



United Nations
Educational, Scientific and
Cultural Organization



National Committee of New Zealand
Te Komiti o Aotearoa mo Nga Mahara o te Ao
Memory of the World

New Zealand Memory of the World Programme Report for 2015

1. Name of the National Committee

The legal name of the Committee is UNESCO Memory of the World Aotearoa/New Zealand Trust. It is referred to as the Aotearoa/New Zealand Memory of the World Committee.

2. List of members and office bearers

Chair: Dianne Macaskill, Member of the International Advisory Committee, Vice-Chairperson MOWCAP, former New Zealand Chief Archivist

Deputy Chair: Jamie Lean, Ngā Taonga Sound and Vision

Treasurer: Winston Roberts, National Library of New Zealand (from March 2015)

Secretary: Helen Gemmell

As at March 2016 there were 9 Trust members representative of areas of the culture and heritage sector in New Zealand.

3. Mail address

UNESCO Memory of the World Aotearoa/New Zealand Trust
PO Box 6586
Marion Square
Wellington, 6141
New Zealand

Email: enquiries@unescomow.org.nz

Website: www.unescomow.org.nz

Structure of the committee and any subsidiary bodies

The UNESCO Memory of the World Aotearoa/New Zealand Trust has 9 trustees who have a wide knowledge of New Zealand documentary heritage. The Trust is now seeking to increase that number by 3-4 additional trustees. The Trust welcomes non trustees to meetings including representatives of the UNESCO New Zealand National Commission and others who work in the documentary heritage sector. The Committee operates under a Trust Deed which mandates such things as the purpose of the Committee and the length of time that a Committee member can serve on the Trust. We are in the process of making some minor changes to the Trust deed to prescribe some administrative processes such as the selection of new Trustees and the selection

of office bearers.

A register sub-committee meets once a year. This sub-committee considers submissions for inscription to the New Zealand Memory of the World register and makes recommendations on inscription to the full Committee which makes the final decision.

The 3 office bearers (Chair, Deputy Chair, Treasurer) also meet regularly to prepare for Committee meetings and to discuss progress with the Programme.

4. Statutes and terms of reference of the Committee

The Committee was incorporated as a Trust under the New Zealand Charity Trusts Act 1957 on 25 November 2011. This means that it is a separate legal entity. The Trust is also registered with the New Zealand Charities Commission. The current Trust Deed is attached to this report.

5. Fundamental resources for year 2015

The Trust works on a June financial year and the New Zealand National Commission for UNESCO has provided \$NZ10,000 for each of the years of operation. The Trust needs to reapply to the Commission for funds each year. The funds are mainly allocated to communication services, secretarial services and a social function to announce successful inscriptions.

In 2015 the New Zealand National Commission ran a contestable funding round and the Memory of the World Committee was successful in obtaining funding for a booklet and poster to promote the Programme.

The trust has also receives support in-kind from a number of institutions. The National Library of New Zealand provides a room and video conferencing facilities for meetings. The venues for functions are provided by the host institution and the employers of the Trustees allow them time to attend meetings. Staff from the New Zealand National Commission for UNESCO are also generous with their time and advice.

6. Activities and achievements for year 2015

During 2015 the Committee continued to focus on encouraging nominations to the New Zealand register. The Programme was promoted through the website, the Facebook page and regular newsletters which are sent to a list of interested individuals and institutions. The newsletters are also published on communication channels used by the documentary heritage sector.

We are also working closely with the New Zealand National Archives and National Library to look for opportunities for the Memory of the World Programme to be incorporated in their educational programmes. Some of the educational programmes will focus on a major new exhibition at the National Library that will include New Zealand documentary heritage on the international and national register.

A highlight for 2015 was the inscription of the Edmund Hillary Archive on the

international register. This is the first international inscription for New Zealand since 1997. The New Zealand Herald a major daily newspaper based in Auckland gave two full pages of coverage to this success.

In December 2015 a function was held at Tamaki Paenga Hira/Auckland War Memorial Museum to celebrate the international inscription and two inscriptions to the New Zealand register. Sir Edmund's daughter spoke at the function which was attended by many members of the Hillary family.

