

## **MOWCAP BUREAU MEETING 15**

**15 - 16 May 2015, Bagan, Myanmar**

### **MINUTES**

**Dates:**

**15 – 16 May 2015**

**Venue:**

Bagan, Myanmar

**Present:**

Mr. Li Minghua (Chairperson)

Ms. Dianne Macaskill (Vice-Chairperson)

Ms. Vu Thi Minh Huong (Vice-Chairperson)

Mr. Kim Kwibae (Vice-Chairperson)

Ms. Helen Swinnerton (Secretary-General)

Ms. Misako Ito (UNESCO Advisor)

Dr. M.R. Rujaya Abhakorn (Goodwill Patron; Register Sub-Committee Chair)

Dr. Ray Edmondson (Special Advisor)

Mr. Simon Chu (Special Advisor)

Ms. Sarah Choy (Special Advisor)

Mr. Richard Engelhardt (Special Advisor)

**In attendance:**

Prof. Kyung-ho Suh

Ms. Li Wendong (Translator, International Division, The State Archives Administration of China)

**Unable to attend:**

Ms. Fatima Fahimnia (Vice-Chairperson)

### **1 Introduction of the Bureau to Misako Ito**

The Chair introduced the new Bureau member, Ms. Misako Ito, the new UNESCO Advisor for Communication and Information at the Bangkok Office.

### **2 Review program arrangements for this meeting**

The Chair thanked the Department of Archaeology and Ministry for Culture for Myanmar, for their arrangements to host the meeting in Bagan and looked forward to understanding more about the Myanmar culture and documentary heritage.

### **3 Review of preceding meeting minutes and of current meeting agenda**

The minutes of the 6<sup>th</sup> General Meeting were reviewed and adopted. The agenda for the 15th Bureau Meeting (Appendix 1) was adopted. Ms. Swinnerton was appointed as rapporteur. To enable the meeting to be efficiently conducted in English, Mr Chu was requested by the Chair to introduce the agenda items on his behalf.

#### **4 Verbal Reports from the Chair, Secretary General and Goodwill Patron**

##### **4.1 Report of the MOWCAP Chair**

The Chair summarised the work completed at the 6<sup>th</sup> General Meeting of MOWCAP held in Guangzhou, which had been attended by 52 participants and which had added to the Regional Register 16 nominations from 13 countries. Since the General Meeting, the State Archives Administration of China had organised a workshop in Suzhou, China, which had given the participants guidance to help identify and complete nominations. The MOWCAP website redevelopment and coffee table book projects are making good progress and will be covered in full later in the agenda. The State Archives Administration of China also sponsored the hosting fees for the MOWCAP website for the period 2014 – 2015.

##### **4.2 Report of the MOWCAP Secretary General**

The Secretary General gave a verbal report on her activities for MOWCAP in relation to administrative and communication responsibilities, since the 6<sup>th</sup> General Meeting of MOWCAP. Costs incurred during the 2014-2015 year relate to the redevelopment and hosting of the MOWCAP website. The website redevelopment had been completed and payment made in full with sponsorship support from Archive Associates Pty Ltd to the partnership of Robert Trio Museum Consulting and web designer Chris Ubik who had been appointed by the Bureau to complete the work. The existing MOWCAP website is hosted by a company named UDomain who charge an annual fee. Originally this site hosting cost had been sponsored by the UNESCO Bangkok Office, however, this sponsorship had ceased 3 years ago and since then Ms. Swinnerton had sponsored the domain fee personally until Mr Li Minghua had kindly secured the sponsorship of the State Archives Administration of China to cover the hosting fee from October 2014-October 2015. Within the agenda for this meeting, the Bureau will be asked to consider together a sustainable solution for the MOWCAP website host expense.

Ms Swinnerton also updated the Bureau that following the General Meeting in 2014, Ms Mackasill had agreed to lead the communication strategies of the Bureau and had made significant progress. The 9<sup>th</sup> MOWCAP newsletter had been issued in December. Interest in our MOWCAP Facebook page has continued to grow and our number of likes has grown from 200 when we last met to 393 likes. The current MOWCAP website has been kept up-to-date And the new website is ready to go live with a fresh design and new content.

