

The 8th MOWCAP General Meeting

May 29-June 1, 2018 | Gwangju, Republic of Korea

This report covers the activities of Secretary-General for MOWCAP in relation to financial and administrative responsibilities, since the 7th General Meeting of MOWCAP, held from 18 – 20 May 2016, Hue, Vietnam.

Responsibilities of the Secretary-General:

According to Rule 8(2) of “The Bureau: Rules of Procedure” “the Secretary General shall act as the executive head of the Secretariat responsible to the Chairperson.” Rule 8 (4) also provides that the “Secretary General shall present an administrative and financial report to each ordinary session of MOWCAP.

Budget and Finance:

a) Arrangements:

The Memory of the World [MoW] is a programme under the Communications and Information Division of UNESCO, and the MOWCAP is a UNESCO accredited Regional Committee under the MOW programme. Within this governance structure, the following arrangements exist for the management of financial resources relating to MOWCAP:

- MOWCAP does not formally receive funding.
- MOWCAP does not have a bank account.
- Costs of meetings are borne by hosts, sponsors and UNESCO.
- Funds for MOWCAP from UNESCO are placed in the budget line of the UNESCO Bangkok Office for MOWCAP’s use.
- Funds for MOWCAP from the partnership with the Asia Culture Centre are placed in the budget line of the Asia Culture Institute for MOWCAP’s use.

For the period 2016 – 2018, the Secretary-General has not handled any funds on behalf of the Bureau or MOWCAP generally. All finances have been managed through the generous support of the ACC, UNESCO, and meeting hosts.

b) MOWCAP-Asia Culture Centre (ACC) Cooperation Background:

An important development for MOWCAP over the 2016-2018 period was the implementation of the MOWCAP-ACC cooperation partnership. The plan for this cooperation was shared with MOWCAP members at the 7th General Meeting of MOWCAP held from 18 – 20 May 2016, Hue, Vietnam (15.5 of the meeting minutes).

To recap on the initiative, the aim of the cooperation was to establish a MOWCAP Office¹ to:

- Host the MOWCAP Secretariat (and staff) and facilitate the work of the Bureau.
- Serve as an information and documentation centre for the MoW programme in Asia and the Pacific accessible to a large public and promote the visibility of the programme in the region,
- Archive selected documents related to the programme in Asia and the Pacific,

In addition, funds were generously allocated by the ACC to support the activities of MOWCAP, including for implementing the UNESCO 2015 Recommendation concerning Documentary Heritage in the region; developing programs and projects (including exhibitions, publications etc) to promote awareness of the existence and significance of documentary heritage and the Memory of the World programme; developing and supporting training programs to foster human resources in the preservation of documentary heritage in Asia and the Pacific; and more.

Below is a summary of key steps in the development of the cooperation:

- December 2015: Agreement for cooperation between MOWCAP and the ACC is signed
- September 2016: Launch of the MOWCAP-ACC Partnership/MOWCAP Office, Gwangju
- April 2017: ACC-MOWCAP Working Group Meeting in Bangkok (program and budget and roles and responsibilities developed)
- July 2017: MOWCAP Bureau (approval of the 2017 work plan and budget plan)
- August 2017: Formal letter exchange between the President of the ACC and Chair of MOWCAP for approval of the 2017 activities
- February 2018: ACC-MOWCAP Working Group Meeting in Gwangju (program, budget and roles and responsibilities developed)

¹ Please note that the original concept was for the creation of a 'MOWCAP Centre', however the MOWCAP Bureau decided to change to 'MOWCAP Office'. The reason for this change is elaborated in point 8.2.2 of the minutes of the Seventeenth MOWCAP Bureau Meeting 19 – 21 July 2017, Tokyo, Japan (accessible via: <http://www.mowcapunesco.org/wp-content/uploads/Bureau-Meeting-17-minutes.pdf>)

c) MOWCAP-ACC Budget:

As part of the MOWCAP-ACC cooperation, the MOWCAP-ACC Working Group met in April 2017 in Bangkok to create the 2017 Work Plan and Budget. This Work Plan and Budget was approved at the Seventeenth MOWCAP Bureau Meeting – 19 to 21 July 2017, Tokyo, Japan. A summary of the work plan and how the funds were spent can be found in Annex 1 of this report.

ADMINISTRATION

a) MOWCAP Meetings:

The 7th General Meeting of MOWCAP was held on the 18th – 20th May 2016 in Hue, Vietnam, hosted by the Monuments Conservation Centre with the permission of the Thua Thien Hue Provincial People’s Committee and in coordination with the Vietnam National Commission for UNESCO. The meeting was attended by 67 international delegates, including representatives of 16 countries in Asia and the Pacific. The minutes of the 6th General Meeting were circulated to MOWCAP delegates for review and confirmation at this meeting. The MOWCAP Bureau would like to thank the hosts of the meeting for their arrangements.

The 1st MOWCAP-ACC Working Group Meeting was held from 22-23rd April at the Bangkok UNESCO Office. The meeting was very fruitful and collaborative and the working group developed the following papers:

- ‘Proposed Activity and Budget Plan for 2017’ outlining and including a tentative plan for 2018
 - ‘MOWCAP Roles and responsibility’ that gives the respective roles of the MOWCAP Centre, the ACI (Asia Culture Institute) and the MOWCAP Bureau
- The MOWCAP Bureau would like to thank the UNESCO Office Bangkok for hosting the meeting.

