

6th MEETING OF THE MOWCAP BUREAU

Minutes of Meeting

Dates: 6-8 November 2006

Venue: Conference Room, Shanghai Municipal Archives at the Bund
9 Zhongshan Road E2, Shanghai, CHINA

Present: Mr Ray EDMONDSON (Chairperson)
Ms Carmen PADILLA (Vice-Chairperson)
Mr Simon F.K. CHU (Secretary-General)
Dr Susanne ORNAGER (UNESCO Advisor)
Dr M.R. Rujaya ABHAKORN (Goodwill Patron)

In Attendance: Wai-Kwok WAN

Confirmation of Minutes of Last Meetings

1. Members confirmed the draft minutes of the 4th and 5th Bureau meetings (6th and 8th November 2005, Manila, Philippines) without amendment.

Editorial Subcommittee

2. Mr. CHU reported that Mr. GUO Shuyin (Deputy Director General, State Archives Administration of China (SAAC)), the Chairperson of the Editorial Subcommittee had retired. Mr. CHU suggested and endorsed by Members that Mr. EDMONDSON and Dr ORNAGER would, on behalf of MOWCAP, send Ms WANG Hongmin of SAAC a letter inviting SAAC to nominate someone to continue taking up the chairmanship of the Editorial Subcommittee.

"Coffee Table Book"

3. The planning work for the Coffee Table Book, including its contents, layout, marketing/distribution strategy would start immediately after the Editorial Subcommittee had been officially formed.

4. As far as the production work of the Coffee Table Book is concerned, Members agreed/re-confirmed the following at the meeting:

- (a) The Coffee Table Book would be launched at the International Congress on Archives in Kuala Lumpur in 2008;
- (b) This publication would be prepared in English;
- (c) It could be a commercial venture and the Bureau would actively explore the possibility of seeking sponsor partner for this initiative. Mr. EDMONDSON would approach informally the Shanghai Municipal Archives about the sponsorship of the production/printing work;
- (d) An amount of US\$4,500 would be available from UNESCO for holding meetings and the editorial work for preparing the publication; and
- (e) Member countries would contribute articles introducing present and future MOWCAP activities in their country and highlighting their documentary treasures on MOW International Register.

5. It has been decided that, to ensure sufficient geographical representation of the region, representatives from (a) China; (b) Malaysia; (c) Philippines; (d) India; (e) Korea; (f) Japan; (g) Thailand; (h) Cambodia; (i) Mongolia; (j) Indonesia; (k) Vietnam; (l) Australia; and (m) New Zealand be invited to join the Editorial Subcommittee.

Register Subcommittee

6. In response to the Bureau's invitation, Dr ABHAKORN assumed the role as the Chairperson of the Register Subcommittee. Dr ABHAKORN suggested and subsequently agreed by Members that the Register Subcommittee should have no less than three members. After much discussion, arrangements would be made to invite the following individuals to join the Register Subcommittee:

- (a) Setareki TALE (National Archivist of Fiji);
- (b) Ralph REGENVANU (Vanuatu Cultural Institute);
- (c) Alla ASLITDINOVA (Central Scientific Library, Tajikistan); and
- (d) WANG Hongmin (SAAC).

7. The discussion among members of the Register Subcommittee was to be conducted mainly through telephone or e-mail.

Asia/Pacific Regional Register

8. Members re-confirmed the need of setting up the Asia/Pacific Regional Register. It was decided that the assessment criteria should be framed in such a way as to sufficiently demonstrate the geographical influence of the nominated documentary treasures and their consistency with those of the MOW International Register.

9. The Subcommittee would work towards a call for nominations in early 2007 with announcement of the first inscriptions in early 2008. The submissions would be required to reach the Subcommittee by 31st May 2007. A nomination form would be drafted and made available on MOWCAP's official website.

10. The Subcommittee would come up with a list of recommendations which would be presented at MOWCAP's General Meeting in 2008. To this end, the Subcommittee would look into past nominations that had not been accepted for the International Register and invite those institutions who submitted them to reactivate them. Part of the process would involve contacting institutions which had previously lodged nominations for the International Register.

11. To publicly announce the setting up of the Register Subcommittee and the Regional Register, Mr. EDMONDSON would arrange to send a formal letter, on behalf of the Bureau, to all National Commissions in the region inviting member countries to submit nominations to the Register Subcommittee through the Secretary-General.

12. To facilitate further processing, member countries are required to submit their nominations in electronic form.

Use of MOW Logo

13. It was decided that the Register Subcommittee should discuss and codify the rules as to how to use the MOW logo in the context of MOWCAP activities before the next MOWCAP meeting. Ms PADILLA suggested and subsequently agreed by Members that "Asian Pacific" be shown beneath the MOW logo.

MOWCAP General Meeting 2008

14. In response to a suggestion from Australia MOW Committee, Members agreed in principle that the next MOWCAP General meeting be held in Canberra in

February 2008, in conjunction with a MOW conference to be organized by the Australian MOW committee. Mr. EDMONDSON would explore this further with the Australian National Committee.

15. Mr. EDMONDSON advised Members that the Australian MOW Committee was examining the possibility of arranging a "MOW Cultural Tour" immediately following the MOW conference. This is a coach tour visiting the major institutions in Canberra and Sydney and environs, where those on the tour would be able to get a personal and close-up look at items on the national, regional and international MOW registers held by these institutions.

16. Dr ORNAGER advised Members that UNESCO could commit US\$10,000 to this MOWCAP General Meeting from the current budget but was not in a position yet to determine how much could come from the still unformed 2008/2009 biennium budget.

Reports

17. The Chairperson (Mr. EDMONDSON), Secretary-General (Mr. CHU), Regional Advisor (Dr ORNAGER) and Goodwill Patron (Dr ABHAKORN) tabled their activities report at the meeting.

