquisitions, registration, etc
  - Cleaning document paper, negative, microfilm, etc (with chemical and natural material and methods)
  - Temperature and humanity control and management
  - Disaster plan management."

- *"MOW can share its experience in preserving, managing, and providing access to similar Digital Heritage."*

- *"It would be great to receive assistance for creating digital media to disseminate the content and knowledge from The Epigraphic Archives of Wat Pho."*

II.7. Other Comments

Question 1.

Are you applying the UNESCO Recommendation Concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form (2015) at your memory institute?

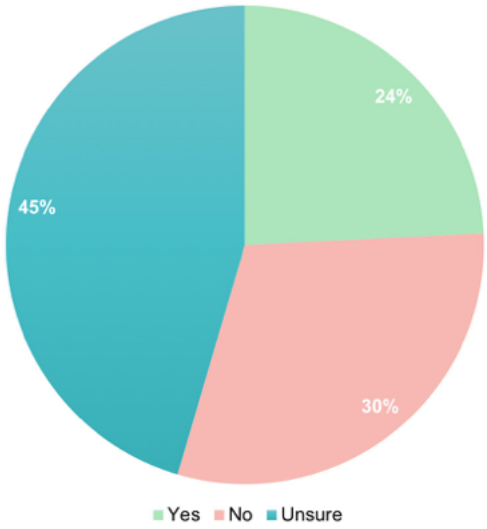

Figure 48. Memory institution applying for the UNESCO Recommendation Concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form (2015)

Figure 48 shows that 24% of the respondents are applying for the *UNESCO Recommendation Concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form (2015)*, 30% are not, and 45% are unsure. Further effort is needed to support memory organisations implement the UNESCO Recommendation, including following up the implementation of the UNESCO-ASEAN Member States Action Plan for the Implementation of the Recommendation.

Question 2.

In your opinion how important are the MoW registers to promote the preservation of, and access to documentary heritage?

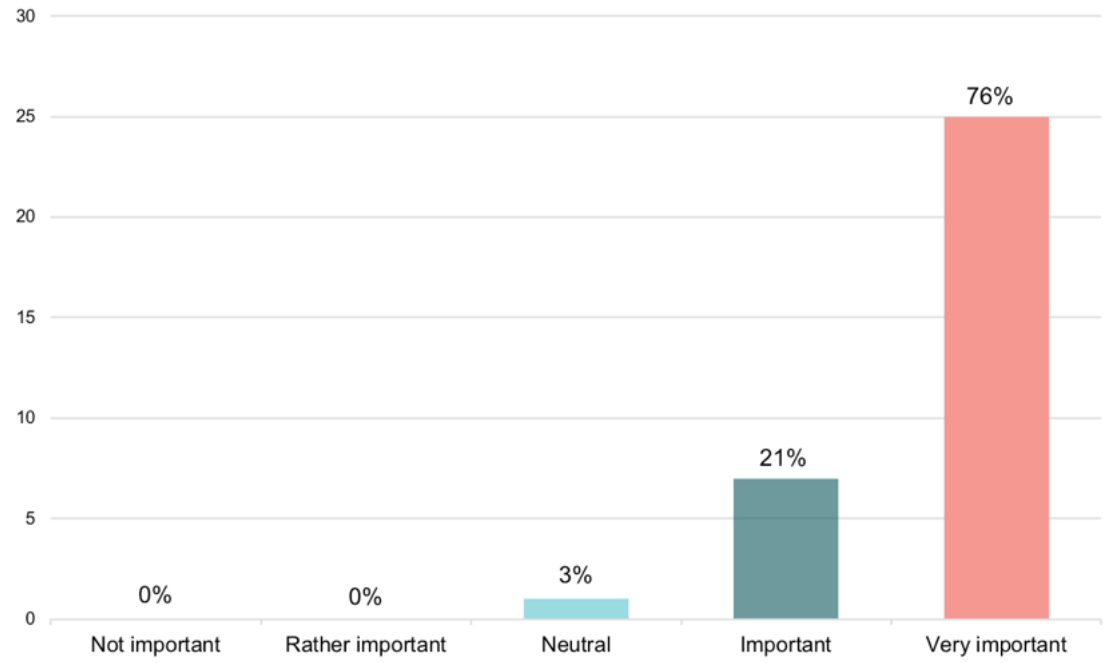

Figure 49. Level of importance of the MoW registers in promoting the preservation of, and access to documentary heritage

The majority (76%) of the respondents think that the MoW register is very important to promote the preservation of, and access to, documentary heritage, while 21% think they are important. This shows that the MoW register is still considered a very crucial aspect of the MoW Programme, despite the register being closed for the last four (4) years).

Question 3.

Please add any comments relating to this survey or on the MoW program in general

- *"This survey is very useful to know about physic condition for our manuscripts collection which has been registered by UNESCO as MoW, how to handle and also to maintain (the preservation) and it's whether the institution has concerned with its registered collections and following up afterwards."*
- *"This survey is absolutely useful for both inscribed MoW documentary heritage and the organizations responsible for the heritage because the survey encourages us to reflect on the significant of the inscribed MoW documentary heritage and its overall management; i.e. preservation, access, outreach and risk management. After complete this survey, organization responsible for inscribed MoW documentary heritage can improve their management regarding inscribed MoW documentary heritage to be more*

effective. Also, it would be very helpful for country's member if MoW program organizes various training and capability building from the result of our survey. We will be totally grateful."

- *"This survey is very helpful in improving the quality of MoW archives management so that it becomes better quality. In addition, it becomes an evaluation material for the custodian of the MoW Archives to improve the archive management system for the better."*
- *"This is commendable exercise, and a learning experience for us as well."*
- *"The survey is quite necessary to have updated information of the inscribed MOW heritages. For a longtime, we have not received any requests or recommendations from UNESCO or MOW, therefore we do preservation, conservation and outreach in our way."*
- *"This is a very good programme for safeguarding the documentary heritages. Ministry of Religious Affairs and Culture has been endeavored for the protecting, safeguarding and preservation of Myanmar cultural heritage. Department of Archaeology and National Museum is focal department for preserving, protecting and managing the Myanmar cultural heritage including tangible, intangible and documentary heritage. UNESCO first introduced to the memory of the world programme in Myanmar in 2011 through training workshop for the local stakeholders."*
- *"Our documentary heritage are protected and preserved by the different government institution like libraries, archives, museum, monasteries, and individuals. Each department and NGO's has their own authority, mandate and independence and governance structure. Therefore, Myanmar national committee is being established to jointly preserve and safeguard the documentary heritage under the same framework. The organizational chart and the term of reference for National Committee had been drafted, and the draft is submitting to the cabinets to get the permission for establishing now."*
- *"In the future, Ministry of Religious Affairs and Culture will continue to collaborate with UNESCO, MoW International Committee and MOWCAP on documentary heritage preservation, safeguarding and MoW registration."*
- *"We would like to thank you for inviting the National Museum of the Philippines to participate in the first periodic reporting survey for Memory of the World inscriptions. We look forward to the possible sharing of experiences, good practices, and lessons learnt between memory institutions and the establishment of networks and partnerships in the MoW network."*
- *"It reminds us of some important issues that we did not consider before."*
- *"Very important. because in Indonesia there are a lot of ancient and historic manuscripts that need*

preservation, digitization, and publication."

- *"This survey is absolutely useful for both inscribed MoW documentary heritage and the organizations responsible for the heritage because the survey encourages us to reflect on the significant of the inscribed MoW documentary heritage and its overall management; i.e. preservation, access, outreach and risk management."*
- *"After complete this survey, organization responsible for inscribed MoW documentary heritage can improve their management regarding inscribed MoW documentary heritage to be more effective."*
- *"Also, it would be very helpful for country's member if MoW program organizes various training and capability building from the result of our survey. We will be totally grateful."*
- *"We hope to see the result of the survey and the possible actions/programs related to this."*
- *"This survey is very helpful in improving the quality of MoW archives management so that it becomes better quality. In addition, it becomes an evaluation material for the owner of the MoW Archives to improve the archive management system for the better."*
- *"This questionnaire made me realize how many aspects of preservation, accessibility and sustainability are linked to one item. I learnt a lot. A few of the questions were difficult for me to answer, as they were about aspects that not necessarily fall under my tasks as curator (eg. 26 + 27). I tried to ask colleagues where possible. Also, alas, I couldn't upload the UNESCO logo that we received in connection with our UNESCO-exhibition 2019 (on Diponegoro, the Panji manuscripts and La Galigo). However, I am attaching the descriptions used during the exhibition incl . the logo. In order to meet the deadline I am submitting the questionnaire now but will gladly send a copy of the logo in a mail from work as soon as possible. My sincere apologies."*
- *"Some questions I found difficult to answer with yes or no. I will gladly elaborate more if need be - our library is very proud and happy to have three (!!) items in our collections that have been accepted into the UNESCO Memory of the World register."*
- *"The MoW program is crucial for the preservation of cultural heritage in the entire world - and especially the manuscript culture needs this support badly, in particular in the countries that face disasters and poverty and other obstacles. Institutions in rich western countries not necessarily need financial support (not yet), they need the attention, the protection by an highly regarded 'logo' such as the UNESCO logo. That we haven't put our three on our library website is a shame, and I apologize - and I will make sure that it will be done real soon."*

