

MEMORY OF THE WORLD

Report on the First Bureau Meeting of
the
Asia/Pacific Regional Committee for
the
Memory of the World Program

26 ~ 28 April 1999

Kuala Lumpur

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Preface

The first meeting of the Bureau of the **Asia/Pacific Regional Committee of the Memory of the World Program** (hereafter referred to as the **MOWCAP**) was held in Kuala Lumpur from 26 – 28 April. The meeting was hosted by the National Archives of Malaysia with the financial assistance from UNESCO. Present at the meeting were all members of the Bureau discussing and formulating, among other issues, the work plan of MOWCAP for the year to come (list of participants is at *Appendix A*).

2. This report contains records and documents relating to the first Bureau meeting.

I

The First Bureau Meeting of the MOWCAP (*Asia/Pacific Regional Committee for the Memory of the World Program*) – Minutes of Meeting

Venue : Tunku Abdul Rahman Memorial

Present : **Bureau Members**

Dato' Habibah Zon	(Chairperson)
Ray Edmonson	(Vice-Chairman)
Wang Hongmin	(representing Mr. GUO Shuyin, Vice-Chairman)
Atique Zahar Sheikh	(Vice-Chairman)
Simon Chu	(Secretary General)
Norehan Jaaffar	(Treasurer)

Observers

Delia E. Torrijos	(UNESCO Representative)
Sarah Choy	(Hong Kong)
Guy Petherbridge	(Australia)
Hajah Rahani Jamil	(Malaysia)
Shamsi Shariff	(Malaysia)

Minutes of Meeting

1. **Opening of the Meeting**

- 1.1 Mrs. Habibah, Chairperson of MOWCAP took the chair and called the meeting to order. She welcomed all members to Kuala Lumpur and apologised for not able to have received everyone in the Airport. The Chairperson also expressed her special gratitude to Ms. Delia Torrijos, representative from UNESCO, for participating in the deliberation and also to UNESCO for the financial assistance. The Chairperson then called upon Ms. Torrijos to make an opening speech.

1.2 Ms. Torrijos first of all thanked the Chairperson for insisting UNESCO that she be represented in this meeting. Ms. Torrijos then went on to explain her position in UNESCO and indicated that she could be of some assistance to the deliberation of the meeting because of her experience, contact and the knowledge of the operation of UNESCO.

1.2.1 So far as MOW Program was concerned, Ms Torrijos remarked that there were always hurdles lying in the way towards success. Both UNESCO and the member states, observed Ms Torrijos, had problems of their own too. The problems or difficulties were summed up as below :

- (i) Within member states, communication and co-operation among different agencies and institutions were lacking; there was no concerted effort and understanding among these different entities in the pursuit of documented heritage preservation. The bureaucratic inflexibility displayed by Japan in the first Asia/Pacific Regional Committee was cited to illustrate this point.
- (ii) The lack of support from politicians because of their general apathy and ignorance about the MOW Program.
- (iii) The lack of resources in implementing the program.
- (iv) Low priority given to this Program by UNESCO; not enough voices were made in UNESCO in relation to the MOW Program.

1.2.2 Ms. Torrijos went on to point out that what UNESCO could do was also very limited in terms of funding and the actual implementation of the Program. Therefore it was important and pertinent to have witnessed the setting up of National and Regional Committees of the MOW Program which should start taking more initiatives on their own in promoting the program, as well as securing funds for the implementation of the program. Ms. Torrijos concluded her speech by expressing her concern about the ways funds were used by MOWCAP, saying that most of the funds allocated to MOWCAP were used in organizing meetings and it was time some concrete actions were to be undertaken.

- 1.2.3 The Chairperson thanked Ms. Torrijos for her advice and reassured members that MOWCAP would follow this up.

1.3 *Adoption of Agenda*

- 1.3.1 After some discussion the proposed agenda were amended and adopted (see *Appendix B*). The major changes involved, among others, the addition of an item on house keeping matter discussing the two Administrative Papers drafted by the Secretary General.

2. **Reports**

2.1 *Report by the Chairperson*

- 2.1.1 The Chairperson chose to give an oral report. Main points were summarised as follows :

- (i) The *Report on the First Regional Committee Meeting for the Memory of the World Program in Asia/Pacific* (hereafter referred to as the *Beijing Report*), prepared by the Secretary General and compiled by the Treasurer, was now ready for print.
- (ii) Confirmed the discussion in Beijing that countries in the region should be encouraged to establish their own National Committees for the MOW Program. Citing the case of Japan once again (because of Japan's own bureaucratic procedure, she requested that Bangkok Office of UNESCO should formally invite her to join MOWCAP through the UNESCO National Commission in Japan), it had been decided that UNESCO's regional office in Bangkok would liaise with UNESCO National Commission of individual countries directly with regard to the setting up of National Committees.
- (iii) In the same connection, Bangkok UNESCO Office would be informed of this and would be urged to communicate, for the first instance, with Japan to have things sorted out.

- (iv) The Chairperson had made a visit to Bangkok and reported to UNESCO Bangkok Office on the recent progress of MOWCAP.

2.2 *Report by the Secretariat*

2.2.1 The Chairperson reported on behalf of the Secretariat :

- (i) The ***Beijing Report*** was ready for print and the Chairperson asked if members of the Bureau would adopt the ***Beijing Report***. The Report was subsequently adopted subject to some amendments.
- (ii) Poster and leaflet for the promotion of MOWCAP had been produced and were ready for dissemination. A brochure was also being prepared as part of the publicity program.
- (iii) The Secretariat had also distributed to member states of the region's CDS/ISIS Database.

2.3 *Report by the Treasurer*

2.3.1 Ms. Norehan Jaaffar delivered the Treasurer's Report to the Bureau (full report is at ***Appendix C***).

2.3.2 The Chairperson thanked UNESCO once again for its financial support.

2.4 *Reports on the Activities of the Asia/Pacific Region*

2.4.1 Mr. Ray Edmonson reported on the activities in the Pacific region which included Australia, New Zealand, etc. (full report is at ***Appendix D***).

