

MOWCAP BUREAU MEETING 17 19-21 July 2017, Tokyo, Japan MINUTES

Venue: Tokyo, Japan

Dates: 19-21 July 2017

Present:

Mr. LI Minghua	Chair of MOWCAP
Mr. KIM Kwibae	Vice-Chair MOWCAP
Ms. Dianne Macaskill	Vice-Chair MOWCAP
Dr. Vu Thi Minh Huong	Vice-Chair MOWCAP
Dr. Ray Edmondson	Special Advisor
Mr. Simon Chu	Special Advisor
Ms. Sarah Choy	Special Advisor
Dr. Rujaya Abhakorn	Chair, Register Subcommittee and MOWCAP Goodwill Patron
Ms. Helen Swinnerton	Secretary-General
Ms. Misako Ito	UNESCO Regional Advisor for Communication and Information
Mr. Andrew Henderson	Assistant Secretary General
Professor Kyung-ho Suh	UNESCO MOWCAP Register Sub-Committee member
Dr. Alla Aslitdinova	UNESCO MOWCAP Register Subcommittee member
Ms. Wang Hongmin	UNESCO MOWCAP Register Subcommittee member
Mr. JungDoe Jang	Asia Culture Research Institute, Asia Culture Institute
Ms. Koo Gowoon	Asia Culture Centre
Ms. Zhang Yizhe	Translator, International Division, The State Archives Administration of China
Unable to attend	
Ms. Fatima Fahimnia	Vice-Chair
Mr. Richard Engelhardt	Special Advisor
Observers (present on day one of the meeting)	
Professor Mitsuru Haga	Member of the Japanese National Committee for MOW
Mr. Yosuke Kobayashi	Deputy Secretary-General, Japanese National Commission for UNESCO

Ms. Eri Hata	Assistant Secretary-General, Japanese National Commission for UNESCO
Ms. Megumi Mandai	Special Advisor to Japanese National Committee for MOW
Ms. Naomi Matsumoto	Special Advisor to Japanese National Committee for MOW

1. Opening Ceremony

- i. Ms. Tomoka Satomi, Senior Deputy Secretary-General, Japanese National Commission for UNESCO / Director, International Affairs Division, Minister's Secretariat, Ministry of Education, Culture, Sports, Science and Technology (MEXT), welcomed all the meeting participants and shared that Japan currently has five inscriptions on the International Register and one inscription on the Regional Register. In addition, Japan has a National MOW Committee with members from memory institutes across Japan. Ms. Satomi welcomed the opportunity for members of the Japanese National Committee to meet and engage with colleagues of the Asia-Pacific Regional Committee for the Memory of the World Programme (MOWCAP).
- ii. Mr. Li Minghua thanked the hosts for their arrangement of the meeting and for the generous support given to MOWCAP. Mr. Minghua presented a copy of the MOWCAP publication *Memory of the World Documentary Heritage Asia and the Pacific* to Ms. Satomi as a token of appreciation.

2. Overview of the meeting program arrangements and adoption of the agenda

- i. The minutes of the 7th General Meeting were reviewed and adopted (Appendix 1). The agenda for the 17th Bureau Meeting (Appendix 2) was adopted. Mr. Andrew Henderson, Assistant Secretary General of MOWCAP, was appointed as rapporteur.

3. Bureau Reports

3.1 Report of the Chair

- ii. 14 items of documentary heritage were added to the Memory of the World Regional Asia-Pacific Register ("Regional Register") at the 7th general meeting of MOWCAP held in Hue, Vietnam, from 18 to 20 May 2016.
- iii. There are now 46 inscriptions on the Regional Register from the Asia Pacific. A call for nominations for new inscriptions has been opened, with the closing date on 31 August 2017.
- iv. A Memory of the World Regional Workshop on Archives Preservation was held in Xi'an, China. The event was co-organized by MOWCAP and the State Archives Administration of China (SAAC), in cooperation with the Shaanxi Provincial Archives and the Shaanxi Normal University.
- v. The Chair, along with a number of Bureau members, attended the opening of the MOWCAP Office in Gwangju, Republic of Korea on 7 September 2016. The MOWCAP Office is

supported by the Asian Cultural Centre through the Asian Cultural Institute.

