MINUTES

11 Mar 2024 | 20th MOWCAP Bureau Meeting

Attendees:

- Kwibae Kim, Chair (KK)
- Vu Thi Minh Huong, Vice-Chair (VMH)
- Mitsuru Haga, Vice-Chair (MH)
- Dianne Macaskill, Vice-Chair (DM)
- Helen Jarvis, Register Sub-Committee (RSC) Chair (HJ)
- Jo Hironaka, UNESCO *Ex-officio* Member (JH)
- Linh Anh Moreau, Secretary-General (LAM)
- Bo Seung Kang, MOWCAP Assistant Secretary-General (BSK)

Agenda:

- Report on MOWCAP activities in Asia-Pacific
    - PARBICA Workshop - UNESCO MoW Programme, 9 November 2023
    - ACC-MOWCAP Smalls Grants Dissemination Seminar, 23-24 November 2023
- Review of revised MOWCAP Code of Ethics
- Review of new MOWCAP Bureau vote process and announcement
- 10th MOWCAP General Meeting
- RSC report on nominations cycle
- Other items
    - MoW Regional Committee logo
    - Special Advisor system
    - Preview of draft MOWCAP exhibition website

Minutes:

MOWCAP Chair Kwibae Kim (KK) opened the meeting by welcoming the participants and thanking UNESCO Bangkok for hosting this in-person meeting in Bangkok, Thailand.

- **Report on MOWCAP activities in Asia-Pacific**

  KK invited Vice-Chair Dianne Macaskill (DM) to share a brief report on the activity in the Pacific.

    - PARBICA Workshop - UNESCO MoW Programme, 9 November 2023
      DM shared that organising activities in the Pacific is costly due to the travel required between islands and PARBICA did not have the funding for a face to face meeting and so organised a multi day online meeting. MOWCAP was allocated a two hour time slot for a workshop. Dianne Macaskill, a MOWCAP

Bureau member organised the session and was a presenter along with Dr Roslyn Russell and Mr Opeta Alefaio, current RSC member and former Head of Fiji Archives. She shared that in some cases, the representative of a Pacific country is the sole worker/practitioner. There were more participants than anticipated, reaching a total of 41 persons and resulting in good engagement.

- **ACC-MOWCAP Smalls Grants Dissemination Seminar, 23-24 November 2024**
  KK shared that this was an evaluation meeting to share the results of the ACC-MOWCAP Small Grants Programme implemented between 2018 and 2023. He further added that should the programme continue, tentatively announced in April 2024, it will be jointly administered by ACC and MOWCAP and specific themes/topics will be solicited with the intention of making the project results align with ACC's archiving objectives. The meeting participants agreed that having the project results contribute to a digital/online archive, rather than physical, and with the custodians' consent, would solve the issue of ownership.

  KK also shared that UNESCO Headquarters has launched a similar initiative to provide small grants using Japanese Funds-in-Trust.

  Vice-Chair Mitsuru Haga (MH) added that the International Centre for Documentary Heritage (ICDH) just launched its international journal, to be published in November 2024.

  RSC Chair Helen Jarvis (HJ) added that the MOWCAP delegation participated in the MoW Inter-regional Conference and launch of ICDH in November 2023.

- **Review of revised MOWCAP Code of Ethics**
  Vice-Chair Dianne Macaskill (DM) presented an overview of the proposed revised MOWCAP Code of Ethics, which takes after the International Advisory Committee (IAC)'s most recent Code of Ethics.
  DM invited questions and comments from the Bureau on the proposed revised MOWCAP Code of Ethics.

  RSC Chair Helen Jarvis (HJ) asked whether it is clear that MOWCAP work is as individuals and not representing their countries. DM replied that this is specified in 2.1 under General Principles, and in 8.4 in the MOWCAP Statutes. HJ suggested that a sentence be added in the Introduction of the MOWCAP Code of Ethics. HJ reported that when it comes to conflict of interest in the RSC, it is discussed and members recuse themselves. The name of the reviewer is also not disclosed.
  Vice-Chair Vu Thi Minh Huong (VMH) suggested small changes, such as replacing General Guidelines with MOWCAP Guidelines, and using MOWCAP wherever appropriate.