2.4.2 Mr. Atique Zahar Sheikh reported on activities in the Pakistan, India, etc. (full report is at ***Appendix E***).

2.4.3 Ms Wang Hongmin reported on activities in East Asia region (full report attached at ***Appendix F***).

2.4.3.1 At this juncture Ms. Delia Torrijos remarked that she was “shocked” at the over-representation of China in the Bureau (i.e. China and Hong Kong, China each has one vote). She questioned the membership of Hong Kong in the Committee and in the Bureau as a separate entity from China. Citing the minutes of the *Beijing Report*, Mr. Ray Edmonson explained that Mr. Malama Meleisea of UNESCO Bangkok Office was consulted during the Beijing Meeting and Hong Kong’s status was clarified : for MOW purpose, it would be consistent with UNESCO’s practice for Hong Kong and China each to exercise a vote. Ms Torrijos was not convinced and remarked that UNESCO Bangkok Office had seemingly made a mistake. Secretary General Mr. Simon Chu of Hong Kong observed that the Beijing Report had also been forwarded to UNESCO Headquarters in Paris for endorsement, no question with regard to the Hong Kong issue had ever been raised, Paris apparently had committed the similar blunder as alleged by Ms Torrijos. Having said that, Mr. Chu requested that the status of Hong Kong, as well as his position in the Bureau, be clarified with UNESCO. The Chairperson promised to look into the matter.

2.4.4 Mrs. Dato’ Habibah Zon reported on activities in the South-East Asia Region (full report at *Appendix G*).

3. **Administrative Matters**

3.1 Two papers were tabled for discussion by the Secretary General :

- (i) Statutes of MOWCAP.
- (ii) Rules of Procedures of the Bureau of MOWCAP.

- 3.2 The issue of Hong Kong's status in the MOWCAP and in the Bureau was raised once again by Ms Delia Torrijos when discussing *Article 4 : Voting* of the ***Rules of Procedures of the Bureau***. Ms. Torrijos insisted that MOWCAP was ill-advised during its First Regional Meeting in Beijing by UNESCO Bangkok Office, suggesting that both Bangkok and Paris were overlooking the fact that :
- (i) Hong Kong was not a member of UNESCO, therefore its participation in the MOW Program remained controversial.
 - (ii) Members of the Bureau should be from members of the MOWCAP; therefore the status of Simon Chu from Hong Kong again should be clarified.
- 3.3 The Chairperson was asked to have this issue clarified with UNESCO Headquarters in Paris.
- 3.4 After much deliberation, the two papers were adopted by the Bureau with amendments. The amended versions of the Statutes and the Rules would be brought before the forthcoming Second Regional Committee Meeting for adoption (texts of the two amended papers are at ***Appendices H*** and ***I***).

4. **Work Plan**

- 4.1 Work programs of MOWCAP for the year 1999 - 2000 were discussed, formulated and adopted. ***Appendix J*** outlines all programs and activities to be undertaken during the coming year, the time frame required, programs responsible persons, target output, etc.

5. **The Second Regional Meeting**

- 5.1 Plan for the Second Regional Meeting was discussed. It was decided by the Bureau that the Meeting be held in Bangkok back to back with the Workshop on "submission technique". The dates had been set tentatively in December 2000. Final draft of the programs for both the Regional Meeting and the Workshop would be prepared by the Bureau. Items to be deliberated in the Regional Meeting would include, inter alias, election of new leadership, confirmation of the Statutes of MOWCAP and the Rule of Procedures of the Bureau, review terms of reference and work programs, establishment of Regional Register, forward planning, etc.

- 5.2 It was also stressed that participating countries should furnish reports on the activities of MOW Program in their respective territories, preferably highlighting problems encountered in launching the Program, list of endangered materials, etc.
- 5.3 So far as the Workshop was concerned, it was decided that Ms. Delia Torrijos would be invited as one of the resource persons.

6. **Finance Matters**

- 6.1 The finance aspects of MOWCAP had been discussed. It was felt that MOWCAP needed to explore other funding sources apart from UNESCO. Foundations like the Ford Foundation, Toyota Foundation, Japan Foundation, etc, were potential funding sources. It was agreed that the Chairperson and the Vice Chairpersons would take the matter up.
- 6.2 As far as the financial need for the forthcoming Regional Meeting and the Workshop, the Chairperson and the Secretariat would apply for funds to UNESCO under the Regional Participation Program.

7. **Any Other Business**

- 7.1 Referring to Ms Wang Hongmin's participation in the Bureau Meeting on behalf of Mr. GUO Shuyin, the Chairperson asked if there was a need to stipulate in the Bureau's Rules of Procedures conditions under which Bureau member(s) were to be represented by another person(s) in Bureau Meeting. After some discussion, it was agreed that alternate member(s) could be accepted on behalf of the official member(s) upon the request of the latter.
- 7.2 There being no other business, the Chairperson called upon Ms. Delia Torrijos to make a final remarks on behalf of UNESCO.
- 7.3 Vice-Chairman Mr. Edmonson thanked the staff of the Malaysian National Archives for their effort which made the meeting a successful and a pleasant one.
- 7.4 The Chairperson also expressed her gratitude to all members of the Bureau for their hard work. Thanks also went to Ms. Torrijos for her advice and participation.

8. **Closure of the Meeting**

II

Visit to the National Library of Malaysia (27 April 1999)

An official visit was made to the National Library of Malaysia in the afternoon of April 27. Deputy Director General of the Library Ms. Shahar Bannun Jaafar received participants on behalf of the Director General. A video was shown introducing the history, establishment and functions of the National Library. Mr. Ali Wan of the Library also explained the setting up of the South East Asia Website for the MOW Program by the National Library which was financed by UNESCO.

2. Reception and briefing were followed by a facilities tour of the Library and the participants were also entertained to a delightful exhibition of a collection of rare books written in Jawi.

**Memory of the World Programme
First Bureau Meeting
Regional Committee for Asia Pacific
Kuala Lumpur, Malaysia
26 – 28 April 1999**