##### **4.3 Report of the MOWCAP Goodwill Patron**

Dr. Abhakorn reported that the activities of the Goodwill Patron had been limited due to the absence of finances available to support the role. He had participated in workshops in Bishkek, Kyrgyzstan and the workshop in Suzhou, China, driven by invitations received from MOWCAP members.

The Bureau discussed whether the Goodwill Patron role remained valid and agreed that it should continue. The challenge of keeping track of workshops based on the MoW theme but not organised in connection with the MOWCAP Bureau was also discussed. One mechanism considered was a simple form for workshop organisers to complete, including a list of participants who could be added to the MOWCAP mailing list.

## **5 Membership reports/ activities**

The Secretary General reported that the Bureau had not yet made a request to National Committees to submit an annual report on their present structure and activities for the period 2014 – 2015. This would be progressed following the Bureau meeting. In the meantime, Bureau members were asked to share with the meeting their own knowledge of country activities.

Ms. Vu Thi Minh Huong advised the Bureau that the Vietnam National Committee, established in 2012, had now appointed 20 representatives from institutions across Vietnam. Last year, a seminar on “Promoting national identities through inscribed documentary heritage” was arranged in Da Lat City, Vietnam. Ms Macaskill and Mr Kim had joined to share experience on methods to promote items listed on the MoW registers. In September 2015, another seminar on the preparation and submission of nominations to the MoW registers is scheduled to take place in Ho Chi Minh City.

Dr Edmondson reported that preparations are underway in Canberra, Australia for an exhibition on the MoW programme, which would open in 2016 and would include institutions collecting documentary heritage from across Canberra. A MoW workshop had also been held in Singapore in connection with a conference organised by the Southeast Asia Pacific Audiovisual Archives Association (SEAPAVAA) and hosted by the National Archives of Singapore. Workshops are also planned this year in Timor Leste and Turkmenistan and interest had also been expressed about setting up a Memory of the World Programme in Tonga.

Mr Kim reported that the Korean National Commission for UNESCO had arranged a workshop in Bishkek, Kyrgyzstan in September 2014 for participants to work on submissions for the MoW registers. In August 2015, they would organise a workshop of a similar structure in Jamaica. With regards to activities in Korea, Prof. Suh advised that a university lecture series had been arranged for the public on items listed on the MoW registers.

Ms. Macaskill reported that the Australian and New Zealand National Committees, the Cook Islands and the UNESCO Bangkok Office had partnered to finance important conservation work and framing for the British Proclamation Declaring a Protectorate over the Cook Islands (E Tuatua Akakite). It was added to the MOWCAP register in 2014.

## **6 UNESCO Bangkok Office Update**

Ms Ito provided an update on developments at the UNESCO Bangkok Office concerning the MoW programme. Ms Iskra Panevska had been appointed as Programme Specialist for MoW, located at the UNESCO Head Office in Paris. Ms Ito had relocated from Morocco to the UNESCO Office in Bangkok to take the role of Advisor in Communication and Information and would be the Regional UNESCO Advisor for the MoW programme.

Ms Ito explained that the UNESCO Bangkok Office is responsible for the regional activities of UNESCO as well as being a cluster office for the Mekong countries and this scope is reflected in UNESCO's decentralised budget. Ms Ito reported that this year, UNESCO Bangkok Office had sponsored the travel and accommodation costs for a number of the MOWCAP Bureau members joining the meeting, alongside some small MoW related projects. From the remaining budget of approximately USD4,000, Ms Ito would check whether the MOWCAP website annual hosting fee could be paid for.

Ms Ito also urged the Bureau to put thought and effort into raising funds for MoW related projects and recommended that a database of potential projects be created so that the Bangkok Office can be responsive should last minute funding from UNESCO become available or should UNESCO identify potential partners willing to provide funding. The Bureau discussed its potential role in identifying and recommending projects for funding and agreed that it could use its connections and knowledge of challenges faced by National Committees and institutions holding MoW registered materials and support them in completing the UNESCO application forms for project sponsorship. Ms Macaskill commented that she was in the process of completing the UNESCO forms in relation to MoW projects in the Pacific which would also have international relevance and would share the completed forms with the Bureau for reference.

## **7 Overview of International MOW programme**

### **7.1 Register and Meetings**

Dr Edmondson advised the Bureau that the next meeting of the International Advisory Committee for the MoW programme would be held in Abu Dhabi, United Arab Emirates in September 2015. The main purpose of the meeting is to review the progress achieved and to make recommendations to the Director-General concerning the inscription of documentary heritage on the International Register.