A function was held in Christchurch in November 2014 to announce the successful inscriptions to the New Zealand register for 2014. The guest speaker was Sir Tipene O'Regan a kaumatua (elder) from the area. The announcement received good media coverage including an overview of the programme on "Sounds Historical", a Radio New Zealand weekly programme broadcast on a Sunday evening.

Each year we have printed bookmarks for each of the New Zealand inscriptions and also produced a promotional flyer. These have been very useful as promotion tools when speaking to groups about the Memory of the World Programme. A Facebook page has also been set up and our secretary keeps the web page up to date.

As usual the Committee called for inscriptions in March with a closing date of the end of August. Two new inscriptions were added to the register.

The committee was able to assist Australian and Cook Island colleagues to undertake conservation work in New Zealand on the Cook Islands document (E Tuatua Akakite or The Proclamation) that was inscribed on the MOWCAP register in 2014. Conservation work undertaken in New Zealand was paid for by the Australian Memory of the World Committee and conservation framing was paid for by UNESCO Bangkok.

In 2014, the Chair, Dianne Macaskill attended a UNESCO experts meeting in Warsaw to develop the initial draft of the Recommendation Concerning the Preservation of and Access to, Documentary Heritage in the Digital Era. She also attended and spoke at an international seminar in Da Lat, Vietnam on "Strengthening National Identity Through UNESCO Inscribed Documentary Heritage"

7. National MOW Register

There are 16 inscriptions on the New Zealand register. Items on the register can be viewed at www.unescomow.org.nz/new-zealand-register/browse.

8. Working Plan for 2015-2016

The focus of work will continue to be to increase the number of items inscribed on the UNESCO Aotearoa/New Zealand Memory of the World register and to promote the programme to smaller institutions.

We are also looking at ways to encourage more nominations for inscription. A short, mainly tick box, Expression of Interest form has been developed. The form will be completed by potential nominators to help them do an initial assessment of their

documentary heritage against the Memory of the World criteria. The Expression of Interest form will be used as background for discussion with the potential nominator. If the nominator decides to continue with the nomination they will be offered support to complete the full nomination form. Support may include one to one contact with an expert or attendance at a workshop to complete a draft of the nomination form. It is not compulsory to complete an Expression of Interest.

We will also produce a booklet and a poster which will be distributed to institutions. A small number will be printed and both the booklet and poster will be available to be downloaded from our website.

9. **Challenges and Issues**

Our main challenge is ensuring that we have enough resource to manage the ongoing Programme. Most of the Committee members are in full time employment and need to balance this full time commitment against putting resource into the Memory of the World Programme.

APPENDIX A

Charitable Trust Deed for the UNESCO Memory of the World Aotearoa/New Zealand Trust

This DEED is made on the 15th day of June 2011

BETWEEN

Name	Address	Occupation
Dianne Mary Macaskill	1 Kirkway, Raumati Beach, Paraparaumu 5032	Information Strategy Consultant
Jamie Andrew Lean	9 Coromandel Street, Newtown, Wellington 6021	Film Archive Manager
Evelyn Wareham	28 Kilbirnie Crescent, Wellington 6022	Archives Manager
Terehia Biddle	59 Orion Street, Sunnybrook, Rotorua 3015	Independent Consultant
Anton Nicholas Carter	22 Sunglow Avenue, Melrose, Wellington	Public Servant
Belinda Rowan Jill Durney	26 Manhattan Street, South New Brighton, Christchurch	Library Manager
Karen Neill	55a Winton Street, St Albans, Christchurch 8014	Sound Archive Manager
Neill Brent Atkinson	2 Aotea Road, Raumati South, Paraparaumu 5032	Historian
Ronald Robert Milne	77 Messines Road, Karori, Wellington	Library Manager
Winston Roberts	12 Bermer Road, Lower Hutt 5010	Public Servant
Sharman Veronica Buckle	401 Karori Road, Karori, Wellington	Knowledge Manager
Sharon Elizabeth Dell	29 Magnetic Street, Port Chalmers, Dunedin 9024	Heritage Library Manager
Susan Kathleen Cooper	28 Norana Avenue, Remuera, Auckland 1050	Heritage and Research Manager
Owen Anthony Clarke	35 Harbour View Road, Northland, Wellington 6012	Preventative Conservator

WHEREAS

The parties to this Deed

- A. Wish to establish a charitable trust (in this Deed referred to as "the Trust") for the purposes described in Clause 2 of this Deed, and
- B. They have agreed to enter into this Deed specifying the purposes of the Trust and providing for its control and government.