<u>No.</u>	<u>Name</u>	<u>Address</u>	<u>Tel/Fax/E-Mail</u>
List of Participant			
1.	Atique Zafar Sheikh	Director General National Archives of Pakistan Islamabad	Fax No : 9206 349 Tel No : 9202 044 E-mail : Moeem_Zafar@hotmail.com
2.	Ry Edmondson	Deputy Director National Film and Sound Archives of Australia GPO Box 2002 Canberra 2601	Fax No : 612 6248 2165 Tel No. : 612 6248 2040 E-mail : Ray_Edmondson@nfsa.gov.au
3.	Delia E. Torrijos	135 Panapaan Bacoor, Cavite 4102 Philippines	Fax No : (632) 891 1144 Tel No : (6346) 417 3153 E-mail : dtorrij@cav.pworld.net.ph E-mail : uhtor@Unesco.org
4.	Wang Hongmin	State Archives Bureau of China 21, Feng Sheng Hutong Beijing, 100032 China	Fax No : (86) 10 6617 5532 Tel No : (86) 10 6309 3287 E-mail : sab@public3.bta.net.cn
5.	Simon F.K. CHU	Government Records Service Director 4/F., Hong Kong Public Records Building, 13, Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong.	Fax No : (852) 2463 5200 Tel No : (852) 2195 7781 E-mail : proinfo@cso.gcn.gov.hk
6.	Dato' Habibah Zon	Director General National Archives of Malaysia Jalan Duta, 50568 Kuala Lumpur	Fax No : 03 6515679 Tel No : 03 6511300 E-mail : habibah@arkib.gov.my
7.	Cik Norehan Jaaffar	Archivist National Archives of Malaysia Jalan Duta 50568 Kuala Lumpur	Fax No : 03 6515679 Tel No : 03 6505801 E-mail : norehan@arkib.gov.my

**Memory of the World Programme
First Bureau Meeting
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<u>No.</u>	<u>Name</u>	<u>Address</u>	<u>Tel/Fax/E-Mail</u>
List of Observer			
1.	Sarah CHOY	Archivists Public Records Office of Hong Kong Hong Kong Public Records Building 13, Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong.	Fax No : (852) 2142 5756 Tel No : (852) 2195 7763 E-mail : proinfo@csso.gov.hk
2.	Guy Petherbridge	Director AusHeritage Regional Coordinator for ASEAN and Central Asia 26 Bay Street Birchgrove NSW 2041 Australia	Fax No : 612 9555 5515 Tel No : 612 9810 4002 E-mail : guy.petherbridge@bigpond.com
3.	Hajah Rahank Jamil	National Archives of Malaysia Jalan Duta 50568 Kuala Lumpur	Fax No : 03 6515679 Tel No : 03 6505702 E-mail : rahani@arkib.gov.my
4.	Shamsi Shariff	National Archives of Malaysia Jalan Duta 50568 Kuala Lumpur	Fax No : 03 6515679 Tel No : 03 6505707 E-mail : shamsi@arkib.gov.my

Agenda

1. Opening of the meeting

- 1.1 Opening speech by the Chairman
- 1.2 Speech by the UNESCO representative
- 1.3 Adoption of the agenda

No additional item was proposed o the Secretariat after the circulation of the draft agenda. Matters for discussion not included in the draft agenda should be listed before the adoption of the agenda.

2. Reports

2.1 Report by the Chairman

Discussion with the UNESCO representative in Bangkok.

2.2 Report by the Secretariat

2.2.1 Work Progress

- i) the publication of report.
- ii) the publication of posters and leaflet.
- iii) distribution of CDS/ISIS database to member countries.

2.3 Report by the Treasurer

2.3.1 Funds received

2.3.2 Expenses incurred

2.4 Report on the activities of the Asia/Pacific region

All members are requested to present an oral report on the progress of the MoW programme since the Beijing meeting.

3. Administrative Matter

4. Work Plan

- 4.1 Promotion of the MoW programme
- 4.2 Establishment of the Regional/National Register
- 4.3 The MoW South East Asia Web
- 4.4 The MoW Asia Pacific Web

5. The Second Regional Meeting

5.1 Organisation

On the basis of the proposals to be made by the Bureau, decisions will be made on the date, the venue, the attendance and the programme of the meeting. The Secretariat will be given instructions on the intellectual preparation of the meeting.

5.2 Draft agenda

The preliminary draft agenda will be established by the Bureau.

5.3 Funding

The Bureau will give advice to the host country on the :

- i) breakdown of the budget
- ii) the financial operation to be considered

6. Financial matters

- 6.1 Financial needs and fund raising

7. Any other matters

8. Closure of the meeting

**UNESCO Fund – The Asia/Pacific Regional committee for the
Memory of the World Programme
Statement of Account for Contract No. 848.842.9**

Credit (RM)	Debit	RM
1. Total allocation = US\$8,865.00@RM3.760 = RM33,332.40	1. Travelling Expenses	
	1.1 Air tickets	
	(a) HK/KL/HK	RM2,462.00
	(b) Beijing/KL/Beijing	RM4,744.00
	(c) Islamabad/KL/ Islamabad	RM4,619.00
	(d) Mainila/KL/ Bangkok/Manila	RM3,532.00
		RM15,357.00
	2. Per diem	
	2.1 Per diem for 7 members @US\$100.00 for 5 days	RM13,160.00
	2.2 Per diem for Ms. Delia in Bangkok@US\$106.00 for 5 days	RM1,992.80
		RM15,152.80
	3. Secretariat Expenses :	
	3.1 Fax, telephone, postage etc	RM1,500.00
	3.2 Transportation, claims and overtime	RM1,322.60
		RM33,332.40
Total : RM33,332.40 (US\$8,865.00)	Total :	RM33,332.40 (US\$8,865.00)

Note : UNESCO is kindly requested to reimburse the balance of US\$3,865.00 to cover the expenses used by the Secretariat.

Prepared by :

(MS. NOREHAN JAAFFAR)
Treasurer
The Asia/Pacific Regional Committee
For the Memory of the World Programme

Endorsed by :

(MRS. DATO' HABIBAHZON YAHAYA)
Chairman
The Asia/Pacific Regional Committee
for the Memory of the World Programme

PAKISTAN

**Country Report for the
First Asia Pacific Bureau Meeting for the
Memory of the World Programme Kuala Lumpur (Malaysia)
26 – 28 April 1999**

The first regional committee meeting and workshop on Strategy and Resources Mobilization for the Memory of the world programme in Asia Pacific was held in Beijing (China) from 17 – 20 November, 1998 in which Pakistan was represented by me and I was re-elected as its Vice Chairperson.

2. Historically the national written heritage of Pakistan can be divided into two main categories :

- (i) Material inherited prior to the creation of Pakistan in August, 1947.
- (ii) Material discovered and collection after 1947.

3. In the first category of material Pakistan inherited some most important personal collections of the leaders and workers who fought for the creation of Pakistan Papers relating to the All India Muslim League which was established in 1906 and carried out the struggle for the establishment of Pakistan up to August, 1947.

4. All the public records creation in the various administrative districts now in Pakistan, during the British period and early administration in India.