### **7.2 MoW Status in UNESCO**

Dr Edmondson referred the Bureau to the paper circulated in advance of the meeting "Draft Recommendation concerning the Preservation of, Access to, Documentary Heritage in the Digital Era" (appendix 2). This is the current iteration of the document resulting from the Experts' Meeting held in Warsaw in mid-2014 when three members of the MOWCAP Bureau attended and participated in the drafting process. The contents had subsequently been revised by the UNESCO legal advisers into its current form, and sent to all UNESCO National Commissions for comment. This revised draft would be reviewed by an Intergovernmental Special Committee meeting at UNESCO in Paris on 1-2 July 2015. The resulting finalised version would be

submitted to the 38<sup>th</sup> session of the General Conference for consideration by Member States. This Recommendation is intended to underpin the MoW programme and give it a basis in UNESCO legislation.

The Bureau discussed the Draft Recommendation and agreed on the content of a statement to be prepared by Dr Edmondson immediately after the meeting, in response to the paper. It is to be forwarded to Iskra Panevska and circulated to all MOWCAP members, recommending that they draw the statement to the attention of their national delegations who are attending the July Intergovernmental meeting. This statement covering the aspects of the current draft which the Bureau wishes to comment on is available in Appendix 3.

### **7.3 Coordinating MOW, WHC and IHC**

The Bureau considered how to best utilise and maintain the website database tool previously developed by the Communications and Information department at UNESCO Bangkok Office, to capture and compare synergies in the region across the three UNESCO heritage programmes. The meeting recognised that the communication of all three programmes could be made more meaningful and comprehensive through communicating such synergies where they exist as they each tell a part of the same story from a different perspective. Ideas discussed by the Bureau to raise awareness of the value of communicating the synergies included - raising funds to sponsor academic research exploring the synergies and the contribution of documentary heritage; developing a seminar, possibly alongside the MOWCAP General Meeting, and calling for papers on the topic. It was agreed that Ms Ito would coordinate the development of a proposal bringing these elements together with contributions from Mr Engelhardt, Prof.Soh, Dr Abhakorn, and Dr Edmondson by end of July.

## **8 “Memory” – the coffee table book**

Ms Choy advised the Bureau that the Memory Book required a further round of review by the Bureau to confirm the accuracy of the contents of each entry and consistency in the tone and style across all entries. It was agreed that the Bureau members would review the contents of the book and send feedback to Ms Choy by the end of June. The updated draft would then undergo a final proof read by Ms Swinnerton.

## **9 MOWCAP Finance Strategy**

Following on the discussion initiated under Agenda item 6, regarding fundraising initiatives, the Bureau agreed that they did not have the legitimacy to approve submissions for funds but that they would be well placed to provide guidance and to express an opinion regarding regional projects. The MOWCAP General Meetings were identified by the Bureau as a forum where the MOWCAP members could be informed about how to develop a project proposal for submission to UNESCO Bangkok, for inclusion in a database of potential projects for funding. At the General Meetings, members could also be invited to pledge donations to fund projects. Ms Ito confirmed that UNESCO could keep small amounts of funds pledged to MoW

projects by external donors in the UNESCO budget line for two years without overheads being incurred. If large amounts were pledged, UNESCO would create a dedicated account and would deduct from the account amount, any overheads incurred.

Ms Choy and Mr Chu recommended that the Bureau consider establishing a legal entity through registering a society or limited company for the purpose of maintaining its own bank account to hold funds donated to sponsor MoW projects in the region. It was agreed that Ms Choy would circulate a document outlining the merits and negatives of being a non legal entity, a "Society" and a "Limited Company" based upon Hong Kong laws and policies. The Bureau decided that before they could agree a way forward for MOWCAP on this topic, they would also need to understand the preferences of potential donors with regards to whom funds are pledged to and the role of and implications for MOWCAP in managing a legal entity and associated funds.

