EXPERT TIPS AND PRACTICAL ADVICE:
HOW TO PREPARE MEMORY OF THE WORLD
NOMINATIONS FOR ASIA AND THE PACIFIC

Dr Helen Jarvis
Chair, MOWCAP Register Sub-Committee

MOWCAP REGIONAL REGISTER PROCESS

7 APRIL 2022
MOWCAP Regional Register Process

PRINCIPLES & FORMALITIES
PRINCIPLES

MOWCAP
(Memory of the World Committee for Asia and the Pacific)

HAS THE AUTHORITY TO

- approve inscriptions to the MOWCAP Regional Register
- modify any part of the MOWCAP Regional Register process

WORKS USING

- the Memory of the World General Guidelines*
- criteria identical to the International Register but with regional significance*
- management processes and structures in parallel with the International Register

*applying Asia-Pacific variations or scope wherever required
**FORMALITIES**

**DOCUMENTARY HERITAGE FOR NOMINATION**

- **must be submitted via the National Commission for UNESCO or equivalent**

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<tr>
<th>Requirement</th>
<th>Details</th>
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<tr>
<td>Ownership</td>
<td>may be publicly OR privately owned</td>
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<tr>
<td>Submission</td>
<td>may be submitted by any person or organization, including governments and NGOs</td>
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<tr>
<td>Limitation</td>
<td>is limited to three (3) per country in each two-year cycle</td>
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<td>Joint Nominations</td>
<td>is unlimited in number in the case of joint nominations</td>
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SUBMISSION OF NOMINATIONS
involving the National Memory of the World Committee if one exists

NOMINATOR(s) submits
Nomination Dossier = MOWCAP Nomination Form + Appendices

with a signed Support Letter from the relevant National Commission or government body in charge of relations with UNESCO

MOWCAP Secretary-General electronically to mowcapnominations@gmail.com
If the nominators are not the owners/custodians of the documentary heritage, consent must be obtained from the owners/custodians.

If consent cannot be obtained, the nominator(s) must provide an explanation.

Relevant National Memory of the World Committee (or National Commission for UNESCO or equivalent) must be involved in the nomination submission process.
Two (2) or more Member States may submit joint nominations in cases where collections/groupings are divided among owners/custodians.

At least one nominator in the joint nomination submission must be in the Asia-Pacific region.

No limit on number of nominations for submission or number of partners involved.
REVIEW PROCESS (1)
Nomination Dossier Verification

**NOMINATOR**
- Submission of Nomination Dossier

**NATIONAL COMMISSION or equivalent**
- Provision of Support Letter

**MOWCAP**
- Verification of Nomination Dossier by Secretary-General

- Acknowledgement by MOWCAP Secretary-General

- Transmission to Register Subcommittee for Admissibility

- Provision of any requested missing or revised wording to MOWCAP

- Receipt of Acknowledgement from MOWCAP
REVIEW PROCESS (2)

Secretary-General provides full Nomination Dossiers to Register Sub-Committee (RSC)

Register Sub-Committee (RSC) reviews admissibility

MOWCAP publishes titles and summaries of admitted nominations on the MOWCAP website

Secretary-General provides any requested full Nomination Forms

Any contestation triggers the application of the "Incidental Process"

Any comments provided to RSC for review

Action taken by:
- MOWCAP
- Register Sub-Committee (RSC)
REVIEW PROCESS (3)

RSC reviews Nomination Dossiers and may seek external input

RSC prepares preliminary recommendations

Nominators receive preliminary recommendations and prepare any feedback

RSC considers feedback from Nominators and any external expert comment

RSC reports to MOWCAP General Meeting, providing recommendations on inscription, comments on assessed nominations, and brief information on those either deemed inadmissible or withdrawn

Action taken by:
- Nominator
- MOWCAP
- Register Sub-Committee (RSC)
**REVIEW PROCESS (4)**

MOWCAP General Meeting decides by vote on whether to inscribe or not all assessed nominations

MOWCAP Secretary-General informs Nominators and relevant National Commissions of decisions made by MOWCAP General Meeting

MOWCAP Secretary-General updates the MOWCAP Regional Register

New MOWCAP Regional Register inscriptions announced on the MOWCAP website

Action taken by: MOWCAP
THE INCIDENTAL PROCESS
as applied in the MOWCAP Review Process

- Mirrors processes applied to the International Register, modified to MOWCAP’s structure

- Titles and summaries (sections 1 and 2 in Nomination Form) of each nomination deemed admissible by the Register Sub-Committee (RSC) are posted on the MOWCAP website

- Contestations may be submitted on technical or other grounds, and handled as detailed in Section N of the MOWCAP Guidelines for Regional Register
MOWCAP Regional Register Process

CONTESTATIONS, ADDITIONS, REMOVALS & LOST NOMINATIONS

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Members or other stakeholders may contest nominations on “Technical Grounds” if they raise issues associated with inadmissibility and/or criteria for inscription.