5. Public records available in the Provinces of Pakistan which had Record Offices even during the British period.

6. In the field of documentary heritage, we have been able to preserve the largest private collection of the Quaid-I-Azam Papers numbering about 1,500,000 pages which has been repaired, restored, microfilmed and photo-copied and is available to the research scholars for the last 20 years.

7. The other important collection which which has been preserved includes the papers of the All India Muslim League. The collection has also been repaired, restored, microfilmed, photo-copied and is available to the

research scholars.

Appendix E-2

8. Efforts have been made to survey the district records in 80 districts of Pakistan. The records which, in my opinion could be included in the category of endangered collections, are being looked after under the supervision of the local administration. The National Archives and the provincial Archives are providing maximum professional help to them. However, these records will need more attention for preservation.

9. Similarly, collections of literary and Quranic manuscripts in the National Museum, Karachi are being preserved on scientific lines and a special conservation laboratory has been established. However, still a lot of work in to be done to save these precious collections.

10. Among other important collections is a collection of Manuscripts, both literary and Quranic, in the Punjab Public Library, Lahore. In order to preserve this collection on scientific lines, all preventive measures have been adopted. The Building has been renovated, proper almirahs have been provided. A microfilming unit has been established and work of repair and preservation is in process.

11. Another endangered collection is at Khairpur Public Library. in order to save this collection, it has also been microfilmed but the work of repair, restoration is still not satisfactory and this important collection would need our special attention.

12. Amongst the Federal Government records which have been saved by the National Archives from total destruction, include legal documents such as Acts and Ordinances which were stored in the basement of Ministry of Law in Islamabad. These documents were damaged due to rain water. However, immediate action was taken on the report of the Ministry of Law. ninety percent of these documents have been saved, repaired, restored and microfilmed. But luckily all these ordinances and acts are available in printed form.

13. All these collections should form part of the National heritage to be included In the Memory of the World Programme. this programme will yet be another example of cooperation on the regional level and will help the developing countries to preserve their documentary heritage.

14. Some of the example of local and regional collaboration in case of Pakistan would be the organization of SAARC countries and ICA's regional body SWARBICA. These have helped increasing greater awareness for the preservation of archival and documentary heritage and also in demonstrating preservation techniques and organizing seminars on training, computer

technology, preservation of traditional and non-traditional records.

Appendix E-3

15. National priority of endangered collections is based on the survey conducted by the National Archives in connection with the Guide to the Sources of Asian History and another survey of library and archival materials conducted with the help of the Government of Holland and UNDP etc.

16. As regards nomination of rare collections on the Memory of the World Register, Pakistan had nominated the following two collections for the Memory of the World (MOW) Program :-

- (i) The Quaid-I-Azam papers collection.
- (ii) The Archives of the Freedom Movement.

17. These nomination were examined by the International Advisory Committee for Memory of the World Program. The nomination of the Quaid-I-Azam papers on the Memory of the world Register has been approved and Audio Visual material like photographs, slides, sound recording, films etc. are being prepared for dispatch to the committee. The material will be helpful. As regards Archives of Freedom Movement a joint application from India and Pakistan has been proposed. However this not be feasible in the present situation. It may be further stated that the Archives of Freedom Movement are the records of the All India Muslim League (f. 1906); the political party which spearheaded the freedom Movement of the Muslims of India.

18. A National Committee for the Memory of the World (MOW) Program has already been formed with a view to explore and identify new collections of documentary heritage within the Country. A meeting of the National Committee was held at Islamabad in December, 1998. As proposed by the National Committee, Provincial Committees known as "Provincial Chapters" have also been set up in all the four provinces of Pakistan. The provincial committee of the province of the Punjab has nominated the following two important collections for inclusion in the MOW Program.

- (i) Agencies Records (1804 – 1857)
- (ii) The Mutiny (War of Independence) Records (1857 – 1858)

19. A National Register for MOW Program has also been established in the National Archives of Pakistan which enlists important archival collections. The register will also record endangered collections and the documentary heritage of Pakistan.

Appendix E-4

20. As regards the funding, so far we have not received major funding from the outside funding agencies in the field of preservation. Mostly this has been done with our own funding except that some equipments have been received by the National Archives of National Museum of Pakistan Karachi under the Japanese Cultural Grant and United Nation Development Programme. It is further stated that so far we have not received any funds for the Memory of the World program in Asia Pacific.

Status Report of the MoW Programme South–East Asia Region

For the South East Asian Region, the progress on the MoW programme is as follows :

- (1) **Formation of national committees** – A National Committee has been formed in Malaysia. It constitutes institutions whose functions and objectives are in one way or another are geared towards preserving and protecting the nation's heritage. They include among others, the National Library, Museum Department, Malaysian Historical Society, Heritage Trust Malaysia etc.

In the Philippines there has already been in existence since 1987 the National Commission of Culture and the Arts, whose main objectives are to preserve and protect the historical and cultural heritage of the country.

- (2) Questionnaires were distributed and information collated on the whereabouts and the types of sources regarded as documentary heritage. Questionnaires were sent to 23 countries and most responded by returning the completed forms.
- (3) Nomination forms for the projects to be submitted to UNWESCO have been distributed to countries in the region but to date there is no response. As for Malaysia, these forms are being translated into the Malay language to enable local agencies to make their submission, and subsequently enabling their project to be included in the National Register.
- (4) **Promotion** – printing of poster and leaflet. The posters and leaflets will be posted to all member countries.
- (5) **The South East Asia web** – The National Library of Malaysia with the financial aid from UNESCO will conduct a workshop on the creation of the MoW south East Asia web in November 1999. With the creation of the web, information on the rare collection of the South East Asian countries can be accessed through the internet. The details on this workshop will be presented to the Bureau in another session of this meeting.
- (6) **The SEAPAVAA Conference** – A paper on the MoW Programme was presented during this Conference. This will help raise awareness among those attending the Conference.
- (7) **SARBICA** – SARBICA will hold its General Conference in October 1999. The Chair-person of MoW will take this opportunity to explain the MoW Programme and urge members to be supportive by lending

both material and moral support.

Appendix H-1

**Statutes of the
Asia/Pacific Regional Committee for the
"Memory of the World program"**

Article 1 : Name

The name of this Committee shall be the “Asia/Pacific Regional Committee for the Memory of the World Program”, referred to as the Committee in this Statutes.