## **10 MOWCAP Secretariat Office in Korea**

Mr Kim presented an offer from the Asian Culture Centre in Gwangju, Korea, to establish at and through the Centre an office dedicated to supporting the administrative work of MOWCAP. The Centre would provide an office space and a budget of USD100,000 per annum to appoint a permanent employee and cover the operating costs of the office. The management of the office would be placed under the authority of the Chairperson of MOWCAP and the direct supervision of the Secretary General of MOWCAP, and in close cooperation with the UNESCO Regional Adviser for Communication and Information. Mr Kim advised the Bureau that the Asian Culture Centre would open in November this year and should the Bureau wish to accept their offer, the Centre would target to open the MOWCAP office in the first half of 2016.

The Bureau thanked Mr Kim and the Asian Culture Centre for their generous offer, which demonstrates an enduring commitment to the MoW programme. A number of points for further consideration and investigation were raised, particularly the scope of work and the legal mechanisms required to confirm and authorise the relationship with the MOWCAP Bureau. It was agreed that a working group would be convened by Ms Ito, including Ms Swinnerton, Dr Abhakorn and Ms Macaskill to address these points in consultation with Mr Kim and propose a way forward to the Bureau within the next two months.

## **11 MOWCAP communications**

Ms. Macaskill updated the Bureau on the recent communication activity of MOWCAP using our three core communication channels the MOWCAP website, Facebook Page and Newsletters. The content in the redesigned website had been brought up-to-date and the new site was ready to launch and replace the old site. Ms. Macaskill advised that during the process of developing the content for the new site, she had encountered difficulties gathering photographs to illustrate MOWCAP's activities, particularly the regional register and hoped that going forward the nominations

process could require the submission of photographs, with copyright permission for use by MOWCAP.

Further progress included the set-up of an email address - [Mowcapinfo@gmail.com](mailto:Mowcapinfo@gmail.com), the maintenance of a distribution list, and fortnightly updates on the MOWCAP Facebook page to increase our visibility. Going forward Ms. Macaskill proposed adopting a digital template for the presentation and distribution of the MOWCAP Newsletter. Other suggestions included developing a form for National Committees to feed their news into and utilising info graphics on the website alongside photographs, for example, a map of the regional showing the location of registered items.

## **12 Register Nominations**

The Bureau confirmed that the closing date for the next call for nominations this year would be 31<sup>st</sup> October and that this would become the standard closing date for the submission process, which takes place every second year.

Dr Abhakorn advised that the number of submissions to the Regional Register has been increasing and as such the Register Subcommittee was in need of additional members to support the review of nominations. It was agreed that Dr Abhakorn would propose additional members, for approval by the Bureau over email.

The Bureau also defined a process for adding to the Regional Register, items from the region that had been included on the International Register. At the MOWCAP General Meetings, members would be informed of these items from the International Register prior to their inclusion on the Regional Register.

## **13 Facilitating national MOW committees**

The contribution of the regional workshops towards developing successful nominations to the International and Regional Registers was remarked upon. It was noted that since the workshops began, 5 nominations initiated in the workshops had been added to the International Register and 10 had been added to the Regional Register.

Ms. Macaskill briefed the Bureau that she is in the process of identifying potential projects from the Pacific that may qualify for UNESCO funding, if available. One proposal is to develop a case study, based in a national archive of a small country, into the process to effectively introduce the Atom software for cataloguing and providing access to digital copies of records. If the case study is successful, a key outcome would be a best practice tool for implementing the software in small or low budget archive institutions.

## **14 7th General Meeting of MOWCAP 2016**

The Chair reported to the Bureau that MOWCAP had received an invitation from Vietnam to host the next General Meeting in Hue in May 2016. He proposed that the invitation be accepted and the meeting agreed. He proposed that any other countries

that had indicated an interest to host a meeting of MOWCAP be asked whether they would be willing to host the Bureau meeting in 2017.

### **15 Any other business**

As no other business was raised, the Chair closed the meeting, thanking the Bureau for their efforts to complete the agenda and to close a number of items. The Chair observed that a few issues require further consideration, which he felt could be settled through communication and negotiation. Priority tasks include supporting the hosts of the 2016 General Meeting with their preparations, meeting the timetable set for responding to the offer from Korea of sponsoring a MOWCAP administrative office and planning how awareness of the synergies between UNESCO's three heritage programmes can be increased.

The meeting closed with a vote of thanks from the Bureau to the Department of Archaeology and Ministry for Culture for Myanmar, for hosting the meeting.