- *"The preservation of the Mow not only in physical problems, maybe it should be more advices how to deliver the knowledge of the MoW in the future."*
- *"Exchange of experts programs, more online training/courses and mobile and regional Subject Matter Experts/fasilitator."*
- *"It is good to do survey during the Covid 19 time, to wake up people, custodians on the importance of the Mow document, by the way, to introduce the Mow program."*
- *"The Museum is implementing various aspects of the Recommendation, such as preservation, access and awareness building of its documentary heritage, and in networking and cooperation with MoW at international and regional levels."*
- *"This is a very useful program to preserve and promote the value of documentary heritage in all countries. The program helps to raise awareness of the government and people about the values of the heritage."*
- *"A humanitarian program, without distance, irrespective of national, regional or political organization. All citizens of the world can enjoy the benefits of this program."*
- *"The establishment of this Memory of the World (MoW) program is actually very helpful for all types of libraries and every repository which preserved the collection of manuscripts. I agreed with the vision of the MoW that the world's documentary heritage belongs to all, should be fully preserved and protected for all and, with due recognition of cultural mores and practicalities, should be permanently accessible to all without hindrance. Therefore the three mission of the MOW such as to facilitate preservation, by the most appropriate techniques, of the wold's documentary heritage; to assist universal access to documentary heritage; and to increase worldwide awareness of the existence and significance of documentary heritage should be appreciated by all librarians, curators and archivists. Organizing various types of programs such as 100 years of Architecture-Photography, Memory of Poland, Memory of Russia, etc. also help most of the custodian and efforts to preserve the heritage of a nation and educate the younger generation about the value of civilization, and nation."*
- *"Please diversify the questinnaire language."*
- *"The survey is partly urging the organization responsible for inscribed MoW documentary heritage to recognize the significance of maintenance and conservation of the heritage. Also, the survey makes us relearn of what we have already done in the past."*

III. RECOMMENDATIONS

III.1. Survey process

Issues	Recommendation	Responsible agency
Short term (1 year)		
There is no contact database for custodians of regional MoW collections in the Asia Pacific	MOWCAP to develop a full contact database of custodians of regionally inscribed collections from the Asia-Pacific that can be periodically updated. The database should allow the custodians or National MoW Committees to update their contact information directly (with a login/password).	MOWCAP Custodians of inscriptions
Medium (1-2 years)		
There is no contact database for custodians of International MoW collections.	UNESCO MoW Secretariat to develop a global contact database of custodians of internationally inscribed collections that can be periodically updated. The database should allow the custodians or National MoW Committees to update their contact information directly (with a login/password).	UNESCO MoW Secretariat
Longer term (2-5 years)		
Google forms (and other comparable systems) offer short term solutions to collect data, however, a more robust system is needed.	A database/monitoring system , such as the one used by the UNESCO World Heritage Centre, should be developed by the MoW Secretariat to improve the survey process, and ensure data can be monitored over time. This should be integrated with the contact system.	UNESCO MoW Secretariat
General		
A number of custodians commented that some of the questions were confusing/not clear.	An online training workshops should be held on how to complete the survey before future surveys are undertaken. Guidelines/videos on how to complete the survey should be developed and which can be placed online (the UNESCO World Heritage has a good model that could be used. See: http://whc.unesco.org/en/prcycle3).	UNESCO Regional and National MoW Committees

Reporting for joint inscriptions is difficult, with collections held by different repositories that often do not have contact with one another. In this regard, the periodic reporting is an opportunity to facilitate increased cooperation between the custodians.	(i) For joint inscriptions, all custodians should be placed on one communication channel when the request to complete the survey is made (for example all respective memory custodians are on copy on the one email rather than individually). (ii) The letter from UNESCO requesting the survey be completed should be addressed to all custodians holding the material (eg. a joint responsibility to complete). (iii) If needed, UNESCO can help facilitate online training workshops specifically for the custodians of joint nominations. This could have a plenary session, followed by break out meetings with each joint inscription team. This could become an important forum for increased collaboration, and may lead to other outcomes (joint exhibitions, websites etc). The database designed by UNESCO MoW Secretariat should be designed to handle join inscriptions. The World Heritage program also has joined inscriptions between different countries, so the functionality/model they use could be adopted for the MoW.	UNESCO Regional and National MoW Committees Custodians of joint inscriptions

III.2. Preservation

III.2.a Environment/climate

Issues	Recommendation	Responsible agency
Short term		
Already there are a number of resources on preservation from environmental or climate challenges that may be of use for custodians of MoW collections in Southeast Asia. However, this information has not been compiled and made accessible online.	A dedicated 'resources' page should be established on the UNESCO Bangkok or MOWCAP website.	UNESCO Bangkok MOWCAP
General		
Humidity, moisture, and temperature are key environmental Southeast Asia given the tropical climate.	UNESCO, MOWCAP and other organizations to support with trainings/guidelines to help address preservation issues relating to humidity/moisture/temperature Custodians apply solutions and recommendations from the trainings/guidelines to their respective MoW collections as required.	Custodians of inscriptions UNESCO IFLA ICA MOWCAP
Microorganisms, pest infestation, and dust are preservation issues that impact collections in Southeast Asia.	UNESCO, MOWCAP and other organizations to support with trainings/guidelines to help address preservation issues relating microorganisms, pest infestation. Custodians apply solutions and recommendations from the trainings/guidelines to their respective MoW collections as required.	Custodians of inscriptions UNESCO IFLA ICA MOWCAP

III.2.b Management/organizational issues

Issues	Recommendation	Responsible agency
Short term		
Lack of budget to operate, lack of staff/ human resources, lack of adequate repository, and lack of storage boxes/archival material are key issues currently facing the custodians of the MoW collections, and may be exacerbated by the COVID-19 situation, where funding for museums, archives and libraries across the region has been impacted.	More effort should could be made to leverage the MoW status of these collections to mobilize funding support. Custodians should ensure that the collection has an official MoW logo (currently many do not have this). The logo is an important visibility tool to show decision makers/stakeholder that the collection is important and should be adequately funded.	Custodians of inscriptions Member States
	Information on the 2021 MOWCAP small grants can be sent to the custodians of the MoW collections.	MOWCAP
Medium term/longer term		
Funding and training support are needed for a number of custodians of MoW in the region	UNESCO, along with key stakeholders and the private sector, can support with projects and funds mobilization for MoW collections at risk.	UNESCO Custodians of inscriptions Member States MOWCAP

III.2.c Natural disasters

Issues	Recommendation	Responsible agency
Short term		
Earthquakes, hurricanes/storms, floods and fire are considered the key natural disaster risks for collections in Southeast Asia.	Mitigating these risks can be included into training programs. Custodians with collections at risk should also be encouraged to register on the IFLA Risk Register for Documentary Cultural Heritage.	Custodians of inscriptions UNESCO ICA Blue Shield MOWCAP IFLA for the second recommendation
Already there are a number of resources on disaster risk management that may be of use for custodians of MoW collections in Southeast Asia. However, this information has not been compiled and made accessible online	A dedicated 'resources' page should be established on the UNESCO Bangkok or MOWCAP website. Custodians apply solutions and recommendations from the training.	Custodians of inscriptions UNESCO Bangkok MOWCAP
Medium term/longer term		
Climate change was raised as a key concern by custodians of the MoW collections, including the potential for it to exacerbate disaster risks in the region.	Further work to assess the potential impact and mitigation strategies for climate change may be needed (for example, such as "Policy Document on the impacts of Climate Change on World Heritage properties" developed by the World Heritage Centre).	UNESCO MOWCAP IFLA ICA