- vi. A seminar on the UNESCO Memory of the World Programme and the Development of Archives Work was held at the Suzhou City Convention Centre in Suzhou, China on 23 November 2016.
- vii. The ASEAN-UNESCO (+China, Korea, Japan, Timor-Leste) Symposium and Consultation on the UNESCO Recommendation concerning the preservation of, and access to, documentary heritage, including digital form (“UNESCO Recommendation on Documentary Heritage”) was held from 9 to 11 May 2017 in Kuala Lumpur, Malaysia. The Chair and a number of Bureau members participated.
- viii. An exhibition, Memory of the World in Canberra, was held at the Canberra Museum and Gallery from 12 November 2016 to 19 March 2017. MOWCAP inscribed material was included in the exhibition.
- ix. A training workshop on the MOW Programme was held in Yangon, Myanmar in May 2017. MOWCAP Special Advisor Dr. Ray Edmondson helped facilitate the training.
- x. Upon the invitation of the UNESCO Beijing Office, MOWCAP Special Advisor Mr. Simon Chu helped facilitate a workshop on the MOW and the UNESCO Recommendation on Documentary Heritage in the Democratic People's Republic of Korea in October 2016.
- xi. UNESCO and the Asian Film Archive, with support from the National Library Board Singapore, cooperated to hold a two-day workshop in June 2017 to explore how the MOW Programme could help protect and preserve Southeast Asia's audiovisual heritage. Dr. Ray Edmondson and Mr. Andrew Henderson facilitated the training.
- xii. UNESCO, in partnership with the Korean National Commission for UNESCO, the National Archives of Fiji and the Fiji National Commission for UNESCO conducted a workshop in Suva, Fiji in March 2016. MOWCAP Vice-Chair Ms. Dianne Macaskill helped facilitate this training.
- xiii. To promote the preservation of documentary heritage and use in education, Knowledge Centres were opened in Macau in November 2016 and in Beijing in July 2017 respectively.
- xiv. The MOWCAP Coffee Table Book was published in 2016, and is now available for purchase. The Australian National MOW Committee also published a book featuring 50 inscriptions on its Register.
- xv. The Chair suggested some areas of focus for projects in 2017, including the documentary heritage of the Silk Roads and Spice Routes, the development of material to engage young people such as online applications with games, quizzes. etc.
- xvi. The full report of the Chair can be found in Appendix 3 of the Minutes.

3.2 Report of the Secretary General

- i. Ms. Helen Swinnerton gave a report on 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. The full report is attached in Appendix 4.

3.3 Report of the Goodwill Patron

- ii. Dr. Abhakorn reported that the activities of the Goodwill Patron had been limited due to shortage of funds to support the role. Despite this, Dr. Abhakorn was able to participate in a number of MOW related activities, including the UNESCO Recommendation Symposium and Consultation meeting in Malaysia in May 2017. He also delivered a keynote speech at the opening of the Memory of the World Asia Pacific exhibition in Bangkok, and attended a palm leaf manuscript workshop in Sri Lanka from 6 to 7 July 2017.
- iii. It was noted that funds from the Asian Cultural Centre to support the MOWCAP had been allocated for the Goodwill Patron's mission in the second half of 2017.

