

## **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 7<sup>th</sup> 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 7<sup>th</sup> General Meeting of MOWCAP was held on the 18<sup>th</sup> – 20<sup>th</sup> 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 6<sup>th</sup> 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 22<sup>nd</sup> – 23<sup>rd</sup> April at the Bangkok UNESCO Office with the ACC/ACI.

Attendees:

Ms. Misako Ito, Programme Specialist UNESCO Bangkok  
 Mr. Kim Kwibae, MOWCAP Vice-Chair  
 Ms. Dianne Macaskill, MOWCAP Vice-Chair (by video conference)  
 Ms. Helen Swinnerton, MOWCAP Secretary General  
 Mr. Andrew Henderson, MOWCAP Assistant-Secretary General

Ms. Jinny Choi, Cultural Exchange Team Manager, ACC  
 Mr. JungDoe Jang, MOWCAP Centre Coordinator, ACC

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 17<sup>th</sup> 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  
Secretary-General

Andrew Henderson  
Assistant Secretary-  
General