Article 2 : Objectives

The Committee’s objective is to promote, facilitate and monitor the Memory of the World (MoW) Program within the region, and to represent the region’s perspective at the international level. In particular, it will support and facilitate nominations and encourage adequate representation of the region’s documentary heritage in the International MoW Register. It will also support and complement the work of the National MoW Committees and, where appropriate, encourage or initiative nominations.

Article 3 : Terms of Reference

The Committee shall be responsible for the following functions :

- (i) To increase awareness of the important of documentary heritage, improve its accessibility and use;
- (ii) To promote resource sharing and optimal use of resource in the region;
- (iii) To mobilize political, social and economic support for the MoW Asia/Pacific Program;
- (iv) To encourage cross country linkages of valuable collections with multi-country cultural significance;
- (v) To encourage the establishment of national MoW committees;
- (vi) To maintain the Asia/Pacific Regional register of MoW documentary heritage;
- (vii) To discuss the selection criteria and any other matters determined by the International Advisory Committee and make recommendations; and
- (viii) To mobilize resources and support for the MoW projects/activities.

Article 4 : Membership

The Committee shall be composed of delegates from individual National Committees of the Memory of the World Program of UNESCO member States in the Asia/Pacific region.

Article 5 : Session

The Asia/Pacific Committee shall meet in ordinary session once every two years. It may meet in extraordinary session, if it decides to do so, or if summoned by the Bureau.

2. The Bureau shall draw up the agenda for the sessions of the committee.

Article 6 : Voting

Each UNESCO member state represented by delegates of its respective “Memory of the world” National Committee shall receive one vote in the Asia/Pacific Committee.

Article 7 : Quorum

The presence of half of the members at the meeting shall constitute a quorum.

Article 8 : Observers

The chairperson, on the recommendation of the Bureau, may invite or admit as observers at specified sessions of the committee. Observers shall not have the right to vote.

Article 9 : The Bureau

The Asia/Pacific Committee shall elect a Chairperson, three vice Chairpersons, a Secretary General, and a Treasurer who shall constitute the Bureau of the Committee.

2. The term of office of Bureau officers shall be four years. It is renewable once.
3. The Bureau shall establish its Rules of Procedure which shall be submitted to the Regional Committee for approval.

Article 10 : Amendment

These Statutes may be amended by the Regional Committee.

**The Bureau : Asia/Pacific Regional Committee
for the Memory of the World Program**

Rules of Procedure

Rule 1 : Membership

The Bureau shall be composed of 6 members including a Chairperson and three vice-chairpersons representing four regions : (i) Pacific, (ii) South West Asia, (iii) South East Asia, and (iv) East Asia, a Secretary General and a Treasurer.

2. Bureau members shall be elected by the Asia/Pacific Committee for a term of four years. The term of office is renewable once.

Rule 2 : Functions

The Bureau shall prepare the agenda for the Asia/Pacific Committee meetings.

2. The Bureau shall be responsible for the planning, organizing, implementation and monitoring of the work programs approved by the Asia/Pacific Committee.

Rule 3 : Sessions

The Bureau shall normally meet once a year. The Chairperson may summon extraordinary sessions where necessary.

Rule 4 : Voting

Each member in the Bureau shall have one vote.

2. Decisions shall be taken by a simple majority of the members present and voting.
3. If a vote is equally divided, the proposal shall be regarded as rejected.

Rule 5 : Quorum

The presence of half of the members in the Bureau at a session shall constitute a quorum.

Rule 6 : Functions of the Chairperson and Vice-Chairpersons

The Chairperson shall have the following powers : he or she shall declare the opening and closing of meetings, direct discussions, ensure observance of these Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. He or she shall rule on points of order and control the proceedings and maintenance of order.

2. Both the Chairperson and Vice-Chairpersons are responsible for planning, coordinating, implementing and monitoring the work program in their designated regions.
3. In the absence of the Chairperson during the session, his or her functions shall be exercised in turn by the Vice-Chairpersons.
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In order to undertake programs of the Asia/Pacific committee, the Bureau may establish such subsidiary bodies as it considers necessary within the limit of funds available.

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The Secretariat shall consist of such staff as may be required and can be supported by the host institution. Its location shall be recommended by the Bureau and approved by the Committee.

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3. The Secretariat shall administer and be the custodian of all properties of the Asia/Pacific Committee.

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The Bureau shall prepare the (annual or biannual?) budget for the approval of the Committee.

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4. The Treasurer shall present a financial report in the biannual session of the Asia/Pacific Committee.

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Proposal for amendments to these Rules shall receive the approval of the Bureau by a simple majority before submission to the Committee for consideration and final approval.

Work Program of MOWCAP 1999 – 2000

Activity	Time Frame	Responsible Party	Target Output	Remarks/Resources
1. Verify list of countries	May – June 1999	Chairperson and Vice-Chairpersons	Verification of member countries in each sub-region with information sent to Secretary General	-
2. Prepare guideline for establishment of national committees	May – July 1999	Secretary General	Draft guideline available for comment	Mounted on a website
3. Develop MoWCAP Website	May – September 1999	Norehan Chairperson Delia	(a) Prepares initial content (b) Communicates with UNESCO Headquarters in Paris for assistance (c) Communicate with Bangkok Regional Office for assistance (d) Mount website on the server of Bangkok Office	*Norehan to co-ordinate contribution from other members - *Delia requested to assist on behalf the Bureau -
4. Increase MowCAP membership	May 1999 – end of 2000	Chairperson and Vice Chairpersons	Increase from 7 to 15 members	At least 2 from each sub-region
5. Develop matrix baseline data/information on Documentary Heritage	May – June 1999 Mid June – September 1999 October 1999	Secretary General Chairperson and Vice-Chairpersons Secretary General	(a) Draft structure circulated for comment (b) Information collection (c) Analysis of findings	Some information will be incorporated into the website - -

Activity	Time Frame	Responsible Party	Target Output	Remarks/Resources
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			for distribution to member for comment and use	
7. Develop list of experts within Asia Pacific Region	May – September 1999	Chairperson and Vice Chairpersons Mr. Atique to co-ordinate	List available to the Bureau	-
8. Prepare common statement for MoWCAP	May – June 1999	Chairperson	Issue of Statement	-
9. Develop selection criteria, guideline, etc. for the Regional Register	May – September 1999	Ray Edmondson	Draft available for discussion	-
10. (a) Workshop on the Submission Technique (b) Meeting of Regional Committee	December 2000 (2 days) December 2000 (3 days)	Chairperson	(a) Train members in the needed technique (b) Election of new leadership, confirmation of statutes and Rule of Procedure, review term of reference and work program, establishment of Regional Register, and forward planing	-

Appendix J-3

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12. Communications	May 1999 – December 2000	Chairperson and Vice Chairperson	Placement of information in Journals, media and conferences	-

Other Recommendations :

1. Chairperson writes to Paris to verify the position of Hong Kong's participation in the Bureau and in the Committee (letter to be copied to Chinese National Commission for UNESCO).
2. Decide on the acronym for the Committee.
3. Application for funds under the Regional Participation Program to subsidize meeting of the Bureau and the Regional Committee and Workshop.
4. Chairperson to contact National Archives of Thailand as the host for the 2000 Regional Committee Meeting.
5. Bangkok Office to write to Japan.
6. Update the amended versions of the Statutes and the Rules for the adoption in The Second Regional Committee Meeting.

