

# **4<sup>th</sup> MEETING OF THE MOWCAP BUREAU**

**LINDEN SUITES, PASIG CITY, PHILIPPINES, 6 NOVEMBER 2005**  
**Commencing 9.30 am**

## **DRAFT MINUTES**

**Present:** Datuk Rahanni Jamil (chair), Simon Chu, Hongmin Wang, Ray Edmondson, Susanne Ornager

**In attendance:** Bel Capul, Sarah Choy, Prabhakaran Nair

### **1 Welcome and opening**

Datuk Rahanni took the chair and opened the meeting. She thanked Bel for making the arrangements. She referred to the fact that the Bureau had outlived its 4 year mandate and was now in an interim situation.

### **2 Adoption of Bureau meeting agenda and appointment of rapporteur**

Adopted. Simon was appointed as rapporteur.

### **3 Confirmation of minutes of 3<sup>rd</sup>. Bureau meeting (9/ 10 December 2004)**

Confirmed

### **4 Matters arising from the minutes**

- Website – contract let, design created. Will be launched in January. It won't just be in English.
- The list of experts not done yet. Have we established criteria?
- Legal character of MoWCAP needs to be settled. Is it tax free?

### **5 Review of arrangements for the full Committee meeting**

Bel presented details. It was noted that the meeting had been the subject of an item on national TV yesterday and a text item had been circulated on the ASEAN news exchange.

### **6 Review of agenda for the full Committee meeting**

The agenda for the 3 days was reviewed.

### **7 Discussion of reports:**

The following reports were discussed prior to presentation at the Committee meeting:

- *Proceedings of the 2005 IAC meeting*. The importance of maintaining a list of appropriate potential IAC candidates from the region was noted.

- *Development of the Asia-Pacific Regional Dimension of MOW*

- *Goodwill Patron Report*

- *Secretary General's report*

## **8 Establishment of Asia/Pacific Regional Register**

Draft guidelines which had been previously circulated were discussed. It was agreed to recommend these to the Committee for adoption.

Further, the Bureau will propose that the Register operate on a two yearly cycle with process and MOWCAP's own Register Subcommittee along lines similar to that of the International MoW Register.

*[Ray took the chair at this point for the remainder of the meeting as Rahanni had to leave]*

## **9 Review of proposed regional projects**

The Bureau will recommend endorsement of the AV survey (as per papers already circulated). There is no documentation for the proposed palm leaf manuscript project, and this will need further work.

## **10 Review of statutes and by-laws, and future shape of Bureau**

The Bureau adopted a revised text for the Statutes and By-laws which it will propose to the Committee. It will also propose that the future Bureau comprise a president, vice-president and secretary general, with the appropriate UNESCO advisor serving as an ex officio member. The Bureau would have the power to appoint special advisors.

## **11 Subcommittee terms of reference**

The Bureau will recommend there be two subcommittees – editorial and register – and tabled proposed terms of reference.

## **12 Future administrative arrangements**

This will depend on outcome of Bureau elections

### **13 Establishment of election rules**

It was noted that the Committee meeting will first have to adopt Statutes and Rules, and consequent on that agree on rules for the election of the Bureau.

### **14 Future UNESCO support**

There was discussion on the availability of UNESCO support to allow MOWCAP to function with a biennial committee meeting and an annual Bureau meeting. Susanne confirmed funds would be available for a Bureau meeting 12 months from now and suggested a budget for the meeting of \$17,000. No guarantee could be given for funding the 3<sup>rd</sup> meeting of the Committee in 2007 but it was agreed this nevertheless should be adopted as the intention and the Bureau should plan accordingly. Failing all else, a virtual meeting might be organized.

### **15 Any other business**

No further business

### **16 Close**

Meeting closed at 4 pm.

# 5<sup>th</sup> MEETING OF THE MOWCAP BUREAU

Pasig City, Philippines,  
8 November 2005

## DRAFT MINUTES

**Present:** Ray Edmondson (chair), Carmen Padilla, Simon Chu, Susanne Ornager

A brief dinner meeting was held by the new Bureau to pursue matters arising from the 2<sup>nd</sup> MOWCAP meeting. Decisions:

- 1 Prepare minutes within next 2 weeks (SC)
- 2 Website: current headings agreed. Aim to get site on line by end of January (SC)
- 3 Prepare one page summary announcement of meeting outcomes to go to Paris for Webworld, and distributed to meeting participants (RE)
- 4 Rujaya to be asked to chair Register Subcommittee and put together proposed membership – about 5 experts – and process. Brian Opie to be approached as member. (RE)
- 5 Editorial group is now defined and active. Deadline for production of coffee table book is 31 December 2007. Group to pick up preparation of leaflet and larger press kit.
- 6 All members reminded to have assigned projects drafted in template by end January. Bureau may have to revise texts before placing on website.
- 7 Establish e-list for Bureau and E-list for members. Need to send out regular news/announcements to keep connections alive.
- 8 Next Bureau meeting in Macao in late November 2006.