4. Overview of the MOW Programme

4.1 Implementation of the UNESCO Recommendation on Documentary Heritage

- i. Ms. Misako Ito, Advisor for Communication and Information, UNESCO Bangkok, gave an update on the implementation of the UNESCO Recommendation: (1) a five-point UNESCO-ASEAN Member States Action Plan was developed from the ASEAN-UNESCO+4 Consultation on the UNESCO Recommendation on Documentary Heritage (from 9 to 11 May 2017, Kuala Lumpur); (2) a workshop on the UNESCO Recommendation will be held in the Pacific as part of the PARBICA (Pacific Regional Branch of the International Council on Archives) conference in September 2017; (3) a workshop on the implementation of UNESCO Recommendation will be held in Tehran in August 2017 involving Afghanistan, Azerbaijan, Iran, Pakistan, Tajikistan, Turkey and Turkmenistan.
- ii. Dr. Ray Edmondson, Special Advisor, MOWCAP, shared that he had been contracted by the MOW Secretariat to develop implementation guidelines for the Recommendation. Feedback on the draft was gained at the ASEAN-UNESCO+4 Consultation and the draft will be revised accordingly.
- iii. Bureau members discussed how MOWCAP could support the implementation of the UNESCO Recommendation, including the need to engage with National MOW Committees, translating the Recommendation and other related UNESCO guidelines into local languages, advocating their implementation at the government level, and developing links with professional associations in the region dealing with documentary heritage, such as SEAPAVAA (South East Asia Pacific Audio Visual Archives Association), PARBICA (Pacific Regional Branch of the International Council on Archives) etc.

4.2. Review of the Memory of the World (MOW) Guidelines and Companion Documents

- i. Dr. Ray Edmondson shared that a Review of the MOW Guidelines and Companion Documents is underway. Dr. Edmondson chairs the Review Group that also includes Mr. Jan Bos (current chair of the [International] Register Sub-Committee); Ms. Alissandra Cummins (former chair of International Advisory Committee (IAC)); Mr. David Fricker (current Vice President of IAC); Ms. Roslyn Russell (former chair of IAC); and Ms. Joie Springer (current member of the [International] Register Sub-Committee).

- ii. Dr. Ray Edmondson reported that there was a call for submissions and discussion of issues published on the MOW website from March to August 2016 resulting in over 40 high quality submissions (a number of submissions were from the Asia-Pacific region). An Experts Meeting on the Memory of the World Programme Review was held in Berlin in March 2017, which was organized by UNESCO with support from the German Federal Foreign Office and the German National Commission for UNESCO. The Review Group shared the results of their work at this meeting, and a meeting report was submitted to the UNESCO Executive Board in March 2017 (<http://unesdoc.unesco.org/images/0025/002570/257032e.pdf>)
- iii. The revised MOW Guidelines developed by the Review Group will be considered for adoption at the upcoming IAC meeting in October 2017. Ms Sarah Choy asked Dr Edmondson to highlight the major changes in the new Guidelines and Ms Wang Hongmin inquired if there would be another round of consultation of the new Guidelines before adoption. It was understood that if the Guidelines were adopted, MOWCAP would need to revisit its own Guidelines as a result, while considering variations appropriate to the regional context. Bureau members continued the discussion and decided that the issue would be considered at the MOWCAP General Meeting in 2018.

4.3. MOWCAP Members for the IAC

- i. The Secretary General shared that, upon the request of the UNESCO MOW Secretariat, members of MOWCAP had been contacted to provide nominees for ICA positions in 2017. From this a number of candidates were identified and their details were sent to the UNESCO MOW Secretariat. However, there has been no update on the result of the process.
- ii. The Bureau discussed this issue and information was shared that retiring IAC members have had their tenure extended to the end of 2017. It was decided that as soon as possible an update would be given to the MOWCAP members who had suggested names for the IAC.

5. MOWCAP communications

5.1 Website, Social media and Newsletters

- i. Ms. Dianne Macaskill gave an update on the MOWCAP communications and shared that there was a need to extend the contract with the website server host until next year, upgrade the security on the site, and find support from WordPress for the maintenance of the site. Funds for the security and the contract extension for the website have been allocated in the ACC(Asia Culture Centre)-MOWCAP Cooperation fund.
- ii. Ms. Macaskill has been updating the Facebook page with content from activities in the region and the page now has over 500 'likes'. The MOWCAP newsletter was published for the periods of July to December 2016 and January to June 2017 respectively.
- iii. There was discussion on whether or not the MOWCAP inscriptions should be made available on its website. It was also suggested that photographs of MOWCAP Bureau members could be posted on the website to add a personal touch.