III.2.d Man-made disasters

Issues	Recommendation	Responsible agency
Short term		
The man-made disaster risks are theft, Illicit trafficking of documentary, while armed conflict/civil disturbances are also potential risks.	Trainings/seminar on protecting documentary heritage against illicit trafficking could be held. Custodians apply solutions and recommendations from the training.	Custodians of inscriptions UNESCO ICA MOWCAP Blue Shield
	Custodians with collections at risk should also be encouraged to register on the IFLA Risk Register for Documentary Cultural Heritage	IFLA
Medium term/longer term		
The man-made disaster risks are theft, Illicit trafficking of documentary, while armed conflict/civil disturbances are also potential risks.	Further links between the MoW Programme and organisations working in the area of safeguarding heritage from man-made disasters (such as Blue Shield International) should be developed. Links between the MoW and UNESCO's conventions on illicit trafficking and protection of cultural heritage against conflict should be made (eg. the International Convention Against Illicit Traffic of Cultural Property (1970) 1995 Convention on Stolen or Illegally Exported Cultural Objects (1995) and the Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict).	UNESCO MOWCAP Blue Shield

III.2.e Management plans

Issues	Recommendation	Responsible agency
Short term		
A number of custodians are yet to develop a management plan, including preservation and disaster risk plan for their MoW collection.	Trainings/seminar on developing management plans, preservation plans and disaster risk plans should be developed. Custodians apply solutions and recommendations from the training to their respective MoW collections as required.	Custodians of inscriptions ICA IFLA UNESCO MOWCAP
Already there are a number of resources on developing management/preservation and DRR plans that may be of use for custodians of MoW collections in Southeast Asia. However, this information has not been compiled and made accessible online.	A dedicated 'resources' page should be established on the UNESCO Bangkok or MOWCAP website.	UNESCO Bangkok MOWCAP

III.3. Access

Issues	Recommendation	Responsible agency
Short term		
Only 52% of the organizations use archiving/cataloguing description software to manage and provide access to their inscribed MoW documentary heritage. This has implications for collection management and public access.	Training is needed in archiving/cataloguing description software to make the collections more accessible to the public and improve their management. Custodians apply solutions and recommendations from the training to their respective MoW collections as required.	Custodians of inscriptions UNESCO ICA IFLA MOWCAP
27 % of the MoW collections do not have an access policy. Since providing access is a crucial part of the MoW Programme, support may be needed to help custodians develop access policies for their collections.	Training is needed in developing access policies for the MoW collections (this can include updating existing access policies to meet new global standards such as the UNESCO Recommendation on Documentary Heritage). Custodians develop access policies that they create to their respective MoW collections.	Custodians of inscriptions UNESCO National MoW Committees OpenGLAM MOWCAP
15% of collections are not accessible to the public in either physical or digital form, while there are a number of restrictions on accessing digitised images of the MoW collections (copyright is cited as one of the main reasons to justify the non-provision of access) This issue is compounded by the lack of use of open licences (88% do not use open licenses)	Training is needed on creating access to MoW collections. This should include a number of modules, including: 1. The overall objective of the MoW programme and 2015 Recommendation, and why open access is important 2. The tools to help facilitate access, including creating/updating access policies; platforms/software to share collections online; dealing with copyright and open licenses. 3. Custodians apply recommendations from the training to their respective MoW collections as required.	UNESCO Custodians of inscriptions OpenGLAM Creative Commons National MoW Committees MOWCAP

III.4. Outreach

Issues	Recommendation	Responsible agency
Short term		
The results presented in Figure 30 show that the majority of inscriptions collections do not have a MoW logo, while some organizations that have a logo are not using the official format. This is a big issue as the organizations are not fully benefiting from the inscription on the MoW Register, including in mobilizing support for funding (a key issue identified in the survey) and raising visibility.	The custodians of inscriptions who don't have a logo should request it to UNESCO Secretariat. Custodians of the collections should use their logos according to the guidelines and raise the visibility of their collections to internal and external stakeholders.	Custodians of inscriptions
91% have a social media account(s). The list of social media addresses is shown at Annex 4. Social media is an important tool used by almost all of the custodians, and can be an important avenue to promote the MoW collections for the public.	The UNESCO Bangkok Office/MOWCAP may help deliver a training on social media for MoW collections. This can focus on how to share interesting stories with their audiences. The custodian institutions to use social media to help promote the aims and objectives of the MoW program and the significance of their inscribed collection.	UNESCO Bangkok MOWCAP Custodians of inscriptions

III.5. Training and Capacity Building

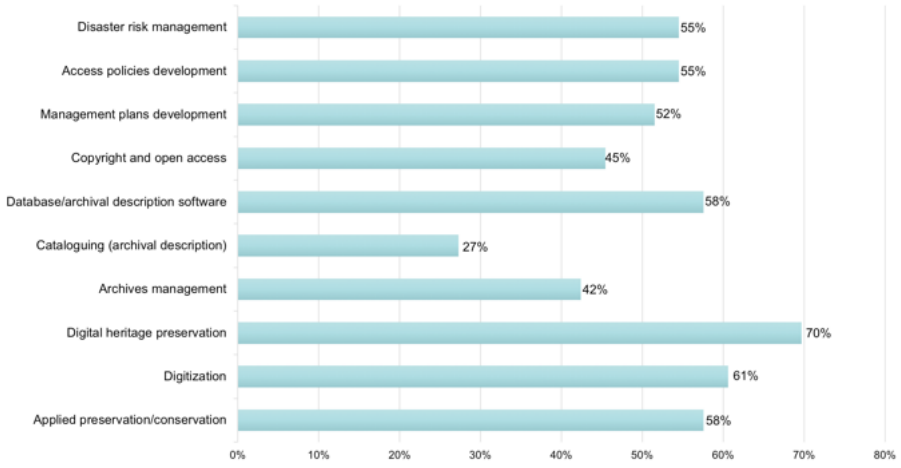

Figure 51. Training needed (highest rate)

Issues	Recommendation	Responsible agency
Short term		
Digitisation (61 %) and digital heritage preservation (70%) were identified as custodians as key areas of need. This is reflected in the survey, with not all collections digitised, and limited of digital heritage preservation guidelines.	These topics can be combined into one training program. (Digitization of MoW Collections)	UNESCO MOWCAP National MoW Committees Custodians of inscriptions
Management plan development (52%), disaster risk management (55%) and archives management (42%) are considered key issues. This is also reflected in the survey with a number of collections lacking key management/preservation plans.	These topics can be combined into one training program ('Management of MoW Collections)	UNESCO MOWCAP National MoW Committees, custodians of inscriptions
Access policy development (55%), copyright and open access (45%) and collection software (58%) are considered key issues. This is reflected in the survey, with a number of collections currently not accessible in physical or digital form, and limited use of open access principles.	These topics can be combined into one training program ('Providing Access to MoW Collections)	UNESCO MOWCAP National MoW Committees Custodians of inscriptions
Applied archives/collection preservation is considered a key issues. This is reflected in the survey, with requests for support on preservation issues.	These topics can be combined into one training program (Preserving MoW Collections). In terms of creating a training program, because of the diverse mediums of documentary heritage, it would be better if this training is divided into type. For example, one training can be on palm leaf manuscripts, one on audio-visuals records, one on stone inscriptions etc.	UNESCO MOWCAP National MoW Committees Custodians of inscriptions

III.6. General

Issues	Recommendation	Responsible agency
Short term		
Only 24 % of the respondents are applying for the UNESCO Recommendation Concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form.	Further effort is needed to support memory organisations implement the UNESCO Recommendation, including following up the implementation of the UNESCO-ASEAN Member States Action Plan for the Implementation of the Recommendation. This could be in the form of an online seminar to check the progress of the implementation of the ASEAN Action plan.	UNESCO MOWCAP National MoW Committees Member States
Medium term		
The majority (76%) of the respondents think that the MoW register is very important to promote the preservation of, and access to, documentary heritage, while 21% think they are important. This shows that the MoW register is still considered a very crucial aspect of the MoW Programme, despite the register being closed for the last four (4) years). In addition, the survey results show that the MoW inscription has led to a number of important tangible outcomes, including increased use of the collection (48%), increased awareness of the collection (27%), increased funding for preservation/access (18%) and increased staffing (6%).	Memory institutions across the region are facing funding and staff cuts due to the current COVID-19 pandemic, threatening the long term safeguarding of documentary heritage. The MoW Registers are a crucial awareness-raising tool to highlight the importance of documentary heritage, especially to government and policymakers, helping to ensure the preservation of collections is adequately funded. Once the global review is finalised, and when (if) the registers are reopened, effort should be made to support organisations in the region.	UNESCO MOWCAP National MoW Committees Member States

Annexes.

Annex 1. Full list of collections from Southeast Asia and the responses received

Green indicates the state of preservation survey has been completed.

Red indicates the survey has not been completed.