  Ex-officio Member Jo Hironaka (JH) asked whether Member States might question

how this is enforced, to which the floor replied that conflicts of interest are recorded in the MOWCAP Bureau and RSC meeting minutes.

The meeting also discussed communications on nominations, which goes through the S-G. However, if appropriate, the Chair of the RSC could authorise an RSC member to contact a nominator. If the RSC Chair needed to contact a nominator then the contact was to be authorised by the Chair of MOWCAP.

- **Review of new MOWCAP Bureau vote process and announcement**
  Secretary-General Linh Anh Moreau (LAM) presented the election processes and announcement from the previous election in 2018.
  The meeting agreed that the announcement should reflect the following:
    - Disseminate first week of April, along with last call to register for the 10th MOWCAP GM
    - Deadline 25 April 2024
    - Applications to be sent to UNESCO Bangkok
    - Add section on Bureau members acting as individuals with reference to Statutes, as well as an acknowledgement of this accompanying the signatures of the nominee and supporting committee.

- **10th MOWCAP General Meeting**
    - Invite UNESCO Beijing to deliver Welcome Remarks.
    - Invite the International Centre for Documentary Heritage and the Asia Culture Centre to present during Session 2.4.
    - Conduct Bureau Election at the end of the meeting.
    - Appointment of Assistant Secretary-General, appointment of Honorary Fellows and Special Advisors, and revisions to MOWCAP Guidelines (March 2023) to be reported as “Matters for Acknowledgement” by the MOWCAP Chair.

- **RSC report on nominations cycle**
  HJ shared that:
    - there was one joint nomination;
    - RSC members recused themselves whenever appropriate to avoid conflict of interest, due to close affiliation to the collection or country;
    - there were suggestions to communicate directly with nominators online, which could be authorised by the RSC Chair, though this has never happened yet (cf. discussion on Review of revised Code of Ethics);
    - two nominations did not have letters of consent from the owners/custodians, but the MOWCAP Guidelines (Section K5) provides for consideration through the submission of a letter of explanation.

  Considering that the General Meeting is taking place ahead of schedule, the meeting agreed that no extensions for contestations would be granted. This would be communicated along with the final call to register and Bureau Election announcement.

- **Other items**

- **MoW Regional Committee logo**
  LAM shared that MoW Regional Committees are not authorised to alter the logo provided by Headquarters, but may have its own standalone logo if desired.
- **Special Advisor system**
  The meeting agreed that previous Special Advisors could be recognised as Honorary Fellows in recognition of services rendered to the MOWCAP programme and their contribution to the development and success of MOWCAP over the years. Those who still actively contribute to the MOWCAP programme would be invited to become or stay on as Special Advisors.
- **Preview of draft MOWCAP exhibition website**
  Assistant Secretary-General Bo Seung Kang (BSK) presented a draft of the MOWCAP exhibition website and invited the Bureau Members to share their comments with him before it goes live.

MOWCAP Chair KK thanked BSK for his work on developing the archive, MOWCAP members for their contribution and UNESCO Bangkok for hosting. The meeting closed at 16:00.

Action items:

- Revise Code of Ethics following suggestions.
- Disseminate last call for registration to 10th MOWCAP General Meeting along with:
  1) Notification that extensions for contestations will not be possible as the meeting will be taking place earlier than expected, and
  2) MOWCAP Bureau Election announcement.
- UNESCO Bangkok to compile candidates for MOWCAP Bureau Election.
- Inform those to receive Honorary Fellows titles.
- Inform those to receive/continue Special Advisor roles.
- Invite UNESCO Beijing, ICDH and ACC to the 10th MOWCAP General Meeting.
- Report the appointment of Assistant Secretary-General, appointment of Honorary Fellows and Special Advisors, and revisions to MOWCAP Guidelines (March 2023) as “Matters for Acknowledgement” in the report presented by the MOWCAP Chair at the 10th MOWCAP General Meeting.
- Provide comments and input on the draft of the MOWCAP exhibition website.