5.2 Exhibition, YouTube and Publications

- i. Mr. Andrew Henderson shared that an exhibition on Documentary Heritage in the Asia-Pacific (text in Thai and English) was held at the Bangkok Art and Culture Centre for a two-week period in January 2017. Over 200 people visited the exhibition each day. An exhibition on the Documentary Heritage in the Asia-Pacific (text in Malay and English) was also held in Malaysia in May 2017 in conjunction with the Symposium on the Recommendation on Documentary Heritage. An exhibition template has been developed by the UNESCO Bangkok Office. Bureau members are welcome to use it for any future planned exhibitions.
- ii. Mr Henderson further shared that the videos from the Symposium on the Recommendation held in Malaysia and the training on MoW and Cinema in Singapore are now available on the YouTube channel. If possible, other trainings and activities should be recorded and placed online for educational purposes.
- iii. The Centre for Advanced Korean Studies and the Korean National Committee for UNESCO have decided to fund a publication that will focus on the 46 MOWCAP inscriptions which were not included in the MOWCAP Coffee Table Book. The work is underway and UNESCO Bangkok has been gathering photographs and authorisation forms from nominees, while Ms. Macaskill and Dr. Edmondson have supported by editing text. Given the funding arrangement, the aim is to have the publication ready by the 2018 General Meeting of MOWCAP.
- iv. There was discussion about whether or not the inscriptions on the International Register from the MOWCAP region would be included in the new publication as it was done in the Coffee Table Book.

6. Project updates, proposals, fundraising

6.1 Update on the Malaysia Funded project

- i. Mr. Andrew Henderson shared an update on the Malaysia funded project 'Safeguarding the Documentary Heritage of Least Developed Countries (LDCs) and Small Island Developing States (SIDS) in Southeast Asia through the UNESCO Memory of the World (MOW) Programme'. As part of the project national level workshops have been held in Myanmar and Timor-Leste as well as the consultation and symposium in Malaysia. Apart from two more training workshops which will be held in Myanmar and Timor-Leste in 2017, there will also be an exhibition and publications highlighting the results of some national studies of significant documentary heritage.

6.2 Project proposal development.

- i. Mr. Andrew Henderson gave a presentation on possible projects that MOWCAP could lead or be involved in, including (1) Safeguarding and Increasing Access to the Documentary Heritage of the Silk Road; (2) Linking MOW, World Heritage and Intangible Cultural Heritage; (3) Preserving Asia's Audio-Visual Heritage; and (4) a MOWCAP Small Grants Program.

6.3 Discussion on project proposals

- i. Bureau members discussed the need to have information on resources and trainers/experts available for MOWCAP members in the region to support their work. Ideas that were considered included developing a resources page on the MOWCAP website and translating materials into local languages through partnerships formed with governments and professional associations.
- ii. Ms Misako Ito shared that the UNESCO Bangkok Office has been working to create a list of stakeholders for the MOW Programme in the region that can be of use for MOWCAP's work.
- iii. Dr. Alla Aslitdinova highlighted the important link between education and MOW and shared an example from Tajikistan where MOW inscriptions had been included in the history/international relations curriculum as source materials. Dr. Aslitdinova suggested that more projects on education and MOW should be developed.
- iv. Mr Li Minghua shared that the State Archives Administration (SAAC) would like to hold a Silk Roads Seminar in Yangzhou and tie this to the launch of a new Knowledge Centre. SAAC will begin work to identify funds for the activity.
 - i. Dr Rujaya Abhakorn suggested that more support was needed in the less developed countries on preservation of materials. This could be done through knowledge exchange and support from countries in the region with advanced knowledge/expertise in a particular area. One example was China, which has great skills and expertise in paper preservation.