No	Title	Country (s)	Institution	Year of inscription	URL
1	**Tuol Sleng Genocide Museum Archives**	Cambodia	Royal Government of Cambodia Ministry of Fine Arts and Culture Department of Museums	2008 / 2009	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-8/tuol-sleng-genocide-museum-archives/#c188357
2	**Radio Broadcast of the Philippine People Power Revolution**	Philippines	Philippine Information Agency	2003	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-7/radio-broadcast-of-the-philippine-people-power-revolution/#c188230
3	**The Presidential Papers of Manuel Luis Quezon**	Philippines	Bernardita R. Churchill, Ph.D.	2010 / 2011	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-7/presidential-papers-of-manuel-l-quezon/#c200548
4	**The King Ram Khamhaeng Inscription**	Thailand	The National Museum, Bangkok	2003	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-8/the-king-ram-khamhaeng-inscription/#c187114
5	**Epigraphic Archives of Wat Pho**	Thailand	1) Fine Arts Department 2) Wat Pho	2008 / 2011	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-3/epigraphic-archives-of-wat-pho/
6	**Imperial Archives of Nguyen Dynasty (1802-1945)**	Vietnam	National Archives Centre No. 1 of The State Records and Archives Department of Vietnam (SRADV)	2014 / 2017	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-4/imperial-archives-of-nguyen-dynasty-1802-1945/

7	**Nāgarakrĕtāgama or Description of the Country (1365 AD)**	Indonesia	Indonesian National Committee on Memory of the World Program	2008 / 2013	http://www.mowcapunesco.org/register/nagara-kertagama-or-description-of-the-country-1365-ad/
8	**Hikayat Hang Tuah**	Malaysia	National Library of Malaysia	2001	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-4/hikayat-hang-tuah/
9	**Sejarah Melayu (The Malay Annals)**	Malaysia	Dewan Bahasa dan Pustaka (Institute of Language and Literature)	2001	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-8/sejarah-melayu-the-malay-annals/
10 (a)	**La Galigo (Indonesia)**	Indonesia and Netherland	Museum La Galigo, Indonesia.	2011	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-5/la-galigo/#c200186
10 (b)	**La Galigo (The Netherlands)**	Indonesia and Netherland	University Library, the Netherlands.	2011	-
11 (a)	**Panji Tales Manuscripts (Cambodia)**	Cambodia, Indonesia, the Netherlands, Malaysia and the United Kingdom	National Library of Cambodia	2017	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-7/panji-tales-manuscripts/
11 (b)	**Panji Tales Manuscripts (Indonesia)**	Cambodia, Indonesia, the Netherlands, Malaysia and the United Kingdom	The National Library of Indonesia	2017	-
11 (c)	**Panji Tales Manuscripts (The Netherlands)**	Cambodia, Indonesia, the Netherlands, Malaysia and the United Kingdom	Leiden University Libraries	2017	-

11 (d)	**Panji Tales Manuscripts (Malaysia)**	Cambodia, Indonesia, the Netherlands, Malaysia and the United Kingdom	National Library of Malaysia,	2017	-
12 (a)	**Archives of the Dutch East India Company (The Netherlands)**	Netherlands, India, Indonesia, South Africa and Sri Lanka	Nationaal Archief (national archives of the Netherlands)	2003	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-3/archives-of-the-dutch-east-india-company/
12 (b)	**Archives of the Dutch East India Company (India)**	Netherlands, India, Indonesia, South Africa and Sri Lanka	Tamil Nadu Archives, India	2003	-
12 (c)	**Archives of the Dutch East India Company (South Africa)**	Netherlands, India, Indonesia, South Africa and Sri Lanka	Cape Town Archives Repository (office of the National Archives of South Africa)	2003	-
12 (d)	**Archives of the Dutch East India Company (Sri Lanka)**	Netherlands, India, Indonesia, South Africa and Sri Lanka	Department of National Archives of Sri Lanka	2003	-
12 (e)	**Archives of the Dutch East India Company (Indonesia)**	Netherlands, India, Indonesia, South Africa and Sri Lanka	Arsip Nasional Republik Indonesia	2003	-
13	**Stone Stele Records of Royal Examinations of the Le and Mac Dynasties (1442-1779)**	Vietnam	Hanoi Department of Culture, Sport and Tourism under Hanoi people committee	2010 / 2011	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-8/stone-stele-records-of-royal-examinations-of-the-le-and-mac-dynasties-1442-1779/#c200851
14	**Correspondence of the late Sultan of Kedah (1882-1943)**	Malaysia	National Archives of Malaysia	2001	http://www.unesco.org/new/fr/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-2/correspondence-of-the-late-sultan-of-kedah-1882-1943/

15	**Batu Bersurat Terengganu (Inscribed Stone of Terengganu)**	Malaysia	Terengganu State Museum Board Bukit Losong 20566 Kuala Terengganu Malaysia	2009	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-1/batu-bersurat-terengganu-inscribed-stone-of-terengganu/
16	**On the Birth of a Nation: Turning points**	Timor-Leste	Max Stahl	2013	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-6/on-the-birth-of-a-nation-turning-points/
17.	**Asian-African Conference Archives**	Indonesia	National Archives of Indonesia	2015	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-1/asian-african-conference-archives/
18.	**Borobudur Conservation Archives**	Indonesia	Borobudur Conservation Office, Ministry of Education and Culture, Indonesia	2017	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-1/borobudur-conservation-archives/
19	**Maha Lawkamarazein or Kuthodaw Inscription Shrines**	Myanmar	Department of Archaeology, National Museum and Library	2013	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-5/maha-lawkamarazein-or-kuthodaw-inscription-shrines/
20.	**Myazedi Quadrilingual Stone Inscription**	Myanmar	Department of Archaeology and National Museum	2015	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-5/myazedi-quadrilingual-stone-inscription/
21	**King Bayinnaung Bell Inscription**	Myanmar	Department of Archaeology and National Museum	2016 / 2017	http://www.mowcapunesco.org/register/king-bayintnaung-bell-inscription-2016/

22.	**Philippine Paleographs (Hanunoo, Buid, Tagbanua and Pala'wan)**	Philippines	National Commission for Culture and the Arts (NCCA)	1999	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-7/philippine-paleographs-hanunoo-buid-tagbanua-and-palawan/
23.	**José Maceda Collection**	Philippines	U.P. Center for Ethnomusicology	2007	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-4/jose-maceda-collection/
24.	**Archival Documents of King Chulalongkorn's Transformation of Siam (1868-1910)**	Thailand	The National Archives of Thailand	2009	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-1/archival-documents-of-king-chulalongkorns-transformation-of-siam-1868-1910/
25.	**"The Minute Books of the Council of the Siam Society", 100 years of recording international cooperation in research and the dissemination of knowledge in the arts and sciences**	Thailand	The Siam Society under Royal Patronage	2013	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-8/the-minute-books-of-the-council-of-the-siam-society-100-years-of-recording-international-cooperation-in-research-and-the-dissemination-of-knowledge-in-the-arts-and-sciences/
26.	**The Royal Photographic Glass Plate Negatives and Original Prints Collection**	Thailand	The National Archives of Thailand	2017	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-7/the-royal-photographic-glass-plate-negatives-and-original-prints-collection/

27.	**Woodblocks of Nguyen Dynasty**	Vietnam	The State Records and Archives Department of Vietnam	2009	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-9/woodblocks-of-nguyen-dynasty/
28. (a)	**The Golden Letter of the Burmese King Alaungphaya to King George II of Great Britain (Germany)**	Germany, United Kingdom and Myanmar	Gottfried Wilhelm Leibniz Library – State Library of Lower Saxony (Gottfried Wilhelm Leibniz Bibliothek – Niedersächsische Landesbibliothek) Note: The letter is held in Germany, so there is only one state of preservation survey for this joint nomination.	2015	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-8/the-golden-letter-of-the-burmese-king-alaungphaya-to-king-george-ii-of-great-britain/
28 (b)	**The Golden Letter of the Burmese King Alaungphaya to King George II of Great Britain (United Kingdom)**	Germany, United Kingdom and Myanmar	The British Library	2015	-
28 (c)	**The Golden Letter of the Burmese King Alaungphaya to King George II of Great Britain (Myanmar)**	Germany, United Kingdom and Myanmar	Ministry of Culture of the Republic of the Union of Myanmar	2015	-
29 (a)	**Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese nobleman, Indonesian national hero and pan-Islamist (Indonesia)**	Indonesia and Netherland	The Indonesian National Library (Perpustakaan National Indonesia).	2013	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-1/babad-diponegoro-or-autobiographical-chronicle-of-prince-diponegoro-1785-1855-a-javanese-nobleman-indonesian-national-hero-and-pan-islamist/

29 (b)	**Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese nobleman, Indonesian national hero and pan-Islamist (The Netherlands)**	Indonesia and Netherland	Royal Institute for Southeast Asian and Caribbean Studies (KITLV).	2013	-
30 (a)	**The Indian Ocean Tsunami Archives (Indonesia)**	Indonesia and Sri Lanka	1) National Archives of the Republic of Indonesia 2) Aceh Province	2017	http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/full-list-of-registered-heritage/registered-heritage-page-5/the-indian-ocean-tsunami-archives/
30 (b)	**The Indian Ocean Tsunami Archives (Sri Lanka)**	Indonesia and Sri Lanka	National Archives of Sri Lanka	2017.	-

Annex 2. MoW Periodic Reporting (SEA) Questionnaire

MoW Periodic Reporting (SEA)

* Required

Thank you for your time to complete this survey!