1. TE INGOA/NAME

The name of the Trust is UNESCO Memory of the World Aotearoa/New Zealand Trust, hereafter called 'the Trust'. The Trust is also known as the UNESCO New Zealand Memory of the World Committee/Komiti o Aotearoa mo Nga Mahara o te Ao.

2. WHAINGA/PURPOSE

The purpose of the Trust will be to promote the preservation and protection of and access to

documentary heritage of interest to Aotearoa/New Zealand and to raise understanding of the importance of documentary heritage to Aotearoa/New Zealand. This will be done through the establishment of a UNESCO Memory of the World Programme in Aotearoa/New Zealand. In particular the Trust will:

- 2.1. Facilitate preservation and access, by the most appropriate techniques, of Aotearoa/New Zealand documentary heritage.
- 2.2. Set up and manage an Aotearoa/New Zealand register of significant documentary heritage following the guidelines of the UNESCO Memory of the World Programme.
- 2.3. Promote the Programme so that relevant Aotearoa/New Zealand documentary heritage can be inscribed on the Aotearoa/New Zealand register of the Memory of the World Programme and its importance promoted.
- 2.4. Promote the Programme so that relevant Aotearoa/New Zealand documentary heritage can be inscribed on the International and/or the Asia Pacific register of the Memory of the World Programme and its importance promoted.
- 2.5. Undertake any activities appropriate to the UNESCO Memory of the World Programme and consistent with the charitable status of the Trust.

Further information on the UNESCO Memory of the World Programme is provided in Appendix A.

3. DEFINITION OF DOCUMENTARY HERITAGE

The definition of documentary heritage is as defined by UNESCO and comprises items which are:

- 3.1. Moveable
- 3.2. Made up of signs/codes, sounds and/or images
- 3.3. Preservable (the carriers are non living)
- 3.4. Reproducible and migratable
- 3.5. The product of a deliberate documenting process

A document is deemed to have two components: the information content and the carrier on which it resides. The information content can be digital or analogue. Examples include but are not limited to online media items, social media databases, information stored on PCs, mobile digital devices etc., films, discs, tapes and photographs, textual items such as papers, manuscripts, books, newspapers, posters and non-textual items such as drawings, prints, maps and music.

4. MATAPONO/PRINCIPLES

The Trust is committed, in attaining its purposes, to:

- 4.1. Respecting the Treaty of Waitangi/Te Tiriti o Waitangi and working in close cooperation and collaboration with Māori.
- 4.2. Respecting the cultural diversity of people.
- 4.3. Maintaining the highest standards of professionalism and integrity.
- 4.4. Working within the guidelines of the UNESCO Memory of the World Programme.

5. NGA MAHI KI AOTEAROA ANAKE/ACTIVITIES LIMITED TO AOTEAROA NEW ZEALAND

The activities of the Trust will be limited to the documentary heritage of interest to

Aotearoa/New Zealand.

6. TARI/OFFICE

The office of the Trust will be at:

UNESCO Memory of the World Aotearoa/New Zealand Trust

C/- National Commission for UNESCO

International Division, Ministry of Education

Level 11 Public Trust Building

117-125 Lambton Quay

PO Box 1666 Wellington 6011

New Zealand

7. TE RUNANGA WHAKAHAERE/THE BOARD OF TRUSTEES

7.1. The first Trust will be formed as follows

7.1.1. The signatories to this Deed will be the first Trust.

7.1.2. Trustees will have their initial appointment times staggered. One half will be appointed for two years.

7.1.3. Trustees will be selected from the UNESCO New Zealand Memory of the World Committee/Komiti o Aotearoa mo Nga Mahara o te Ao that has been brought together to establish an Aotearoa/New Zealand Memory of the World Programme.