7. Membership reports/activities and Facilitating national MOW committees

7.1 Report by the Japanese National Committee for MOW

- i. Professor Mitsuru Haga, Member of the Japanese National Committee for MOW, gave an update on the Committee, including: the Committee was established under the Japanese National Commission for UNESCO in 2010; the main role of the Committee is to select the documentary heritage to be nominated for MOW Register; Members of the Japanese National Committee for MOW are 12, including professors from universities, and experts from memory institutions.

7.2 Reports by Bureau members

- ii. Ms. Misako Ito shared an update from Laos where a national level meeting to develop a national strategy for implementing the MOW Programme was held in Vientiane in June 2017. The meeting brought together stakeholders from all key memory institutions and the government in the country. Laos would like to establish a National MOW Committee and has asked UNESCO and MOWCAP for training support on setting up the Committee and developing nominations, and undertaking an initial assessment of significant documentary heritage in Laos.
- iii. Ms. Ito also shared an update from Cambodia where the project for the digitization of the Tuol Sleng Genocide Museum Archives, founded by the Republic of Korea through the Korea International Cooperation Agency (KOICA), was restarted with a tendering process to

complete the digitization work for approximately 400,000 items and the development of a website.

- iv. Timor-Leste has established the newest MOW National Committee in the region and it has been undertaking and participating in a number of activities: (1) the Chair of the Committee travelled to Australia and took part in the Australian MOW Committee's national planning day; (2) the Committee identified a candidate to join the MOW and Audio-Visual training in Singapore; (3) the Committee has been supporting the implementation of the UNESCO Malaysia funded project including in designing the national study of significant documentary heritage in the country.
- v. The Australian National MOW Committee has completed a number of activities including: (1) mentoring the Timor-Leste National Memory of the World Committee including inviting the Chair to a planning day in Canberra; (2) publishing a book to mark the occasion of 50 inscriptions on the National MOW Register; (3) holding an exhibition in Canberra featuring MOW inscriptions held in memory institutions in the city.
- vi. The New Zealand National Memory of the World Committee has completed a range of activities, including: (1) three of New Zealand's iconic documentary heritage items inscribed on UNESCO Memory of the World Registers are in their new home at He Tohu, the new exhibition space at the National Library in Wellington; (2) four new inscriptions were placed on the New Zealand National Register in November 2016.
- vii. The UNESCO National Commission of the Republic of Korea has been undertaking a number of MOW activities, including: (1) supporting the holding of a workshop in Suva from 26 to 29 September 2016 for Pacific countries and countries in Southeast Asia; (2) supporting the preparation of the Seminar on Archives and Human Rights to be held in Gwangju in September 2017; (3) supporting the coordination for the development of the MOWCAP Publication for 2018.
- viii. As requested by Professor Kyung-ho Suh, Mr. Simon Chu gave an update on his trip to the Democratic People's Republic of Korea. According to Mr. Chu, he received very positive response from participants about the training given to the MOW Programme and the UNESCO Recommendation on Documentary Heritage. While the original idea expressed by the Korean authorities was to establish a National Committee, due to the current political situation, Mr. Chu said that it was unclear whether or when this would occur.
- ix. The National MOW Committee of China has completed a number of activities including: (1) supporting the UNESCO Memory of the World Workshop on Preservation of Documentary Heritage in the Asia Pacific Region held in Xi'an City, China from 14 to 15 June 2016; (2) the National Committee supported the holding of a workshop on the MOW in Suzhou City, China; (3) the National Committee supported the opening of a Knowledge Centre in Beijing and a Forum on MOW Programme and China on 11 July 2017.
- x. Tajikistan has been working on developing nominations for the MOWCAP Regional and MOW International Registers. Dr Alla Aslitdinova shared that one challenge was the level of academic English required to develop the nominations, as capacity in this area was quite low.

- xi. Myanmar has been taking steps to establish a National MOW Committee. A national level stakeholder meeting was held in 2016, with key memory institutions agreeing to work together to establish a committee. There will be a meeting later in 2017 to continue to discuss the formation of the National MOW Committee.