This is the first time UNESCO has completed Periodic Reporting for MoW inscriptions in Southeast Asia and your support will be crucial to make the initiative a success.

Who should complete the survey?

The survey should be completed by the custodian (organization/person) responsible for the management of the inscribed MoW collection.

Why should I complete the survey?

The survey results will allow UNESCO to understand some of the challenges you face in caring and providing access to your MOW collection, and allow UNESCO/MOWCAP to develop training programs, projects, guidelines etc to support your work.

How should I complete the survey?

The online survey does not allow to save changes or drafts. Before filling the form, we suggest to review the PDF version of the survey, to prepare and gather the information in advance, and then complete online.

Contact and support

If you have comments or questions, please contact Yufan Hu (yu.hu@unesco.org).

Section I: Background

1. I.1. The official name of collection/item inscribed on the MoW register *

   (e.g. Borobudur Conservation Archives, The Royal Photographic Glass Plate Negatives and Original Prints Collection, etc).

2. I.2. Organization type (choose one or more) *

Check all that apply.

- [ ] National
- [ ] State
- [ ] Municipal
- [ ] Public
- [ ] Private
- [ ] Non-profit

Other: [ ] _____

3. I.3. Memory institution type *

Mark only one oval.

- ◯ Archive
- ◯ Library
- ◯ Museum
- ◯ University
- ◯ Archeological site
- ◯ Other: _____

I.4. Respondent information

4. I.4.a. Name *

_____

5. I.4.b. Position *

_____

6. I.4.c. E-mail address *

7. I.4.d. Telephone number *

Section II: Preservation

8. II.1.a. Environmental/climate issues: Is your inscribed MoW documentary heritage impacted by any of the following issues? *

Please list the level of impact (None, Low, Moderate, High)

Mark only one oval per row.

	None	Low	Moderate	High
Moisture	◯	◯	◯	◯
Humidity	◯	◯	◯	◯
Temperature	◯	◯	◯	◯
Light (visible light, ultraviolet radiation, etc.)	◯	◯	◯	◯
Dust	◯	◯	◯	◯
Pest infestation (rodents, animals, insects etc.)	◯	◯	◯	◯
Microorganisms (bacteria, mold etc.)	◯	◯	◯	◯

9. Other environmental/climate issues (please specify)

10. Describe the key environmental/climate issues relating to your inscribed MoW documentary heritage (max. 200 words) *

11. II.1.b. Management/organizational issues: Is your inscribed MoW documentary heritage impacted by any of the following issues? *

Please list the level of impact (None, Low, Moderate, High)

Mark only one oval per row.

	None	Low	Moderate	High
Lack of maintenance	◯	◯	◯	◯
Building or structural damage	◯	◯	◯	◯
Lack of adequate repository	◯	◯	◯	◯
Lack of adequate storage boxes/archival materials	◯	◯	◯	◯
Lack of staff/human resources	◯	◯	◯	◯
Lack of security measures	◯	◯	◯	◯
Lack of budget to operate	◯	◯	◯	◯

12. Other management/organizational issues (please specify)

13. Describe the key management/organizational issues relating to your inscribed MoW documentary heritage (max. 200 words) *

14. II.1.c.i Natural disaster events: If your inscribed MoW documentary heritage has been impacted by natural disaster events in the past, please list the level of impact (None, Low, Moderate, High) *

Mark only one oval per row.

	None	Low	Moderate	High
Fire	◯	◯	◯	◯
Flood	◯	◯	◯	◯
Tsunami	◯	◯	◯	◯
Hurricane/Typhoon/Storm	◯	◯	◯	◯
Earthquake	◯	◯	◯	◯
Volcanic eruption	◯	◯	◯	◯
Climate change	◯	◯	◯	◯

15. Other natural disaster events in the past (please specify)

16. II.1.c.ii Natural disaster risks: Does your inscribed MoW documentary heritage face risks from natural disasters? If so, please list the level of risk (None, Low, Moderate, High) *

Mark only one oval per row.

	None	Low	Moderate	High
Fire	◯	◯	◯	◯
Flood	◯	◯	◯	◯
Tsunami	◯	◯	◯	◯
Hurricane/Typhoon/Storm	◯	◯	◯	◯
Earthquake	◯	◯	◯	◯
Volcanic eruption	◯	◯	◯	◯
Climate change	◯	◯	◯	◯

17. Other natural disaster risks (please specify)

_____

18. Describe the key natural disaster related issues/events/risks that relate to your inscribed MoW documentary heritage (max. 200 words) *

_____

_____

_____

_____

_____

19. II.1.d.i Man-made disasters events: If your inscribed MoW documentary heritage has been impacted by man-made disaster events, please list the level of impact (None, Low, Moderate, High) *

Mark only one oval per row.

	None	Low	Moderate	High
Civil disturbance	◯	◯	◯	◯
Theft	◯	◯	◯	◯
Armed conflict	◯	◯	◯	◯
Illicit trafficking of documentary heritage	◯	◯	◯	◯

20. Other man-made disasters events (please specify)

_____

21. II.1.d.ii Man-made disasters risks: Does your inscribed MoW documentary heritage face risks from man-made disasters? If so, please list the level of risk (None, Low, Moderate, High) *

Mark only one oval per row.

	None	Low	Moderate	High
Civil disturbance	◯	◯	◯	◯
Theft	◯	◯	◯	◯
Armed conflict	◯	◯	◯	◯
Illicit trafficking of documentary heritage	◯	◯	◯	◯

22. Other man-made disasters risks (please specify)

_____

23. Describe the key man-made disasters related issues/events/risks that relate to your inscribed MoW documentary heritage (max. 200 words) *

_____

_____

_____

_____

_____

II.2. Preservation management plan

24. Do you have an overall management plan for your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

25. Do you have a preservation policy for your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

26. Do you have a disaster management plan (preparedness, mitigation, response) for your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

27. II.3. Briefly describe the management system you have in place to care for your inscribed MoW documentary heritage (max. 250 words) *

_____

_____

_____

_____

_____

28. II.4. In your opinion, what are the greatest challenges/threats to the preservation of your inscribed MoW documentary heritage? (max. 200 words) *

_____

_____

_____

_____

_____

Section III: Access

29. III.1. Has your inscribed MoW documentary heritage been catalogued (arranged and described)? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

30. Please briefly describe your catalogue/archival description system *

_____

_____

_____

_____

_____

31. III.2. Are the catalogues (or finding aides) available to the public online? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

32. Please briefly describe how your catalogues (or finding aides) can be accessed by the public *

_____

_____

_____

_____

_____

33. III.3. Do you use archiving/cataloging description software to manage and provide access to your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

34. If yes, please name the software you use

_____

35. III.4. Do you have an access policy for your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

36. If yes above, is the access policy available to the public? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

37. III.5. Are there any restrictions on access to the physical collection? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

38. If yes above, why are they needed?

Check all that apply.

- ☐ Poor state of preservation
- ☐ Protect privacy
- ☐ Safety
- ☐ Security
- ☐ Confidentiality
- ☐ Community/Indigenous rights
- ☐ Copyright issues
- Other: ☐ _____

39. If you marked "Other", please briefly describe what and why this is needed

_____

_____

_____

_____

_____

40. III.6. Has your inscribed MoW documentary heritage been digitized? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

41. III.7. Has your inscribed MoW documentary heritage been microfilmed? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

42. III.8. Do you have a preservation strategy for your digitized collection? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

43. III.9. Are you aware of the UNESCO/PERSIST Guidelines for the selection of digital heritage for longterm preservation? (https://unescopersist.files.wordpress.com/2017/02/persist-content-guidelines_en.pdf) *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

44. III.10. If your inscribed MoW documentary heritage has been digitized, are the digital documents (images, audios, videos, etc.) available/accessible online to the public? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Other: _____

45. If yes above, please provide a link to the website where they can be accessed

_____

46. III.11. Are there any restrictions on access to the digitized images of your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Yes
- ◯ No

47. If yes above, why are the restrictions to the digital images needed?

Check all that apply.