All such contestations on “Technical Grounds” shall be submitted through the National Commission for UNESCO or equivalent, involving the National Memory of the World Committee (if one exists).

The Register Sub-Committee (RSC) shall examine the nomination and offer technical advice addressing the questions raised in the contestation to reach a mutually acceptable solution.

Upon satisfaction of parties concerned, the nomination reintegrates the RSC assessment process where it left off.

If concerned parties are not satisfied, they have 30 days from the receipt of the final advice from the RSC to proceed with Contestation on Other Grounds.
CONTESTATIONS on Other Grounds (1)

- Only a Member State of UNESCO directly concerned with the nomination may contest the nomination on “Other Grounds”
- Reasons for contestation must fall outside admissibility and criteria for inscription
- RSC may conduct an expert evaluation of the file confidentially
- Upon satisfaction of parties concerned, the nomination reintegrates the RSC assessment process where it left off
- If concerned parties are not satisfied, they have 30 days from the receipt of the final advice from the RSC to file written request with the MOWCAP Secretary-General to engage in a mediated/facilitated dialogue process, invoking the intervention of UNESCO Bangkok
CONTESTATIONS on Other Grounds (2)

- Costs incurred in the mediated/facilitated dialogue process shall be borne by concerned parties or through voluntary contributions.
- Evaluation and subsequent steps in processing the file throughout the cycle shall be withheld and depend on the results of the mediated/facilitated dialogue process.
- UNESCO Bangkok shall nominate a mediator/facilitator in consultation with concerned parties within 3 to 6 months.
- Concerned parties shall engage in a genuine dialogue process in good faith and spirit of understanding, without time limit.
CONTESTATIONS on Other Grounds (3)

- The outcome of the dialogue may not be prejudged, but concerned Member States are expected to conduct such dialogue in the spirit of the 2015 Recommendation in regards to promoting peace and respecting freedom, democracy, human rights and dignity.

- During the mediated dialogue process, the nomination will be held by the MOWCAP Secretary-General confidentially, accessible only by the concerned parties, the MOWCAP Bureau and Chair of the RSC.

- The title and a short, factual explanatory note on the status of the file shall be published on the MOWCAP website, and the RSC shall report on the dialogue process and its outcome to every General Meeting.

- Upon the concerned parties notifying the Secretary-General of contestation resolution, the nomination file shall be reintroduced with priority in the ongoing review cycle.
Nominating Additions to existing inscriptions are to follow a similar process to Nomination, if further copies of comparable integrity and antiquity are subsequently identified, provided this does not change the character or attributes of the inscription.

The Additions process may be initiated by the owner/custodian, the MOWCAP General Meeting, or the MOWCAP Secretary-General.
REMOVALS
from the MOWCAP Regional Register

Documentary Heritage may be removed from the MOWCAP Regional Register if it has deteriorated, or its integrity has been compromised to the extent that it no longer meets the selection criteria which admitted its inscription.

Removal may be justified if new information causes a re-assessment of the registration and demonstrates its non-eligibility.

Proposals for the removal of an item may be initiated by any person or organization (including MOWCAP) through the Secretary-General.

The proposal for removal will be referred to the RSC for investigation, reporting and recommendation to the MOWCAP General Meeting for removal or retention, or any appropriate corrective action.
In the future, the MOWCAP Regional Register will include a section devoted to the listing of lost and missing heritage which, had it survived, would have been eligible for inclusion in the main body of the Regional Register.

Lost heritage is material that is known to no longer survive, its decay or destruction reliably documented or can be reliably assumed.

Missing heritage is material whose current whereabouts are unknown, but whose loss cannot be confirmed or reliably assumed.
THANK YOU
visit www.mowcapunesco.org