8. MOWCAP Office

8.1 Results of the First Working Group Meeting:

- i. Mr JungDoe shared the results of the first MOWCAP-ACC Working Group meeting that took place in April 2017 in Bangkok. The key meeting was very productive and resulted in the elaboration of a budget and activity plan for 2017, an agreed list of members of the MOWCAP ACC working group, and a division of tasks between the MOWCAP Centre (supported by the ACC) and the MOWCAP Secretariat. The ACC agreed that the cooperation for the establishment of the MOWCAP Centre would be done through exchange of official letters and the agreed activity plan and budget. Mr JungDoe shared that there was one minor change to the working group members, with Ms Gowoon Koo from the Asian Cultural Centre replacing the previous ACC representative.
- ii. The draft of the planned Human Rights Archives Symposium, previously shared at the meeting in Bangkok, was also shared with Bureau members. This symposium will take place in September 2017 in Gwangju. Bureau members agreed in principle to the activity.

8.2 MOWCAP Centre's location and name:

- i. Mr JungDoe shared that protesters still occupied the site of the Asian Cultural Centre, the planned location for the MOWCAP Centre, however, the situation was much improved and the ACC/ACI expected a solution soon. Mr JungDoe shared that there were five options for the MOWCAP Office, including the original site, the ACI office, and other alternatives.
- ii. The MOWCAP members discussed the name for the cooperation between the ACC and the MOWCAP. Ms Sarah Choy shared that UNESCO had formal arrangements in approving the establishment of "Centres" in association with UNESCO and it had expressed concerns about centres, which used UNESCO's name and/or logo without proper authorization. She suggested that as the work of the ACC was to provide support for the activities of the MOWCAP Bureau, the name, "MOWCAP Office" could be used instead to avoid confusion or complication. It was accepted by the Bureau Members and ACC that MOWCAP Office was a more appropriate name.

8.3 Revisions to the Activity and Budget Plan for 2017:

- i. Mr. Andrew Henderson gave an update on the available budget and activities for 2017 and suggested to move some funds to support a workshop on film preservation in Myanmar. This was agreed by the Bureau. For the funds allocated for the Goodwill Ambassador mission, Mr. Henderson suggested that this could be used in Laos as the authorities have requested support in establishing a National MOW Committee, developing nominations and undertaking a first assessment of significant documentary heritage in Laos. Ms. Misako Ito and Dr. Vu Thi Minh Huong gave supplementary ideas that the Goodwill Ambassador mission in Laos will be cooperated with the National Archives and the National Library of Laos. This was also agreed by the Bureau.

- ii. One challenge for the MOWCAP Office is that the records and material of MOWCAP are held by members in different countries across the region. Work is needed to transfer the holdings to the MOWCAP Office for proper management and convenient access. The Bureau members decided to set up an archives for MOWCAP and allocate funds to the task, including using a free computer application developed by ICA, ICA-Atom: Open Source Archival Description Software, to manage the records and material. Mr Henderson would explore the feasibility of contracting an external consultant on the installation and implementation of Atom.
- iii. The revised Working Group members, breakdown of tasks and the budget and activities plan were approved by all Bureau members. Mr Li Minghua will send an official letter to the President of the ACC to formalise the cooperation with the agreed documents annexed.
- iv. The visibility of the support of the ACC to MOWCAP was discussed, and it was agreed that the generous support should be acknowledged in activities, publications, etc.

9. Register Nominations

9.1 Nominations 2019

- i. The MOWCAP Call for Nominations was announced in March 2017. The closing date for nominations will be the 31 August 2017.
- ii. One concern raised by Bureau members was the need to ensure that all MOW National Committees have access to the nomination dossiers to help their voting at the 2018 General Meeting. It was therefore decided to circulate all the nominations to the MOW National Committees in advance of the meeting together with the invitation letters.
- iii. The Chair of the Register Subcommittee (RSC) will deliver his report on the RSC's decision at the General Meeting of MOWCAP prior to the vote on nominations.
- iv. It was reiterated by RSC members that all decisions they made were collective and not individuals, and reached by discussion and consensus. In addition, RSC would not accept contact directly from nominees or other parties, rather the Secretary General would be the contact person to pass the related messages received to the Chair of the RSC as appropriate.
- v. A completeness check will be performed by the Secretary General when the nominations are received. This will be to ensure that all information required for an assessment is present.