7.1.4. The Chair, Deputy Chair and Treasurer of the Trust will be those who have been selected as Chair, Deputy Chair and Treasurer for the committee that has been brought together to establish an Aotearoa/New Zealand Memory of the World Programme.

7.2. Composition of the Trust

7.2.1. The Trust will consist of a minimum of 5 trustees and a maximum that will be determined by the Trust from time to time.

7.2.2. Trust members will comprise representatives from the cultural heritage sector and relevant government departments.

7.2.3. Trust members will be chosen on the basis of their knowledge of the documentary heritage field and on their ability to contribute to the UNESCO Memory of the World New Zealand Programme.

7.3. The Trustees will be appointed for a period of 4 years with an option for renewal.

7.4. When the period of renewal has finished the Trustees may by a motion decided by two thirds majority of votes, decide that a Trust member can be a Trustee for an additional term or that an office bearer can be an office bearer for an additional term. Each additional term to be decided by a two thirds majority of votes.

7.5. A person will immediately cease to be a Trustee when he/she resigns in writing from the Trust.

7.6. The Trust may by a motion decided by two thirds majority of votes, terminate a person's position as a Trustee, if it believes that such action is in the best interest of the Trust.

- 7.7. The Chair of the Trust may co-opt a member to fill a vacancy on the trust until a permanent trustee is appointed.
- 7.8. The Trustees may appoint a secretary, and may pay for secretarial services at normal market rates.
- 7.9. A Trustee may receive payment for services provided these services are outside the services that a Trustee would normally provide when contributing as a Trustee. Payment should be at market rates commensurate with the activity.

8. NGA HUI O TE RUNANGA WHAKAHAERE/ MEETINGS OF THE TRUST

- 8.1. The procedure for Trust meetings will be as follows:
 - 8.1.1. A quorum will be at least half the members and should not be fewer than 5 members.
 - 8.1.2. At least one of the Chair, Deputy Chair or Treasurer must be present at every meeting.
 - 8.1.3. Attendance at the meeting may be by conference call or other electronic means.
 - 8.1.4. All decisions will be by consensus if at all possible. In the event that a decision cannot be reached then a decision will be made by a majority vote by a show of hands unless otherwise determined by the Trust.
 - 8.1.5. If the voting is tied, the Chair will have a casting vote.
 - 8.1.6. If a Trustee, including an office bearer, does not attend three consecutive meetings of the Trust without leave of absence that member may, at the discretion and on decision of the Trust be removed as a Trustee, and from any office of the Trust which she or he holds.
 - 8.1.7. In the absence of the Chairperson the Deputy Chairperson will chair the meeting or in the absence of the Chairperson and the Deputy Chairperson the Treasurer will chair the meeting.
- 8.2. The Trust will meet at least twice a year.
- 8.3. The Secretary will ensure that all members of the Trust are notified of meetings either verbally or in writing.
- 8.4. The Secretary will keep a record of Trust meetings that includes
 - 8.4.1. The names of those present.
 - 8.4.2. The decisions made by the Trust.
 - 8.4.3. Any declared conflicts of interest of Trustees.
- 8.5. Minutes will be made available to the UNESCO Communications and Information Sub-Commission.

9. TAKETAKE/ POWERS

In addition to the powers provided by the general law of Aotearoa/New Zealand or contained in the Trustee Act 1956, the powers which the Trust may exercise in order to carry out its charitable purposes are as follows:

- 9.1. To manage the Programme agreed by the Trust to promote the preservation and protection of and access to documentary heritage of interest to Aotearoa/New Zealand

and to raise understanding of the importance of documentary heritage to Aotearoa/New Zealand.

- 9.2. To expend the funds of the Trust as the Trustees think appropriate to meet the purpose of the Trust.
- 9.3. To organise the process for obtaining proposals for inscription on the Aotearoa/New Zealand, Asia Pacific or International Memory of the World Register.
- 9.4. To invest surplus funds in any way permitted by law for the investment of Charitable Trust funds and upon such terms as the Trust thinks appropriate.
- 9.5. To do all things as may from time to time be necessary to enable the Trustees to give effect to and attain the charitable purposes of the Trust.