**Memory of the World Programme
First Bureau Meeting
Regional Committee for Asia Pacific
Kuala Lumpur, Malaysia
26 – 28 April 1999**

<u>No.</u>	<u>Name</u>	<u>Address</u>	<u>Tel/Fax/E-Mail</u>
List of Participant			
1.	Atique Zafar Sheikh	Director General National Archives of Pakistan Islamabad	Fax No : 9206 349 Tel No : 9202 044 E-mail : Moeem_Zafar@hotmail.com
2.	Ry Edmondson	Deputy Director National Film and Sound Archives of Australia GPO Box 2002 Canberra 2601	Fax No : 612 6248 2165 Tel No. : 612 6248 2040 E-mail : Ray_Edmondson@nfsa.gov.au
3.	Delia E. Torrijos	135 Panapaan Bacoor, Cavite 4102 Philippines	Fax No : (632) 891 1144 Tel No : (6346) 417 3153 E-mail : dtorrij@cav.pworld.net.ph E-mail : uhtor@Unesco.org
4.	Wang Hongmin	State Archives Bureau of China 21, Feng Sheng Hutong Beijing, 100032 China	Fax No : (86) 10 6617 5532 Tel No : (86) 10 6309 3287 E-mail : sab@public3.bta.net.cn
5.	Simon F.K. CHU	Government Records Service Director 4/F., Hong Kong Public Records Building, 13, Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong.	Fax No : (852) 2463 5200 Tel No : (852) 2195 7781 E-mail : proinfo@csso.gen.gov.hk
6.	Dato' Habibah Zon	Director General National Archives of Malaysia Jalan Duta, 50568 Kuala Lumpur	Fax No : 03 6515679 Tel No : 03 6511300 E-mail : habibah@arkib.gov.my
7.	Cik Norehan Jaaffar	Archivist National Archives of Malaysia Jalan Duta	Fax No : 03 6515679 Tel No : 03 6505801 E-mail : norehan@arkib.gov.my

50568 Kuala Lumpur

**Memory of the World Programme
First Bureau Meeting
Regional Committee for Asia Pacific
Kuala Lumpur, Malaysia
26 – 28 April 1999**

<u>No.</u>	<u>Name</u>	<u>Address</u>	<u>Tel/Fax/E-Mail</u>
List of Observer			
1.	Sarah CHOY	Archivists Public Records Office of Hong Kong Hong Kong Public Records Building 13, Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong.	Fax No : (852) 2142 5756 Tel No : (852) 2195 7763 E-mail : proinfo@cso.gcn.gov.hk
2.	Guy Petherbridge	Director AusHeritage Regional Coordinator for ASEAN and Central Asia 26 Bay Street Birchgrove NSW 2041 Australia	Fax No : 612 9555 5515 Tel No : 612 9810 4002 E-mail : guy.petherbridge@bigpond.com
3.	Hajah Rahank Jamil	National Archives of Malaysia Jalan Duta 50568 Kuala Lumpur	Fax No : 03 6515679 Tel No : 03 6505702 E-mail : rahani@arkib.gov.my
4.	Shamsi Shariff	National Archives of Malaysia Jalan Duta 50568 Kuala Lumpur	Fax No : 03 6515679 Tel No : 03 6505707 E-mail : shamsi@arkib.gov.my

Agenda

1. Opening of the meeting

- 1.1 Opening speech by the Chairman
- 1.2 Speech by the UNESCO representative
- 1.3 Adoption of the agenda

No additional item was proposed to the Secretariat after the circulation of the draft agenda. Matters for discussion not included in the draft agenda should be listed before the adoption of the agenda.

2. Reports

2.1 Report by the Chairman

Discussion with the UNESCO representative in Bangkok.

2.2 Report by the Secretariat

2.2.1 Work Progress

- i) the publication of report.
- ii) the publication of posters and leaflet.
- iii) distribution of CDS/ISIS database to member countries.

2.3 Report by the Treasurer

2.3.1 Funds received

2.3.2 Expenses incurred

2.4 Report on the activities of the Asia/Pacific region

All members are requested to present an oral report on the progress of the MoW programme since the Beijing meeting.

3. Administrative Matter

4. Work Plan

- 4.1 Promotion of the MoW programme
- 4.2 Establishment of the Regional/National Register
- 4.3 The MoW South East Asia Web
- 4.4 The MoW Asia Pacific Web

5. The Second Regional Meeting

5.1 Organisation

On the basis of the proposals to be made by the Bureau, decisions will be made on the date, the venue, the attendance and the programme of the meeting. The Secretariat will be given instructions on the intellectual preparation of the meeting.

5.2 Draft agenda

The preliminary draft agenda will be established by the Bureau.

5.3 Funding

The Bureau will give advice to the host country on the :

- i) breakdown of the budget
- ii) the financial operation to be considered

6. Financial matters

- 6.1 Financial needs and fund raising

7. Any other matters

8. Closure of the meeting

**UNESCO Fund – The Asia/Pacific Regional committee for the
Memory of the World Programme
Statement of Account for Contract No. 848.842.9**

Credit (RM)	Debit	RM
1. Total allocation = US\$8,865.00@RM3.760 = RM33,332.40	1. Travelling Expenses	
	1.1 Air tickets	
	(a) HK/KL/HK	RM2,462.00
	(b) Beijing/KL/Beijing	RM4,744.00
	(c) Islamabad/KL/ Islamabad	RM4,619.00
	(d) Mainila/KL/ Bangkok/Manila	RM3,532.00
		<hr/> RM15,357.00
2. Amount allocated at (23.4.99) = US\$5,000.00@RM3.760 = RM18,800.00	2. Per diem	
	2.1 Per diem for 7 members @US\$100.00 for 5 days	RM13,160.00
	2.2 Per diem for Ms. Delia in Bangkok@US\$106.00 for 5 days	RM1,992.80
		<hr/> RM15,152.80
	3. Secretariat Expenses :	
	3.1 Fax, telephone, postage etc	RM1,500.00
	3.2 Transportation, claims and overtime	RM1,322.60
		<hr/>
Total : RM33,332.40 (US\$8,865.00)	Total :	RM33,332.40 (US\$8,865.00)

Note : UNESCO is kindly requested to reimburse the balance of US\$3,865.00 to cover the expenses used by the Secretariat.

