

**Guidelines for Establishment of the Selection Preparatory Committee for
 UNESCO Memory of the World Programme**

Article 1 (Establishment)

The necessary matters for establishment of a Selection Preparatory Committee for Memory of the World (hereinafter referred to as “MOW”) Programme (hereinafter referred to as “preparatory committee”) in the Cultural Activities Committee of the Japanese National Commission for UNESCO (hereinafter referred to as “JNCU”) in order to investigate and deliberate the candidate documentary heritage nominated for the MOW Programme shall be set forth.

Article 2 (Jurisdiction)

The preparatory committee shall have jurisdiction over the following matters:

- (1) Deliberations over the method of recruiting nominated documentary heritage
- (2) Formulation of the selection criteria of nominated documentary heritage
- (3) Selection of nominated documentary heritage
- (4) Investigation related to the nominated documentary heritage
- (5) Other necessary matters pertaining to the nominated documentary heritage

Article 3 (Organization)

1. The preparatory committee shall be comprised of the following persons:

- (1) As a general rule, two members out of the committee members who belong to the Cultural Activities Committee of the JNCU
- (2) As a general rule, one member out of the committee members who belong to the Communications Committee of the JNCU
- (3) A number of members recommended by the Ministry of Education, Culture, Sports,

Science and Technology (hereinafter referred to as “MEXT”), the Cultural Affairs Agency, the National Diet Library and the National Archives

2. The officials of ministries and agencies related to the investigation and deliberation matters of the preparatory committee may attend the preparatory committee meetings and express opinions.

Article 4 (Chairperson)

1. One chairperson shall be assigned to the preparatory committee.
2. The chairperson shall be decided by and among the members belonging to the preparatory committee.
3. The chairperson shall coordinate and represent the preparatory committee.
4. In the event of the chairperson suffering from an illness or accident or where the position of chairperson is vacant, a person who has been specified in advance by the chairperson shall substitute for the duties or shall carry out the duties of the chairperson.

Article 5 (Hearing of Opinions from Relevant Parties)

The chairperson of the preparatory committee may request the attendance of members of the JNCU, academics or other relevant parties, who do not belong to the preparatory committee, and may listen to their opinions.

Article 6 (Convening of Meetings)

The preparatory committee meetings shall be convened by the chairperson.

Article 7 (Reports)

The chairperson of the preparatory committee shall report in writing the matters of investigation and deliberation discussed by the preparatory committee on the occasion of the nearest meeting of the Cultural Activities Committee of JNCU after the preparatory committee meeting.

Article 8 (Elevation to a Subcommittee)

The chairperson shall, when deemed necessary, elevate the preparatory committee to the level of a Subcommittee for MOW under the Cultural Activities Committee after the deliberations of the Cultural Activities Committee.

Article 9 (Granting of International Character)

If a request is made by UNESCO for the establishment of a national committee for the matters of investigation and deliberation of the committee, after the preparatory committee has been elevated to the status of a subcommittee under the Cultural Activities Committee pursuant to the provision of the preceding article, it may be deemed the national committee of Japan. In such case, notwithstanding the provision of paragraph 1 of Article 3, in addition to the constituent members of the preparatory committee, after the deliberations of the Cultural Activities Committee, the officials of the related ministries and agencies may be referred to as constituent members of the national committee.

Article 10 (Operating Rules)

The Cultural Activities Committee may prescribe the rules necessary for operation of the preparatory committee, after the deliberations of the Cultural Activities Committee.

Article 11 (Valid Term of Existence)

The valid term of existence of the preparatory committee shall be up until a decision is made by the Cultural Activities Committee for abolishment.

Article 12 (General Affairs)

The general affairs of the preparatory committee shall be conducted by the Office of the Director-General for International Affairs of MEXT with the cooperation of the relevant ministries and agencies.

(Supplementary Provisions)

These Guidelines for Establishment shall apply from February 12, 2010.

(Supplementary Provisions)

In accordance with Article 9 of these Guidelines for Establishment, based on the decision by the Cultural Activities Committee of the JNCU held on July 9, 2010, the Selection Preparatory Committee for MOW was elevated to the status of the Subcommittee for MOW and its international character was positioned as that of a national committee.