18. Dr ORNAGER briefed Members about the MOW activities in Cambodia. Through her visits to the National Archives and National Library of Cambodia, it was encouraging to note that the country was very supportive of MOW Program.

19. Members reviewed the recent MOW activities and programs across the region, noting especially there were initiatives being undertaken in the Pacific including the compilation of a "register" of foundation documents in Pacific countries.

Review of proposed regional projects

20. At the meeting, Members reviewed the priority of the proposed regional projects. Given the limited resources available, it was agreed that some projects might be shelved for the time being. In the months to come, MOWCAP should accord priority to those awareness promotion activities, in particular the publication of Coffee Table Book.

Fund/sponsorship seeking strategy for regional projects

21. Fund/sponsorship seeking strategy for regional projects was discussed at the meeting. To facilitate fund/sponsorship seeking from outside organizations, Members agreed that a standard project template and guidance should be developed and, in submitting their project proposal, concerned institutions should be required to provide basic information such as objective, description of the scope and coverage, budget and time frame of the project through a standard project template to be developed.

22. Ms PADILLA agreed to take up the design and development work of the standard project template and guidance. It was planned that the draft documents should be available for Members' comment by end of January 2007. After completion, the template and guidelines would be posted on MOWCAP's official website for easy access.

Goodwill Patron

23. Members agreed that Dr ABHAKORN should continue to play the role as Goodwill Patron.

Training manual

24. Dr ORNAGER suggested and subsequently agreed by Members that before making visit arrangement for MOWCAP Goodwill Patron, the Bureau should have a brief manual in place helping member countries to set up National Committee, make nominations for the regional register and develop practical conservation and collection management skills. It was also felt that this training manual would facilitate MOWCAP's fund raising activities.

25. It was decided that this brief manual be made available for Members' comment by end of January 2007. Upon completion, it would be placed on the MOWCAP website. Mr EDMONDSON would discuss with Ms PADILLA further to ascertain if Ms PADILLA could take up the drafting work.

Advocacy of MOWCAP Program

26. At the meeting, Dr ORNAGER presented her report on "Marketing analysis and plan for Memory of the World (MOW) Programme". This report suggested that a structured, focused and sustainable marketing strategy addressing properly the marketing mix of the MOW program in the region be adopted.

27. Members exchanged views on the ways and means to market, promote and sustain the MOW Program in different countries in the region. It was agreed that the Bureau should provide the National Committees with more guidance in respect of how to set up the National Committees, how to promote the MOW Program and how to plan, position and execute projects (see also paragraph 24-25 above).

Nomination of IAC members

28. MOWCAP was required to send its nominations of IAC member for this region by December 2006. After much discussion, the following nominees had been confirmed (as listed according to the priority number):

- (a) WANG Hongmin (SAAC);
- (b) Setareki TALE (National Archives of Fiji);
- (c) Carmen PADILLA (MOWCAP Vice-Chairperson); and
- (d) Alla ASLITDINOVA (Central Scientific Library, Tajikistan).

29. Mr CHU would arrange to send the Bureau's nominations with their curriculum vitae to the Chairperson of IAC.

Special Advisors

30. Mr CHU suggested and subsequently agreed by Members that, subject to availability of funds, Special Advisors should also be invited to join every MOWCAP meeting.

31. Members decided that Ms Sunny LEE (Korean National Commission) be invited to act as a Special Advisor.

32. Arrangement would be made to brief Special Advisors about the Bureau's discussion made in this meeting and request them to provide comment/feedback on MOWCAP's activities.

Sponsorship and Fund Raising Programs

33. Mr CHU would resume discussion with Mr Akira GENBA, Bureau's Special Advisor, after the meeting with regard to plans and campaigns relating to sponsorship and fund raising activities.

34. To facilitate the sponsorship and fund raising campaigns, Members agreed that the issue of MOWCAP's legal status as part of UNESCO should be further considered.

35. As far as MOWCAP bank account is concerned, the Bureau directed the Secretary-General (Mr CHU) to open an account in Hong Kong on behalf of UNESCO Memory of the World Committee for Asia Pacific (also known as MOWCAP). The Bureau also directed that signatures of Mr Ray EDMONDSON and Mr Simon FK CHU be given to the concerned bank as authorized signatures and one of these two signatures can effect transactions of this account.

36. The above resolution was motioned by Ms PADILLA and seconded by Dr ORNAGER.

37. Mr CHU would prepare a resolution recording the above for Members' signature before the closing of Meeting.

MOWCAP Website

38. Members noted the completion and launch of MOWCAP official website which is the first MOW regional website, and thanked the effort of Mr. CHU and his staff in Public Records Office of Hong Kong.

39. After much discussion, Members agreed that the following categories of information be added to the website:

- (a) "Members Activities";
- (b) "Useful Links";
- (c) "How to prepare submissions"; and
- (d) "How to prepare regional project proposal" (including the standard project template and guidance to be developed)

40. As far as item (b) above is concerned, Members were requested to send their proposed links to Mr CHU after the Meeting. As suggested by Mr. EDMONDSON, a brief report on MOW activities in Korea from Ms Sunny LEE would be mounted on the website.

41. Dr ORNAGER introduced to Members the structure and design of the website of UNESCO Bangkok Office. Mr. EDMONDSON asked Members to send comments/feedback, if any, to UNESCO Bangkok Office. Dr ORNAGER would provide Mr. CHU with its URL so that it could be linked through MOWCAP website.

Public Announcement of this Meeting

42. Mr. EDMONDSON would convene a brief session with Members after the meeting with a view to preparing a public announcement reporting the major decisions that Members had come up with at this meeting. It would also be made available on MOWCAP's website.

Close

43. The meeting closed at 5 pm.