10. KO NGA RAWA HEI PAINGA MO TE IWI/INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES

- 10.1. Any income or benefit will be applied to the charitable purposes of the Trust.
- 10.2. No Trustee or any person associated with a Trustee shall participate in or materially influence any decision made by Trustees in respect of any payment to or on behalf of that Trustee or associated person. This applies to any income, benefit or advantage whatsoever.
- 10.3. The provision and effect of this clause shall not be removed from this Deed and shall be implied into any document replacing this Deed of Trust.

11. TURU TAKETAKE/POWER TO DELEGATE

- 11.1. The Trust may from time to time appoint any committee and may delegate any of its powers and duties to any such committee or to any person.
- 11.2. Any committee or person to whom the Trust has delegated powers or duties will be bound by the terms of the Trust and any terms or conditions of the delegation set by the Trust.
- 11.3. It will not be necessary for any person who is appointed to be a member of any such committee, or to whom such delegation is made, to be a Trustee.

12. PUTEA/ FINANCIAL ARRANGEMENTS

- 12.1. The financial year of the Trust will be from 1 July to 30 June.
- 12.2. A budget will be prepared prior to 1 July each year and approved by the Trust. The budget will be provided to the New Zealand National Commission for UNESCO for their information.
- 12.3. Funds received by the Trust must be deposited into the Trust bank account.
- 12.4. Any investment of funds must be approved by the Trustees.
- 12.5. Two of the Chair, Deputy Chair and Treasurer must sign any payments. Any payments must be consistent with the budget or with expenditure that has been agreed by the Trust.
- 12.6. The Trust will from time to time designate an amount that the Chair, Deputy Chair or Treasurer may spend without prior approval of the Trust. The total of any such expenditures must be identified in the annual budget.

13. TE TOHE TAKETAKE/ COMMON SEAL

- 13.1. The Common Seal of the Trust, following its incorporation will be kept in the offices of the New Zealand National Commission for UNESCO.
- 13.2. When required, the Common Seal will be affixed to any document following a resolution of the Trust and will be signed by the Chairperson and one other office bearer.

14. WHAKAREREKETANGA TURE/ ALTERATION OF THIS DEED

- 14.1. The Trustees may make alterations to this Deed by consensus or by a two thirds majority of votes.
 - 14.1.1. No alteration can detract from the exclusively charitable nature of the Trust or result in the distribution of its assets on winding up or dissolution for any purpose that is not exclusively charitable.
 - 14.1.2. Any alteration must be consistent with the purpose of the UNESCO Memory of the World Programme.

15. TAKAWAENGA/ MEDIATION AND ARBITRATION

- 15.1. If any Trustee has any dispute with another or others in connection with this deed:
 - 15.1.1. That party will promptly give full written particulars of the dispute to the other.
 - 15.1.2. The parties will promptly meet together and in good faith try and resolve the dispute.
- 15.2. If the dispute is not resolved within 7 days of written particulars being given (or any longer period agreed to by the parties) the dispute will be referred to mediation.
- 15.3. A party must use the mediation procedure to resolve a dispute before commencing any other dispute resolution proceedings.
 - 15.3.1. The mediation will be conducted by a LEADR panel mediator chosen by the parties or, if they cannot agree, by the President of the New Zealand Law Society or the President's nominee.
- 15.4. If the dispute is not resolved by mediation the parties will refer the dispute to a single arbitrator.
 - 15.4.1. The single arbitrator will be chosen by the parties or, if they cannot agree, by the President of the New Zealand Law Society, or the President's nominee.
 - 15.4.2. The arbitration will be conducted in accordance with the Rules in Schedules 1 and 2 of the Arbitration Act 1996.
- 15.5. The parties must always act in good faith and cooperate with each other to promptly resolve any dispute.
- 15.6. The procedures and time frames for any mediation or arbitration will be fixed by the mediator or arbitrator (as appropriate) if the parties cannot agree.
- 15.7. The parties must continue to comply with their obligations under this deed during the dispute resolution process.
- 15.8. This clause will not apply to any application by either party for urgent interlocutory relief.