- ☐ Protect privacy
- ☐ Safety
- ☐ Security
- ☐ Confidentiality
- ☐ Community/Indigenous rights
- ☐ Copyright issues

Other: ☐ _____

48. If you marked "Other", please briefly describe what and why this is needed

49. III.12. What is the copyright status of your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Public domain (no-copyright)
- ◯ Under copyright
- ◯ Other: _____

50. III.13. What is the copyright status of the digital images of your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Public domain (no-copyright)
- ◯ Under copyright
- ◯ Other: _____

51. III.14. Do you use a Creative Commons license for your inscribed MoW documentary heritage? If yes, which license do you use? *

Mark only one oval.

- ◯ Attribution CC BY
- ◯ Attribution ShareAlike CC BY-SA
- ◯ Attribution-NoDerivs CC BY-ND
- ◯ Attribution-NonCommercial CC BY-NC
- ◯ Attribution-NonCommercial-ShareAlike CC BY-NC-SA
- ◯ Attribution-NonCommercial-NoDerivs CC BY-NC-ND
- ◯ None of the above

Section IV: Outreach

52. IV.1. Do you have a logo for your inscribed MoW documentary heritage? *

Note: Inscribed collections are eligible to use an official UNESCO MOW logo as per the UNESCO Memory of the World Program Guidelines on Logo Use (https://en.unesco.org/sites/default/files/mow_guidelines_on_logo_use_en.pdf)

Mark only one oval.

- ◯ Yes
- ◯ No

53. If yes, please upload your logo here (max. 10 MB)

Files submitted: (PLEASE ATTACH LOGO FILE ON THE EMAIL)

54. IV.2. Please list any publications/research that has been completed about your inscribed MoW documentary heritage (up to three) *

55. IV.3. Have you held any exhibitions (physical or online) about your inscribed MoW documentary heritage? *

Mark only one oval.

- ◯ Yes
- ◯ No

56. IV.4. Is your inscribed MoW documentary heritage highlighted on your institutional website? *

Mark only one oval.

- ◯ Yes
- ◯ No

57. If yes above, please share the website address

_____

58. IV.5. Do you have a social media account(s)? *

Mark only one oval.

- ◯ Yes
- ◯ No

59. If yes, please share the social media details

_____

_____

_____

_____

_____

60. IV.6. Has the inscription of your documentary heritage on the MoW register led to any tangible outcomes? If so, please list the level of outcome (None, Low, Moderate, High) *

Mark only one oval per row.

	None	Low	Moderate	High
Increased funding for preservation/access	◯	◯	◯	◯
Increased staffing	◯	◯	◯	◯
Increased awareness of the collection amongst the public and the institution managers	◯	◯	◯	◯
Increased use of the collection by the public/researchers?	◯	◯	◯	◯

61. Any other outcomes you would like to share?

Section V: Training and capacity building

62. V.1. What training is needed to better manage the preservation and access ofyour inscribed MoW documentary heritage? Please list the level of need (None, Low, Moderate, High) *

Mark only one oval per row.

	None	Low	Moderate	High
Applied preservation/conservation training	◯	◯	◯	◯
Digitization training	◯	◯	◯	◯
Digital heritage preservation	◯	◯	◯	◯
Archives management training	◯	◯	◯	◯
Cataloguing (archival description) training	◯	◯	◯	◯
Database/archival description software training	◯	◯	◯	◯
Copyright and open access training	◯	◯	◯	◯
Development management plans	◯	◯	◯	◯
Development of access policies	◯	◯	◯	◯
Disaster risk management	◯	◯	◯	◯

63. Other training needed to better manage the preservation and access of your inscribed MoW documentary heritage (if any)

64. V.2. Do you need any external help or information in managing the preservation of your collection or document? Please specify (max. 200 words) *

Section VI: Other comments

65. VI.1. Are you applying the UNESCO Recommendation Concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form (2015) at your memory institute? *

Mark only one oval.

- ◯ Yes
- ◯ No
- ◯ Unsure

66. VI.2. In your opinion how important are the MoW registers to promote the preservation of, and access to documentary heritage? *

Mark only one oval.

	1	2	3	4	5	
Not important	◯	◯	◯	◯	◯	Very important

67. VI.3. Please add any comments relating to this survey or on the MoW program in general (max. 500 words) *

Documents upload

68. VI.4. Please upload any relevant documents relating to your collection (management plans, policies etc).

Files submitted: (PLEASE ATTACH THE RELEVANT DOCUMENTS IN THE EMAIL)

69. VI.5. Please upload any images relevant to your collection (max 5).

Files submitted: (PLEASE ATTACH THE RELEVANT IMAGES IN THE EMAIL)

THANK YOU!

Annex 3. List of publications

No	MoW Register	List of Publications
1	Woodblocks of Nguyen Dynasty	- Complete Collection of Meritorious officials under Nguyen Dynasty through Royal woodblock records - the World documentary heritage, (volume1,2, 3) - Royal competitive examinations of through Nguyen Dynasty's Woodblock records (volume 1,2, 3, 4)
2	Maha Lawkamarazein or Kuthodaw Inscription Shrines	1. Aung Thaw.1972. Historical Site in Burma. Yangon: Ministry of Culture. 2. Maung Maung Tin, U. 1905. Konbaung Hset Maha Yazawin, Vol III. 2004 ed. Yangon: Department of Universities History Research. 3. Than Tun, Dr.(trans) .1974. World Biggest Book by Ludu Daw Ahmar ,3rd ed., 1994. Mandalay : Kyipwayay Press.
3	Myazedi Quadrilingual Stone Inscription	1. Blagden, C. O. (1911). "Preliminary Study of the Fourth Text of MyazedInscription". Journal of Royal Asiatic Society of Great Britain & Ireland (New Series). Vol.43, Issue 02, p.p. 365-388, April, 1911. 2. Nyunt Han, Ma. "Myazedi Inscription in Four Languages (Pyu, Mon, pali anBurmese)", Burma Cultural Series No.1. (Both Myanmar and English text) 3. Taw Sein Ko and C. Duroiselle, eds. (1919) "The Burmese face of the Myazedi Inscription at Pagan", Epigraphia Birmanica being Lithic and Other Inscription of Burma. Vol.1 Pt.1. Rangoon: Archaeological Survey of India, 1919.
4	King Bayinnaung Bell Inscription	1. Sein Myint, the bell inscription of Bayintnaung (Hsinbyushin Mintayagyi), Myanmar Historical Research Journal,Universities Historical Research Centre, No. (8) December, 2001. 2. Thaw kaung, U, Account of King Bayintnaung's life and Hanthawaddysinbyu-myashinayedawbon, a record of his campaigns, Chulalonkorn University, Faculty of Arts, Department of Comparative Literature. 3. Toe Hla, U, study of the inscription of King Sinphyushin's merit (in Myanmar language) Tetkathopyinnyarpataytha, part 6, vol (14) November, 1980.
5	The Philippine Paleographs (Hanunoo, Buid, Tagbanua and Pala'wan)	Bautista, A P, MJL A. Bolunia, M Tauro, and G Bautista. 2014. Baybayin: ancient and Traditional Scripts in the Philippines. National Museum, Manila. Batoon, L M, E Raqueno, and C Calida. 2001. Primer in the Tagbanua/Pala'wan Syllabic Writing. National Museum, Manila.
6	"The Minute Books of the Council of the Siam Society", 100 years of recording international cooperation in research and the dissemination of knowledge in the arts and sciences	1. The Journal of The Siam Society vol. 102, 2014 2. 'Siam Society etches place in Unesco memory' in Bangkok Post published on 4 July 2013 3. https://www.isranews.org/article/isranews-scoop/90628-siamlibraryy.html
7	Borobudur Conservation Archive	1. PENGOLAHAN ARSIP PEMUGARAN CANDI BOROBUDUR DI BALAI KONSERVASI BOROBUDUR JAWA TENGAH 2. PENGOLAHAN ARSIP FOTO PEMUGARAN CANDI BOROBUBUR DI BALAI KONSERVASI BOROBUDUR 3. ARSIP PEMUGARAN CANDI SEBAGAI PELESTARIAN CAGAR BUDAYA
8	Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese nobleman, Indonesian national hero and pan-Islamist (Indonesia)	1. Carey, Peter. The Power of Prophecy: Prince Dipanagara and the End of an Old Order in Java, 1785–1855, Leiden: KITLV Press (Kuasa Ramalan; Pangeran Diponegoro dan Akhir Tatanan Lama di Jawa, 1785–1855, 3 volumes, Jakarta: Kepustakaan Populer Gramedia, 2012). 2. Carey, Peter.Babad Dipanagara. An Account of the Outbreak of the Java War (1825-1830): The Surakarta Court Version of the Babad Dipanagara with Translations into English and Indonesian Malay. 3. Takdir; Riwayat Pangeran Diponegoro (1785–1855), Jakarta: Penerbit Buku Kompas
9	Panji Tales Manuscripts (Indonesia)	1. Rassers, W. Panji, the culture hero : A structural study of religion in Java (2nd ed/ with an introd. By P.E de Josselin de Jong. 1982. The Hague : Martinus Nijhoff.

