

MOWCAP BUREAU ELECTIONS 2018

In accordance with MOWCAP statutes, which provide that elections for the Bureau take place every four years, I wish to provide some information to MOWCAP members concerning the election which is due at this year's forthcoming General Meeting in Gwangju 29 May to 1 June 2018. The process for this year's election was determined at the Bureau meeting held in Tokyo in July 2017.

Past practice has been to simply call for nominations from the floor. It was agreed that MOWCAP had now grown to the point where it needed to adopt the standard practice of many professional organisations, and give members an opportunity to consider the available candidates before making their choice at the meeting. Accordingly, candidates will now be asked to provide a supporting statement that will be distributed to members *before* the meeting: no nominations from the floor will be accepted *at* the General Meeting.

This notice will be posted on the MOWCAP website.

THE BUREAU POSITIONS AND THEIR REQUIREMENTS

Article 9(i) of the MOWCAP Statutes provides that:

MOWCAP shall elect a Chairperson, one or more Vice-Chairpersons (as need requires) and a Secretary General to comprise the Bureau. The assigned UNESCO Regional Advisor shall be an ex officio member of the Bureau. If required the Bureau may establish additional positions and appoint Special Advisors whose continued term in office shall be subject to confirmation at the next MOWCAP meeting.

Article 9 (iv) adds:

Bureau members, when acting in that capacity, serve as individuals representing the interests of the whole membership of MOWCAP, and not as representatives of a particular country or national MoW committee.

The requirements attached to the *elected* offices are as follows:

Chairperson: Requires a well informed contemporary and historical understanding of MOWCAP and detailed familiarity with the wider MoW programme, as well as the capacity to lead and coordinate the Bureau and the activities of MOWCAP between General Meetings. Candidates should have an expertise on documentary heritage or related field and demonstrate the capacity to mobilize external funding to MOWCAP. Candidates should have a history of involvement in MoW and would ideally have already served at least one term on the Bureau. This position has a heavy workload.

Secretary General: Works closely with the Chairperson in implementing the practical administration of MOWCAP, in maintaining the minutes of meetings and other records of MOWCAP, in liaising with the MOWCAP Office, national MoW committees and the UNESCO Regional Advisor. A well developed contemporary and historical knowledge of MOWCAP and MoW is required, as well as a good knowledge of UNESCO rules and procedures. This position has a heavy workload.

Vice-chairperson: Candidates should have a knowledge of MoW's aims and objectives, and an understanding of the wider MoW programme. Candidates should ideally have a background of involvement in MoW, whether in a national MOW committee or otherwise. Candidates should have an expertise on documentary heritage or related field and have the ability to mobilize external funding to MOWCAP. They should be willing to accept a portfolio of responsibilities as assigned by the Chairperson.

It is a practical requirement of all the above positions that, by nominating, all candidates declare that they have the time and means to faithfully carry out the responsibilities of their office. Service is **voluntary** and expenses entailed may or may not be reimbursed.

Candidates must be resident within UNESCO's Asia Pacific region. To ensure balance in the composition of the Bureau, there must not be more than one Bureau member from any one country.

HOW TO NOMINATE

Nominations should be lodged on the attached application form, and be submitted by 11 May 2018. Incomplete applications at this date will not be considered. The nomination should include:

The name of the candidate and the position(s) for which he or she is standing

A curriculum vitae and statement in support of the nomination, setting out the candidate's interest in and qualifications for the position(s)

An endorsement by **one** of the following:

- Chair of the candidate's national MoW Committee

- The UNESCO National Commission of the candidate's country, in cases where a national MoW committee is yet to be formed

VOTING

Article 5 (i) of the MOWCAP Statutes provides that:

Each national MoW committee shall have the right to exercise one vote at MOWCAP meetings.

Article 4 (iii) of the MOWCAP statutes provides that it is: An obligation of membership is the submission of an annual report in terms established by the Bureau. The right to vote at MOWCAP meetings is conditional on the timely submission of these reports.

Only accredited MOWCAP delegates who physically attend the General Meeting will be entitled to vote in the election (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.

Order of election:

The election of the Secretary-General shall take place first, followed by the Chair, and then Vice-Chair positions.

Representation on the Bureau:

At the Bureau meeting held in Tokyo in July 2017 the 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 represent the interests of the whole rather than the interests of their own country, 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. This rule will be applied progressively as the voting proceeds.

Li Minghua

MOWCAP chair