16. TAUNAHA/TRUSTEE LIABILITY

- 16.1. **Limited Liability:** No Trustee is liable for any loss to the Trust Fund unless it is attributable to his or her own dishonesty or to the willful commission by that Trustee of any act or

omission known by him or her to be breach of trust.

16.2. **Indemnity:** Subject to clause 16.1, every Trustee :

16.2.1. Is absolutely indemnified out of the Trust Fund for all liabilities incurred by that trustee in connection with the exercise or attempted exercise of any trust power, authority or discretion invested in the Trustees; and

16.2.2. Has a lien on and may use moneys forming part of the trust Fund for this indemnity.

16.3. **Proceedings against co-Trustees:** No Trustee is bound to take any proceedings against any other Trustee or former Trustee for any breach or alleged breach of trust committed by that Trustee or former Trustee.

17. TE TUKU TOENGA RAWA/DISPOSITION OF SURPLUS ASSETS

17.1. On the winding up of the Trust, or on its dissolution by the registrar, all surplus assets, after the payment of costs, debts and liabilities will be distributed by the Trust to other charitable organisations associated with cultural heritage activities within Aotearoa/New Zealand.

Appendix A

Source: www.unesco.org

The vision of the Memory of the World Programme is that the world's documentary heritage belongs to all, should be fully preserved and protected for all and, with due recognition of cultural mores and practicalities, should be permanently accessible to all without hindrance.

The mission of the Memory of the World Programme is:

- **To facilitate preservation, by the most appropriate techniques, of the world's documentary heritage.** This may be done by direct practical assistance, by the dissemination of advice and information and the encouragement of training, or by linking sponsors with timely and appropriate projects.
- **To assist universal access to documentary heritage.** This will include encouragement to make digitized copies and catalogues available on the Internet, as well as the publication and distribution of books, CDs, DVDs, and other products, as widely and equitably as possible. Where access has implications for custodians, these are respected. Legislative and other limitations on the accessibility of archives are recognised. Cultural sensitivities, including indigenous communities' custodianship of their materials, and their guardianship of access will be honoured. Private property rights are guaranteed in law.
- **To increase awareness worldwide of the existence and significance of documentary heritage.** Means include, but are not limited to, developing the *Memory of the World* registers, the media, and promotional and information publications. Preservation and access, of themselves, not only complement each other - but also raise awareness, as access demand stimulates preservation work. The making of access copies, to relieve pressure on the use of preservation materials, is encouraged.

National Memory of the World Committees

National co-ordination frameworks and mechanisms for the Memory of the World Programme

What is a National Committee?

The Memory of the World Programme will achieve its objectives by encouraging projects and activities not only from a global perspective, but also from regional, national and local ones. Regional and national Memory of the World committees are a crucial part of the Programme structure. As appropriate, they are encouraged to implement the five key strategies (Identification of documentary heritage, Raising awareness, Preservation, Access, and Structures, Status and relationships). The success of the Programme relies heavily on the drive, initiative and enthusiasm of regional and national committees

The formation of a national Memory of the World committee in every country where it is practicable is encouraged, and is a strategic goal. There is no rigid model. In some cases, a highly formalized and structured approach will be the right one. In others, the path might be more informal. The role and range of activities will vary according to resources or circumstances. Desirably it will include initiating and/or supporting nominations for the international register, together with publicity, promotion and awareness raising, and evolving cooperation with government, professional associations and custodial institutions at the national level. When they have the reliable capacity to do so, national committees are encouraged to set up their national Memory of the World register.

National Memory of the World committees are autonomous entities with their own terms of reference and their own rules of membership and succession. To be entitled to use the Memory of the World name and logo, they must be accredited by their UNESCO National Commission, and will normally be expected to meet the following parameters:

- An operational link with, and demonstrated support of, their National Commission for UNESCO and their regional Memory of the World committee (if any);
- Membership which reflects the country's geographic and cultural character, the important cultural groups, and the relevant knowledge and expertise;
- Written terms of reference and rules, including the basis of membership and succession;
- Ability to discharge their role (this may include funding and support, links to major archives, libraries or museums, links to government);

- Accountability (to the objectives of the Programme, to the register selection criteria, and to regular reporting.).