		2. Kieven, Lydia. Budaya Panji -Panji-Kultur. https://www.lydia-kieven.de/wp-content/uploads/2019/02/Publ-Panji-LKieven20190211.pdf (Acessed Dec,12 2020) 3. Poerbatjaraka, R.M.Ng. Tjerita Pandji dalam Perbandingan. Diterjemahkan oleh Zuber Usman, 1968. Djakarta: Gunung Agung
10	Archival Documents of King Chulalongkorn's Transformation of Siam (1868-1910)	1. King Chulalongkorn (King Rama V) in Memory of the World
11	The Royal Photographic Glass Plate Negatives and Original Prints Collection	1. Celebrating the National Glass Plate Negatives Registered as UNESCO memory of the world 2. The Glass Plate Negatives from the National Archives A Thousand Historical Images of Rattanakosin, Volumn 1 3. The Glass Plate Negatives from the National Archives A Thousand Historical Images of Rattanakosin, Volumn 2
12	José Maceda Collection	1. Ruiz, Amihan Ceres. 2010. "Digitizing a legacy documentation and SWOT analysis of the University of the Philippines Center for Ethnomusicology's ongoing digitization of the Jose Maceda Collection." Undergraduate thesis, Quezon City: Ateneo de Manila University. 2. Buenaventura, Grace Ann. 2010. “A Study of the Appraisal, Arrangement, and Description of Textual Records of the University of the Philippines Center for Ethnomusicology.” Thesis (B.L.I.S.), Quezon City: University of the Philippines, Diliman. 3. Amio, Angelica, and Mariel Lumibao. 2007. “A Feasibility Study on the Development of the UP Center for Ethnomusicology Information System.” Undergraduate thesis (B.L.I.S.), Quezon City: University of the Philippines, Diliman.
13	Asian African Conference Archives	ANRI, 2015, Asian-African Conference and Non-Aligned Movement Archives as Memory of the World, Booklet, Jakarta: UNESCO Office Jakarta
14	The Indian Ocean Tsunami Archives (Indonesia)	1. "Involvement of International Partners in the Rehabilitation and Reconstruction Process of NAD-NIAS" 2. "The Existence of Aceh Women During the Post Tsunami Rehabilitation and Reconstruction Period of 26 December 2004"
15	Archives of the Dutch East India Company (Indonesia)	Jos Gommans, Lennart Bes and Gijs Kruijtser. (2015) 'Dutch Sources on South Asia: Archival Guide to Repositories outside The Netherlands.' Volume 3. https://sharedheritage.dutchculture.nl/en/news/now-online-dutch-sources-south-asia Jan Kok. (2020) "The Thombo Treasure. Colonial Population Administration as Source for the Historical Demography of Early Modern Sri Lanka." Australian Economic History Review, Volume 60, Issue 1. Van den Belt, A., Kok, J., and Mandemakers, K. (2011) "Digital thombos: a new source for 18th-century Sri Lankan family history." The History of the Family, 16: 481– 489.
16	Archives of the Dutch East India Company (Sri Lanka)	Jos Gommans, Lennart Bes and Gijs Kruijtser. (2015) 'Dutch Sources on South Asia: Archival Guide to Repositories outside The Netherlands.' Volume 3. https://sharedheritage.dutchculture.nl/en/news/now-online-dutch-sources-south-asia Jan Kok. (2020) "The Thombo Treasure. Colonial Population Administration as Source for the Historical Demography of Early Modern Sri Lanka." Australian Economic History Review, Volume 60, Issue 1. Van den Belt, A., Kok, J., and Mandemakers, K. (2011) "Digital thombos: a new source for 18th-century Sri Lankan family history." The History of the Family, 16: 481– 489.
17	Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese nobleman, Indonesian national hero and pan-Islamist (The Netherlands)	1. Peter Carey, the Power of Prophecy [...]. Leiden/Boston: Brill 2008 (open acess); 2. Simatupang, Aku Diponegoro Tiga naskah tuturan dramatik [...] dan Babad Diponegoro karya Pangran Diponegoro. Jakarta: KPG 2015; 3. Peter Carey, Destiny: the life of Prince Diponegoro [...]. Oxford: Peter Lang 2014.

18	La Galigo (The Netherlands)	Sirtjo Koolhof, The "La Galigo"; A Bugis encyclopedia and its growth, in: Bijdragen tot de taal-, land- en volkenkunde, 1999, Vol.155 (3), p.362-387, Leiden et.al.: Brill; Rudolf Aernoud Kern, I La Galigo : cerita Bugis kuno, Yogyakarta : Gadjah Mada University Press,1989;
19	Panji Tales Manuscripts (The Netherlands)	Roger Tol, The wonderful UNESCO collection of Panji tales in Leiden University Libraries, in: Wacana (Depok, Bogor, Indonesia), 2019-06, Vol.2019 (1), p.32-55; W.H. Rassers, De Pandji-roman, Antwerpen: De Vos - Van Kleff (PhD thesis, also e-book); Adrian Vickers, Journeys of desire : a study of the Balinese text Malat, [Series: Verhandelingen van het Koninklijk Instituut voor Taal-, Land- en Volkenkunde ; 217] Leiden : KITLV Press 2005.
20	The King Ram Khamhaeng Inscription	1. Coedes, G. Recueil des Inscriptions du Siam Première partie: Inscriptions du Sukhodaya. Bangkok: Bangkok Times Press, 1924. 2. Griswold, A.B. & Prasert na Nagara. "The Inscription of King Rama Gamhen of Sukhodaya (1292 A.AD): Epigraphic and Historical Studies No.9". Journal of the Siam Society 59 (1971): 179-228. 3. Wyatt, David K. Thailand A Short History. New Haven and London: Yale University Press, 1984, pp.54-59.
21	The Golden Letter of the Burmese King Alaungphaya to King George II of Great Britain (Germany)	Leider, Jacques: King Alaungmintaya's golden letter to King George II (7 May 1756) : the story of an exceptional manuscript and the failure of a diplomatic overture. Hannover 2009. http://nbn-resolving.de/urn:nbn:de:gbv:35-00000303-13 Ruppelt, Georg: The treasure of the Gottfried Wilhelm Leibniz Library in Hanover, Germany : The Golden Letter from King Alaungphaya of Myanmar to King Georg II of Great Britain. Hannover 2014.
22	Panji Tales Manuscripts (Cambodia)	1. National Bibliography of Cambodia from 1863-2009 2. Lettre sur le cambodge 3. Cambodge et Siam vogage et Séjour
23	Correspondence of the late Sultan of Kedah (1882-1943)	publications(books), working papers, narrative programs
24	Batu Bersurat Terengganu (Inscribed Stone of Terengganu)	-
25	Stone Stele Records of Royal Examinations of the Le and Mac Dynasties (1442-1779)	82 Insriptions on Royal Examination stone stelea at Van Mieu- Quoc Tu Giam
26	On the Birth of a Nation: Turning points	-
27	Tuol Sleng Genocide Museum Archives	- TSGM, 2019, 40 Years Remembering the victims of S-21(Kh&En) - MCFA, 2010, TSGM Archive:Heritage document of MoW (Kh&En) - Regular reports to MOWCAP General Meetings. - International Association of Genocide Scholars, 2019 Conference - presentations on a day-long seminar on various aspects of the documentation of TSGM, including the rcent Preservation and Digitization Project “International Conference on Genocide, Memory and Peace”, UNESCO and TSGM, 2019
28	Imperial Archives of Nguyen Dynasty (1802-1945)	- Catalog Imperial archives of Nguyen dynasty - Seals in the Imperial archives of Nguyen dynasty - Autographs of the Emperors in Imperial archives of Nguyen dynasty
29	Sejarah Melayu (The Malay Annals)	Hashim Awang, Hashim Ismail. 2016. Minda Pengarang Melayu: Melestarikan Hubungan antar-Budaya Melayu-Jawa dalam Sulat al-Salatin. MANU. Bil 23, 1-20.