9.2 Register Subcommittee Resources

- i. Bureau members discussed the possibility of limiting the number of nominations per country to two (in line with the IAC), due to the increasing number of nominations received and the capacity of the RSC to manage the process. It was agreed that this would need to be discussed further at the General Meeting in 2018.
- ii. The RSC would like increased support for their work as soon as possible given the large number of nominations. The RSC shared that they especially required a candidate with

experience of the MOW Register assessment process. One candidate who had expressed interest in supporting the RSC was Dr. Helen Jarvis. As Dr. Jarvis has had extensive experience in her role as a member of the IAC, as well as in her work in Cambodia with its National Memory of the World Committee, the Chair and Bureau members agreed that an invitation should be extended for her to join.

- iii. The RSC will meet in 2018 before the General Meeting to assess the nominations. A report will be developed from this prior to the General Meeting that will be presented by the Chair of the RSC at the General Meeting (this report will not be circulated in advance). To support the work of the RSC, it was decided that Secretary General of MOWCAP could join the RSC meeting without voting right.
- iv. For the longer term functioning of the Subcommittee, Bureau members discussed the possibility of having a Chair and Deputy Chair for the RSC. This will be discussed at the Bureau Meeting in 2018.
- v. The Bureau discussed the makeup of the RSC including the need of different expertise from the libraries, museums, archives and audio-visual archives, as well as expertise on different geographic regions and historical eras, to be included. It was agreed that the commitment and expertise to perform the assessment role should be the main criteria.

10. 8th General Meeting of MOWCAP 2018

10.1 Preparations for the General Meeting 2018

- i. Mr Jungdoe gave a presentation on the preparation of the General Meeting for 2018, to be hosted by the ACC and the Asian Cultural Institute.
- ii. There are three main options for the venue, being the ACC, or two hotels in the Gwangju. The ACC can seat around 500 people while the hotel options are for 200 people respectively. One challenge is that the hotels are quite far from the ACC. This would mean that if the ACC was the venue, then delegates would need to take a bus each day (approximately 30 min. one way) and would also not have the option to return to their rooms easily to rest. Dr. Vu Thi Minh Huong shared her experience in organizing the last MOWCAP General Meeting in Hue (Vietnam). She was in favour of using the hotel as the meeting venue given the convenience offered and the number of participants was around 200. It was decided that the hotel would be the best option, if the numbers could be kept under 200 people. A site visit to the ACC for delegates could also be arranged within the programme.
- iii. Regarding the date of the meeting, the preference of the ACC would be after 16 May 2018 as there are a number of public holidays before this date. This was also the preference of the Bureau. The ACC will begin exploring hotel options based on these dates and report back to the MOWCAP Secretariat.
- iv. Regarding the number of delegates and observers, based on previous meetings, 150 people were considered a good estimate. This would include 50 international and 100 national observers.

