



STATUTES FOR THE MEMORY OF THE WORLD COMMITTEE FOR ASIA AND THE PACIFIC

(Approved by the General Meeting on 26 November 2022)

Article 1: Name and status

- (1) The name of this Committee shall be the Regional Memory of the World Committee for Asia and the Pacific, referred to as MOWCAP in these statutes.
- (2) MOWCAP is an autonomous committee of the Memory of the World Programme (MoW) which operates at the regional level in accordance with the General Guidelines of the Memory of the World Programme.

Article 2: Objectives

MOWCAP shall be responsible for the following functions in the Asia and Pacific region:

- (i) Increase awareness of the importance of documentary heritage and improve its state of preservation and accessibility
- (ii) Promote resource sharing and optimal use of resources in the region
- (iii) Mobilize political, social and economic support for the MoW Programme in Asia and the Pacific
- (iv) Encourage cross-country linkages of valuable collections with multi-country cultural significance for joint nominations
- (v) Encourage and support the establishment of national MoW committees
- (vi) Maintain the Asia and the Pacific regional register of MoW documentary heritage
- (vii) Mobilize resources and support for MoW projects and activities including bringing delegates of national MoW committees together for periodic meetings
- (viii) Strengthen visibility and outreach of the MoW Programme in Asia and the Pacific through producing regional publications and maintaining active engagement on the web and in social media

- (ix) Maintain up- to- date contact details for members and associates across the region
- (x) Support the Implementation of the 2015 UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form

Article 3: Membership

- (1) MOWCAP shall be composed of National MoW Committees in Member States in the Asia and the Pacific region, represented by their appointed delegates or if a MoW Committee does not exist, representatives designated by the relevant UNESCO National Commissions.
- (2) Delegates to the General Meeting act as the representatives of the UNESCO National MoW Committees in the Asia and the Pacific region.
- (3) An obligation of membership is the submission of an annual report in terms established by the MOWCAP Bureau. The right to vote at MOWCAP meetings is conditional on the timely submission of these reports.

Article 4: Session

- (1) MOWCAP shall meet in a General Meeting once every two years unless the Bureau decides that there are circumstances that impact on the need for the meeting. In such cases the Bureau should call for the General Meeting as soon as possible.
- (2) MOWCAP may meet in extraordinary session, if it decides to do so, or if summoned by the Bureau.
- (3) The Bureau shall draw up the agenda for the meetings of MOWCAP and circulate it to members at least two months in advance of the meeting.
- (4) Meetings may be in-person gatherings at a specified place, may be conducted virtually or may be a combination of virtual and in-person.

Article 5: Voting

- (1) Each National MoW Committee appointed delegate or if one does not exist the delegate appointed by the relevant UNESCO National Commission shall have the right to exercise one vote at MOWCAP meetings, whether attending in-person or virtually.
- (2) In the case of a tie, the Chairperson of MOWCAP shall have a deciding vote.

Article 6: Quorum

- (1) If a simple majority of members are present or represented at a meeting of MOWCAP a quorum is established.
- (2) A member may assign its proxy to another member in a form prescribed by the Bureau.

Article 7: Observers

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

Article 8: The Bureau

- (1) MOWCAP shall elect a Chairperson, one or more Vice-Chairpersons (as need requires) and a Secretary-General to comprise its Bureau. The assigned UNESCO Advisor for Communication and Information at UNESCO Bangkok 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 general meeting.
- (2) The term of office of Bureau members shall normally be four years – that is, twice the interval between general meetings of MOWCAP. A new Bureau shall be elected at every second General Meeting of MOWCAP.
- (3) The Bureau shall establish its Rules of Procedure which shall be submitted to MOWCAP for approval.
- (4) 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 or National Commission, in the case where a National Committee does not exist.

Article 9: Amendment

- (1) Amendments to the statutes may be made at a General Meeting of MOWCAP if two thirds of the members present and represented so decide..
- (2) Proposed amendments must be circulated to all members in writing at least one month in advance of the meeting where they are to be presented for decision.

Article 10: Effectivity

These statutes take effect at the conclusion of the General Meeting that approves them.