		Abdullah Zakaria Ghazali. 2013 Sulalatus Salatin: menelaah kearifan sejarah seorangpujangga Melayu. Seminar 400 tahun Sulalatus Salatin. Dewan Bahasa dan Pustaka, Kuala Lumpur, 29-30 Oktober 2013. Siti Rabiatul Adawiyah Jaffar. 2017. Budaya ketara dalam teks Sulalatus Salatin dan Misa Melayu. Tesis Doktor Falsafah. Sekolah Pengajian Siswazah, Universiti Putra Malaysia, Serdang Selangor.
30	Hikayat Hang Tuah	Illumination in Hikayat Hang Tuah
31	Panji Tales Manuscripts (Malaysia)	Panji Tales Manuscripts
32	Nāgarakrĕtāgama or Description of the Country (1365 AD)	1. Saktiani, Damaika dkk (Penyusun), Mpu Prapanca. Kakawin Nagarakertagama (Teks Asli dan Terjemahan) : Masa Keemasan Majapahit di Bawah Prabu Hayam Wuruk dan Mahapatih Gajah Mada, Penerbit Narasi, Jakarta. (ISBN 978-979-168-553-5). 2. I. Ketut Riana. Kakawin Desa Warnnana uthawi Nagara Krtagama: Masa Keemasan Majapahit. Penerbit Buku Kompas, Jakarta, 2009 (ISBN 978-979-709-433-1) 3. Muliana, Slamet; Tafsir Sejarah Nagara Kretagama, Jakarta: Penerbit LKIS, 2017 (ISBN 978-979-255-254-6)
33	Epigraphic Archives of Wat Pho	"1. Complete book of The Epigraphic Archives of Wat Pho 2. Textbook of Wat Phra Chetuphon 3. Textbook of hermit yoga posture"

Annex 4. Institutional social media addresses

No	MoW Register	Institutional social media
1	Woodblocks of Nguyen Dynasty	facebook.com/ltqg4
2	Maha Lawkamarazein or Kuthodaw Inscription Shrines	https://www.facebook.com/Officialmorac
3	Myazedi Quadrilingual Stone Inscription	https://www.facebook.com/Officialmorac
4	King Bayinnaung Bell Inscription	https://www.facebook.com/Officialmorac
5	The Philippine Paleographs (Hanunoo, Buid, Tagbanua and Pala'wan)	Twitter @natmuseumph Instagram @natmuseumph Facebook National Museum of the Philippines
6	"The Minute Books of the Council of the Siam Society", 100 years of recording international cooperation in research and the dissemination of knowledge in the arts and sciences	https://www.facebook.com/TheSiamSocietyUnderRoyalPatronage/
7	Borobudur Conservation Archive	https://www.instagram.com/konservasiborobudur
8	Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese nobleman, Indonesian national hero and pan-Islamist (Indonesia)	1. Facebook (https://web.facebook.com/ayokeperpusnas/) 2. Instagram (https://www.instagram.com/perpusnas.go.id/?hl=en) 3. Twitter (https://twitter.com/perpusnas1?lang=en) 4. Youtube (https://www.youtube.com/channel/UCUQP_ehMRZA411UR9-8RJaQ) 5. Radio Streaming (https://radio-streaming.perpusnas.go.id/)
9	Panji Tales Manuscripts (Indonesia)	1. Facebook (https://web.facebook.com/ayokeperpusnas/) 2. Instagram (https://www.instagram.com/perpusnas.go.id/?hl=en) 3. Twitter (https://twitter.com/perpusnas1?lang=en) 4. Youtube (https://www.youtube.com/channel/UCUQP_ehMRZA411UR9-8RJaQ) 5. Radio Streaming (https://radio-streaming.perpusnas.go.id/)
10	Archival Documents of King Chulalongkorn's Transformation of Siam (1868-1910)	Currenty, the National Archives of Thailand has only 1 official social media account which is a Facebook account: @NationalArchivesofThailand (https://www.facebook.com/NationalArchivesofThailand/).
11	The Royal Photographic Glass Plate Negatives and Original Prints Collection	Currenty, the National Archives of Thailand has only 1 official social media account which is a Facebook account: @NationalArchivesofThailand (https://www.facebook.com/NationalArchivesofThailand/).
12	José Maceda Collection	Facebook: https://www.facebook.com/upethno ; Twitter: https://twitter.com/UPEthno/
13	Asian African Conference Archives	Facebook, Twitter, Instagram, Youtube Channel
14	The Indian Ocean Tsunami Archives (Indonesia)	Instagram/Twitter : @anri_bast, Facebook: Anri Bast, Fanspage: anri Bast, Youtube: Anri BAST
15	Archives of the Dutch East India Company (Indonesia)	SL_Archives (Twitter) https://twitter.com/sl_archives?lang=en Sri Lanka National Archives (Facebook) https://www.facebook.com/pages/category/Government-Organization/Department-of-National-Archives-Sri-Lanka-138700852823237/
17	Archives of the Dutch East India Company (Sri Lanka)	SL_Archives (Twitter) https://twitter.com/sl_archives?lang=en Sri Lanka National Archives (Facebook) https://www.facebook.com/pages/category/Government-Organization/Department-of-National-Archives-Sri-Lanka-138700852823237/
18	Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese	The Leiden University Libraries have accounts on Facebook, Twitter, Instagram (managed by my PR colleague)

	nobleman, Indonesian national hero and pan-Islamist (The Netherlands)	
19	La Galigo (The Netherlands)	UB Leiden on Facebook, Instagram, Twitter, Special collection blog
20	Panji Tales Manuscripts (The Netherlands)	Leiden Universities are on Facebook, Twitter, Instagram, there is also an entry in Wikipedia that mentions all three UNESCO-items: https://en.wikipedia.org/wiki/Leiden_University_Library The Special collection section has its own blog with two contributions on the Panji Tales: https://leidenspecialcollectionsblog.nl/articles/the-elusive-panji-pops-up-in-leiden https://leidenspecialcollectionsblog.nl/articles/syair-ken-tambuhan-a-malay-romance-in-verse
21	The King Ram Khamhaeng Inscription	1. https://th-th.facebook.com/nationalmuseumbangkok/
22	The Golden Letter of the Burmese King Alaungphaya to King George II of Great Britain (Germany)	https://www.instagram.com/gwlb_hannover/
23	Panji Tales Manuscripts (Cambodia)	National Library of Cambodia (facebook page) www.nlc.gov.kh
24	Correspondence of the late Sultan of Kedah (1882-1943)	Laman FB Rasmi Arkib Negara Malaysia, twitter Arkib Negara Malaysia, Instagram and Youtube (myarkibnegara) and telegram Arkib Negara Malaysia
25	Batu Bersurat Terengganu (Inscribed Stone of Terengganu)	https://www.facebook.com/MuziumTerengganu
26	Stone Stele Records of Royal Examinations of the Le and Mac Dynasties (1442-1779)	https://www.facebook.com/vantu.nguyen.545849/
27	Tuol Sleng Genocide Museum Archives	www.facebook.com/TuolSlengGenocideMuseum www.twitter.com/TuolSlengMuseum www.instagram.com/tuolslengofficial/
28	Imperial Archives of Nguyen Dynasty (1802-1945)	Fanpage: https://facebook.com/luutruquocgia1/
29	Nāgarakrĕtāgama or Description of the Country (1365 AD)	1. Facebook (https://web.facebook.com/ayokeperpusnas/) 2. Instagram (https://www.instagram.com/perpusnas.go.id/?hl=en) 3. Twitter (https://twitter.com/perpusnas1?lang=en) 4. Youtube (https://www.youtube.com/channel/UCUQP_ehMRZA411UR9-8RJaQ) 5. Radio Streaming (https://radio-streaming.perpusnas.go.id/)

Annex 5. Logos uploaded for inscribed MoW documentary heritage

1. Woodblocks of Nguyen Dynasty 	4. King Bayinnaung Bell Inscription
2. Maha Lawkamarazein or Kuthodaw Inscription Shrines 	5. Babad Diponegoro or Autobiographical Chronicle of Prince Diponegoro (1785-1855). A Javanese nobleman, Indonesian national hero and pan-Islamist (Indonesia)
3. Myazedi Quadrilingual Stone Inscription 	6. Panji Tales Manuscripts (Indonesia)

7. La Galigo (The Netherlands)	11. Hikayat Hang Tuah
8. Panji Tales Manuscripts (The Netherlands)	12. Panji Tales Manuscripts (Malaysia)
9. Tuol Sleng Genocide Museum Archives	13. The Epigraphic Archives of Wat Pho