SECRETARY GENERAL’S REPORT TO 17th MOWCAP BUREAU MEETING, 19-20 JULY, TOKYO JAPAN

This report covers the activities of Secretary General for MOWCAP in relation to financial, administrative and communication responsibilities, since the 7th General Meeting of MOWCAP held in Vietnam in May 2016.

BUDGET AND FINANCE

a) Arrangements

Memory of the World [MOW] is a programme under the Communications and Information Division of UNESCO and MOWCAP is a UNESCO 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 and UNESCO.
- Funds for MOWCAP are placed in the budget line of the UNESCO Bangkok Office for MOWCAP’s use.

For the period 2016 – 2017, the Secretary-General has not handled any funds on behalf of the Bureau. All finances have been managed through the generous support of the ACC/ACI. For the May 2016 to date the ACC have sponsored the hosting fees of the MOWCAP website.

ADMINISTRATION

a) MOWCAP Meeting

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 members of the MOWCAP Bureau for review and confirmation at this meeting.

The MOWCAP Bureau would like to thank the hosts of the meeting for their arrangements.

b) MOWCAP ACC/ACI Cooperation

A working group meeting for the cooperation between the ACC/ACI and the MOWCAP Bureau was held on 22nd – 23rd April at the Bangkok UNESCO Office with the ACC/ACI.

Attendees:
The session 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 Centre Roles and responsibility’ that gives the respective roles of the MOWCAP Centre, the ACI and the MOWCAP Bureau
- ‘Proposed Members of the Working Group’ for the establishment and operation of the MOWCAP Centre

These papers were shared with the Bureau, following which Mr Li, MOWCAP Chair sent a letter to the Interim President of the ACC formally agreeing to adopt these documents until the next general election, and if all parties agree, to be extended beyond.

c) Secretary-General and associated positions

- Assistant Secretary-General
The Bureau appointed Mr Andrew Henderson as Assistant Secretary-General, to support the work of the Secretary-General, which has increased with the opportunity to establish secretariat Centre at the ACC. Mr Henderson has managed the logistical arrangements for both the Working Group meeting in Bangkok and the 17th Bureau Meeting. He has also been helping Ms Dianne Macaskill with content for the MOWCAP Facebook pages and newly launched MOWCAP YouTube channel, as well as developing project ideas for the MOWCAP programme.

- Acting Secretary-General Proposal
The Secretary-General is a voluntary position but does require a significant time commitment to support the Bureau’s operations and as noted above, this requirement has increased with the opportunity to establish the Centre at the ACC. Ms Swinnerton’s work commitments with her full-time employer have also been increasing and she has limited time available to contribute to the MOWCAP programme. She feels that this limited time, hinders what can be achieved by the SG position. Therefore, Ms Swinnerton would like to submit a proposal to the Bureau Meeting in Session 10, that she steps down as Secretary-General and that the Bureau appoints Mr Henderson as Acting Secretary-General until the next Bureau election in 2018. The MOWCAP Rules of Procedure number 10 does allow for such a temporary
transition “casual vacancies in the Bureau shall be filled by the remaining members appointing a replacement to serve until the next general meeting of MOWCAP.”

Mr Henderson has demonstrated his commitment to the MOWCAP Programme, as well as his capabilities, through his contributions to the programme both in his capacity as Assistant Secretary-General and as Consultant to UNESCO Bangkok. He is also willing to become Acting Secretary-General.

Ms Swinnerton has very much valued the opportunity to work with the Bureau for 8 years as Secretary-General and would like to thank all of the Bureau members, National Commissions and Committees for their support over the years. She hopes to continue to be involved in the programme in the future.

Thank you

Helen Swinnerton          Andrew Henderson
Secretary-General          Assistant Secretary-General