Prepared by :

(MS. NOREHAN JAAFFAR)
Treasurer
The Asia/Pacific Regional Committee
for the Memory of the World Programme

Endorsed by :

(MRS. DATO' HABIBAHZON YAHAYA)
Chairman
The Asia/Pacific Regional Committee
for the Memory of the World Programme

PAKISTAN

Country Report for the First Asia Pacific Bureau Meeting for the Memory of the World Programme Kuala Lumpur (Malaysia) 26 – 28 April 1999

The first regional committee meeting and workshop on Strategy and Resources Mobilization for the Memory of the world programme in Asia Pacific was held in Beijing (China) from 17 – 20 November, 1998 in which Pakistan was represented by me and I was re-elected as its Vice Chairperson.

2. Historically the national written heritage of Pakistan can be divided into two main categories :

- (i) Material inherited prior to the creation of Pakistan in August, 1947.
- (ii) Material discovered and collection after 1947.

3. In the first category of material Pakistan inherited some most important personal collections of the leaders and workers who fought for the creation of Pakistan Papers relating to the All India Muslim League which was established in 1906 and carried out the struggle for the establishment of Pakistan up to August, 1947.

4. All the public records creation in the various administrative districts now in Pakistan, during the British period and early administration in India.

5. Public records available in the Provinces of Pakistan which had Record Offices even during the British period.

6. In the field of documentary heritage, we have been able to preserve the largest private collection of the Quaid-I-Azam Papers numbering about 1,500,000 pages which has been repaired, restored, microfilmed and photo-copied and is available to the research scholars for the last 20 years.

7. The other important collection which which has been preserved includes the papers of the All India Muslim League. The collection has also been repaired, restored, microfilmed, photo-copied and is available to the

research scholars.

Appendix E-2

8. Efforts have been made to survey the district records in 80 districts of Pakistan. The records which, in my opinion could be included in the category of endangered collections, are being looked after under the supervision of the local administration. The National Archives and the provincial Archives are providing maximum professional help to them. However, these records will need more attention for preservation.

9. Similarly, collections of literary and Quranic manuscripts in the National Museum, Karachi are being preserved on scientific lines and a special conservation laboratory has been established. However, still a lot of work in to be done to save these precious collections.

10. Among other important collections is a collection of Manuscripts, both literary and Quranic, in the Punjab Public Library, Lahore. In order to preserve this collection on scientific lines, all preventive measures have been adopted. The Building has been renovated, proper almirahs have been provided. A microfilming unit has been established and work of repair and preservation is in process.

11. Another endangered collection is at Khairpur Public Library. in order to save this collection, it has also been microfilmed but the work of repair, restoration is still not satisfactory and this important collection would need our special attention.

12. Amongst the Federal Government records which have been saved by the National Archives from total destruction, include legal documents such as Acts and Ordinances which were stored in the basement of Ministry of Law in Islamabad. These documents were damaged due to rain water. However, immediate action was taken on the report of the Ministry of Law. ninety percent of these documents have been saved, repaired, restored and microfilmed. But luckily all these ordinances and acts are available in printed form.

13. All these collections should form part of the National heritage to be included In the Memory of the World Programme. this programme will yet be another example of cooperation on the regional level and will help the developing countries to preserve their documentary heritage.

14. Some of the example of local and regional collaboration in case of Pakistan would be the organization of SAARC countries and ICA's regional body SWARBICA. These have helped increasing greater awareness for the preservation of archival and documentary heritage and also in demonstrating preservation techniques and organizing seminars on training, computer

technology, preservation of traditional and non-traditional records.

Appendix E-3

15. National priority of endangered collections is based on the survey conducted by the National Archives in connection with the Guide to the Sources of Asian History and another survey of library and archival materials conducted with the help of the Government of Holland and UNDP etc.

16. As regards nomination of rare collections on the Memory of the World Register, Pakistan had nominated the following two collections for the Memory of the World (MOW) Program :-

- (i) The Quaid-I-Azam papers collection.
- (ii) The Archives of the Freedom Movement.

17. These nomination were examined by the International Advisory Committee for Memory of the World Program. The nomination of the Quaid-I-Azam papers on the Memory of the world Register has been approved and Audio Visual material like photographs, slides, sound recording, films etc. are being prepared for dispatch to the committee. The material will be helpful. As regards Archives of Freedom Movement a joint application from India and Pakistan has been proposed. However this not be feasible in the present situation. It may be further stated that the Archives of Freedom Movement are the records of the All India Muslim League (f. 1906); the political party which spearheaded the freedom Movement of the Muslims of India.

18. A National Committee for the Memory of the World (MOW) Program has already been formed with a view to explore and identify new collections of documentary heritage within the Country. A meeting of the National Committee was held at Islamabad in December, 1998. As proposed by the National Committee, Provincial Committees known as "Provincial Chapters" have also been set up in all the four provinces of Pakistan. The provincial committee of the province of the Punjab has nominated the following two important collections for inclusion in the MOW Program.

- (i) Agencies Records (1804 – 1857)
- (ii) The Mutiny (War of Independence) Records (1857 – 1858)

19. A National Register for MOW Program has also been established in the National Archives of Pakistan which enlists important archival collections. The register will also record endangered collections and the documentary heritage of Pakistan.

Appendix E-4

20. As regards the funding, so far we have not received major funding from the outside funding agencies in the field of preservation. Mostly this has been done with our own funding except that some equipments have been received by the National Archives of National Museum of Pakistan Karachi under the Japanese Cultural Grant and United Nation Development Programme. It is further stated that so far we have not received any funds for the Memory of the World program in Asia Pacific.