17th MOWCAP Bureau Meeting – 19 to 21 July 2017, Tokyo, Japan, was hosted by The Japanese National Commission and MOW National Committee of Japan, The Bureau reviewed the progress that the MOWCAP programme had made from 2016-2017 and agreed on plans for 2017-2018. The minutes of the Bureau Meeting were circulated to members and uploaded to the MOWCAP website. The MOWCAP Bureau would like to thank the hosts of the meeting for their arrangements and for generously sponsored the accommodation of four MOWCAP Bureau members at the meeting.

The MOWCAP Register Sub-Committee Meeting 2018 was held from the 26-27 February 2018 at the MOWCAP Office, Gwangju. During the meeting the RSC members discussed the 2016-2017 nomination dossiers received for the MOWCAP register and their assessment of the dossiers. This meeting was made possible thanks to the support of the Asia Culture Centre and Asia Culture Institute.

The 2nd MOWCAP-ACC Working Group Meeting was held on the 28 February 2018 at the MOWCAP Office, Gwangju. In the meeting the working group reviewed the 2017 program and lessons learnt, and also developed and revised the following papers:

- ‘Proposed Activity and Budget Plan for 2018’
- ‘MOWCAP Centre Roles and responsibility’ that gives the respective roles of the MOWCAP Centre, the ACI and the MOWCAP Bureau (attached)
- ‘Members of the Working Group’

This meeting was made possible thanks to the support of the Asia Culture Centre and Asia Culture Institute

The Chair of MOWCAP and the Secretary General of MOWCAP met on the 29 March 2018 at the State Archives Administration of China office in Beijing. The objective of the meeting was for the Secretary-General to provide an update on the results of the 2nd MOWCAP-ACC Working Group Meeting and activities for 2018 as well as an update on the preparation of the 8th MOWCAP General Meeting. The State Archives Administration of China sponsored the flights and accommodation of the Secretary - General for the meeting.

b) MOWCAP Membership:

Country Reports:

Article 4.3 of the MOWCAP Statutes states “An obligation of membership is the submission of an annual report in terms established by the Bureau. The right to vote at MOWCAP meetings is conditional on the timely submission of these reports and on the existence of a Memory of the World Committee which may be a sub-committee of a UNESCO National Commission . These Committees must operate consistently with the relevant provisions of the MOW General Guidelines². At the time of writing, MOW National Committees and UNESCO National Commissions from the following countries had submitted reports of their activities since the 7th General Meeting of MOWCAP:

² MOWCAP Statutes

	Country	2017-2018 MOWCAP Report Submitted (Y/N)
1	Afghanistan	Yes
2	Australia	Yes
3	Bangladesh	Yes
4	Bhutan	Yes
5	Cambodia	Yes
6	China	Yes
7	India	Yes
8	Indonesia	Yes
9	Iran	Yes
10	Japan	Yes
11	Kazakhstan	In progress
12	Lao PDR	In progress
13	Malaysia	Yes
14	Mongolia	Yes
15	Myanmar	Yes
16	New Zealand	Yes
17	Pakistan	Yes
18	Philippines	Yes
19	Republic of Korea	Yes
20	Samoa	Yes
21	Solomon Island	Yes
22	Sri Lanka	Yes
23	Thailand	Yes
24	Timor-Leste	Yes
25	Tuvalu	Yes
26	Uzbekistan	Yes
27	Vietnam	Yes
28	SAR Macau (China)	Yes

Membership Mailing List:

To facilitate communication with members of the MOWCAP community, including MOW National Committees and UNESCO National Commissions, the Bureau maintains a membership list. To keep the membership list up-to-date, National Committees and Commissions are requested to inform the MOWCAP Secretariat of any key personnel changes as and when such changes take place.

c) MOWCAP-ACC Small Grants Program:

The MOWCAP-ACC grants program supports the efforts of the many groups and organisations that collect, preserve and provide access to documentary heritage from the Asia-Pacific region. It aims to encourage collaboration and partnerships to undertake projects (e.g. preservation of materials, digitizing, exhibitions,

publications etc) as well as to develop skills and resources (e.g. workshops, training programs, expert assessments etc).

Grants of up to \$US10,000 are available for the preservation and sharing of the documentary heritage of the Asia-Pacific region. Grants are required to be fully expended, and the project completed and acquitted, within a 6-month period (July-December 2018). The grants are administered through the MOWCAP Office, Asian Cultural Centre, Gwangju, Republic of Korea

The MOWCAP Bureau encourages MOWCAP members to consider developing applications for this program. For information can be found here:

<http://www.mowcapunesco.org/grants>

Acknowledgments:

I would like to thank all the MOWCAP Bureau members, Special Advisors and Committee Members for their support and cooperation over the last year, which has made the Secretary-General position an enjoyable one. I would like to sincerely thank Ms. Gowoon Koo (ACC), Mr. JungDoe Jang (ACC) and Ms. Nanyoung Kim (ACC) for their hard work and dedication that has made the MOWCAP-ACC cooperation and General Meeting 2018 possible.

Thank you!

Andrew Henderson
MOWCAP Secretary-General