10.2 Bureau Elections, Composition and Duties:

- i. A paper was submitted by Dr Ray Edmondson to the Chair of MOWCAP for consideration at the MOWCAP Bureau meeting (Appendix 5) and the paper was discussed by Bureau members during this session. Dr Edmondson's paper also included recommendations regarding the Register Sub Committee and this informed the discussion in the previous session (9. Register Nominations)
- ii. Elections will be held at the MOWCAP General Meeting 2018 for the positions of Chair, Vice-Chair (three posts) and Secretary General respectively. In order to allow more time for the MOWCAP members to make a better informed decision about the nominees, and to provide more opportunities to find suitable candidates for the positions, MOWCAP Bureau members agreed that: (a) a call for nominations for the positions will be posted in advance of the General meeting on the MOWCAP website; (b) the Terms of Reference and experience required for each position will also be posted; (c) Nominees will be required to submit a CV and a statement relating to their interest and suitability for the positions; (d) this material will be circulated to all MOWCAP members in advance of the General Meeting to help them prepare their vote.
- iii. Ray Edmondson was requested by the Bureau members further study and propose a list of criteria/qualifications (Terms of Reference) for each office bearer for the Bureau's consideration and endorsement.
- iv. The major requirements for each of these positions is experience or involvement in the MOW Programme and knowledge of its aims and objectives. To be eligible to apply, the candidate should also be a resident in an Asia Pacific country. In this regard, nominees are required to have endorsement by their National MOW Committee (or UNESCO National Commission for UNESCO where a MOW Committee is yet to be formed) from an Asia-Pacific country or the MOWCAP Bureau.
- v. Only accredited MOWCAP delegates who physically attend the General Meeting will be entitled to vote (i.e. no vote in absentee). Voting will take place during the meeting and will be made by secret ballot with an impartial party (such as the UNESCO Asia Pacific representative) overseeing the election. No nominations will be accepted from the floor during the meeting.
- vi. Bureau members discussed the need for having Bureau members from different countries and regions to represent the Asia-Pacific. While it is noted that according to the MOWCAP Statutes, Bureau members do not represent the interests of their countries to ensure a better balance in the Bureau composition, it was decided to place a limit of one country per MOWCAP Bureau position applicable to the Chair, the Vice-Chairs and the Secretary-General.

10.3 Special Advisors:

- i. Reflecting on the discussion paper submitted by Dr Ray Edmondson to the Chair of MOWCAP (Appendix 5), the Bureau Members discussed the roles of the special Advisors and decided that further clarification about the roles were needed. Following a discussion, it was agreed that: (a) the Special Advisors are appointed by the Bureau after the General Election to offer advice on a specific area of expertise during specific term; (b) the Special

Advisors attend MOWCAP meetings at the invitation of the Chair for specific purpose only (c); the Special Advisors should contribute in specific roles or tasks (d); The Special Advisors do not have voting rights. Ms Sarah Choy further clarified that Special Advisors had no right to move any motions.

11. Other Business

11.1. The Role of the Secretary General

- i. Ms Helen Swinnerton advised that she would like to resign from the position of Secretary General due to her increased work commitments and the growing work required for the MOWCAP position.
- ii. Ms Swinnerton nominated Mr. Andrew Henderson to become the new Secretary General and shared that Mr Henderson had been assisting the Secretary-General in her role and in her opinion completed his work to a good standard.
- iii. Bureau members accepted the resignation of Ms Swinnerton and the appointment of Mr Henderson to the role.
- iv. The Chair and Bureau members thanked Ms Swinnerton for her eight years of service to MOWCAP and commented on her critical role in developing the programme over these years.
- v. The Chair invited Ms Swinnerton to become a Special Advisor to the MOWCAP Bureau.

12. Closing Session

12.1 Closing remarks from the Chair of MOWCAP

- i. Mr Minghua thanked the hosts from the National Commission for UNESCO Japan and the Japanese Memory of the World Committee for the excellent preparation of the meeting and the generous hosting.
- ii. Mr Minghua shared that he felt there were many achievements in the past year, especially in the outreach and communication through the MOWCAP website and social media. However, he also shared that one area to improve was the need to increase communication amongst Bureau members, and to continue to share the aims and objectives of the MOW Programme with the National Committees in the region as well as UNESCO (Bangkok and HQ).

12. 2 Closing remarks by the Chair of the National Committee Japan

- i. The Chair of the National Committee Japan thanked Bureau members for the work to preserve the documentary heritage of the Asia-Pacific and shared that the Japanese National Committee looked forward to engaging in MOWCAP and joining the General Meeting in 2018.