Status Report of the MoW Programme South–East Asia Region

For the South East Asian Region, the progress on the MoW programme is as follows :

- (1) **Formation of national committees** – A National Committee has been formed in Malaysia. It constitutes institutions whose functions and objectives are in one way or another are geared towards preserving and protecting the nation's heritage. They include among others, the National Library, Museum Department, Malaysian Historical Society, Heritage Trust Malaysia etc.

In the Philippines there has already been in existence since 1987 the National Commission of Culture and the Arts, whose main objectives are to preserve and protect the historical and cultural heritage of the country.

- (2) Questionnaires were distributed and information collated on the whereabouts and the types of sources regarded as documentary heritage. Questionnaires were sent to 23 countries and most responded by returning the completed forms.
- (3) Nomination forms for the projects to be submitted to UNWESCO have been distributed to countries in the region but to date there is no response. As for Malaysia, these forms are being translated into the Malay language to enable local agencies to make their submission, and subsequently enabling their project to be included in the National Register.
- (4) **Promotion** – printing of poster and leaflet. The posters and leaflets will be posted to all member countries.
- (5) **The South East Asia web** – The National Library of Malaysia with the financial aid from UNESCO will conduct a workshop on the creation of the MoW south East Asia web in November 1999. With the creation of the web, information on the rare collection of the South East Asian countries can be accessed through the internet. The details on this workshop will be presented to the Bureau in another session of this meeting.
- (6) **The SEAPAVAA Conference** – A paper on the MoW Programme was presented during this Conference. This will help raise awareness among those attending the Conference.
- (7) **SARBICA** – SARBICA will hold its General Conference in October 1999. The Chair-person of MoW will take this opportunity to explain the MoW Programme and urge members to be supportive by lending both material and moral support.

**Statutes of the
Asia/Pacific Regional Committee for the
“Memory of the World program”**

Article 1 : Name

The name of this Committee shall be the “Asia/Pacific Regional Committee for the Memory of the World Program”, referred to as the Committee in this Statutes.

Article 2 : Objectives

The Committee’s objective is to promote, facilitate and monitor the Memory of the World (MoW) Program within the region, and to represent the region’s perspective at the international level. In particular, it will support and facilitate nominations and encourage adequate representation of the region’s documentary heritage in the International MoW Register. It will also support and complement the work of the National MoW Committees and, where appropriate, encourage or initiative nominations.

Article 3 : Terms of Reference

The Committee shall be responsible for the following functions :

- (i) To increase awareness of the important of documentary heritage, improve its accessibility and use;
- (ii) To promote resource sharing and optimal use of resource in the region;
- (iii) To mobilize political, social and economic support for the MoW Asia/Pacific Program;
- (iv) To encourage cross country linkages of valuable collections with multi-country cultural significance;
- (v) To encourage the establishment of national MoW committees;
- (vi) To maintain the Asia/Pacific Regional register of MoW documentary heritage;
- (vii) To discuss the selection criteria and any other matters determined by the International Advisory Committee and make recommendations; and
- (viii) To mobilize resources and support for the MoW projects/activities.

Article 4 : Membership

The Committee shall be composed of delegates from individual National Committees of the Memory of the World Program of UNESCO member States in the Asia/Pacific region.

Article 5 : Session

The Asia/Pacific Committee shall meet in ordinary session once every two years. It may meet in extraordinary session, if it decides to do so, or if summoned by the Bureau.

2. The Bureau shall draw up the agenda for the sessions of the committee.

Article 6 : Voting

Each UNESCO member state represented by delegates of its respective “Memory of the world” National Committee shall receive one vote in the Asia/Pacific Committee.

Article 7 : Quorum

The presence of half of the members at the meeting shall constitute a quorum.

Article 8 : Observers

The chairperson, on the recommendation of the Bureau, may invite or admit as observers at specified sessions of the committee. Observers shall not have the right to vote.

Article 9 : The Bureau

The Asia/Pacific Committee shall elect a Chairperson, three vice Chairpersons, a Secretary General, and a Treasurer who shall constitute the Bureau of the Committee.

2. The term of office of Bureau officers shall be four years. It is renewable once.
3. The Bureau shall establish its Rules of Procedure which shall be submitted to the Regional Committee for approval.

Article 10 : Amendment

These Statutes may be amended by the Regional Committee.

**The Bureau : Asia/Pacific Regional
Committee
for the Memory of the World Program**

Rules of Procedure

Rule 1 : Membership

The Bureau shall be composed of 6 members including a Chairperson and three vice-chairpersons representing four regions : (i) Pacific, (ii) South West Asia, (iii) South East Asia, and (iv) East Asia, a Secretary General and a Treasurer.

2. Bureau members shall be elected by the Asia/Pacific Committee for a term of four years. The term of office is renewable once.

Rule 2 : Functions

The Bureau shall prepare the agenda for the Asia/Pacific Committee meetings.

2. The Bureau shall be responsible for the planning, organizing, implementation and monitoring of the work programs approved by the Asia/Pacific Committee.

Rule 3 : Sessions

The Bureau shall normally meet once a year. The Chairperson may summon extraordinary sessions where necessary.

Rule 4 : Voting

Each member in the Bureau shall have one vote.

2. Decisions shall be taken by a simple majority of the members present and voting.
3. If a vote is equally divided, the proposal shall be regarded as rejected.

Rule 5 : Quorum

The presence of half of the members in the Bureau at a session shall constitute a quorum.

Rule 6 : Functions of the Chairperson and Vice-Chairpersons

The Chairperson shall have the following powers : he or she shall declare the opening and closing of meetings, direct discussions, ensure observance of these Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. He or she shall rule on points of order and control the proceedings and maintenance of order.

2. Both the Chairperson and Vice-Chairpersons are responsible for planning, coordinating, implementing and monitoring the work program in their designated regions.

3. In the absence of the Chairperson during the session, his or her functions shall be exercised in turn by the Vice-Chairpersons.

4. If the Chairperson is no longer able to hold office, the Bureau shall choose one of the Vice-chairpersons to become the chairperson for the unexpired portion of the term of the office. The Bureau shall also fill the casual vacancy of the Vice-Chairperson by selecting a delegate from the Committee who belongs to the same region that the previous Chairperson represents. The change of personnel shall be ratified by the committee in the next session.

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1. Chairperson writes to Paris to verify the position of Hong Kong's participation in the Bureau and in the Committee (letter to be copied to Chinese National Commission for UNESCO).
2. Decide on the acronym for the Committee.
3. Application for funds under the Regional Participation Program to subsidize meeting of the Bureau and the Regional Committee and Workshop.
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