

## SECRETARY GENERAL'S REPORT TO 7th MOWCAP GENERAL MEETING, 18-20 MAY 2016, HUE, VIETNAM

This report covers the activities of Secretary General for MOWCAP in relation to financial, administrative and communication responsibilities, since the 6th General Meeting of MOWCAP held in China in May 2014.

### BUDGET AND FINANCE

#### a) Arrangements

Memory of the World [MOW] is a programme under the Communications and Information Division of UNESCO and MOWCAP is a UNESCO Committee under the MOW programme. Within this governance structure, the following arrangements exist for the management of financial resources relating to MOWCAP:

- MOWCAP does not formally receive funding.
- MOWCAP does not have a bank account.
- Costs of meetings are borne by hosts and UNESCO.
- Funds for MOWCAP are placed in the budget line of the UNESCO Bangkok Office for MOWCAP's use.

#### b) Website Finance

- Website Redevelopment

Through donations from generous sponsors, we have been able to redevelop the MOWCAP website. The company Robert Trio Museum Consulting and web designer Chris Ubik were appointed to complete this work. The project was completed in 2015 and payment was been made in full.

Vendor	Service	Invoiced amount	Sponsor
Robert Trio Museum Consulting	Completion of Phase I Redevelopment Deliverables	HKD23,000.00	Australia National Committee USD1565.00
Chris A. Ubik	Completion of Phase II Redevelopment Deliverables	USD\$1,850.00	Donor to remain anonymous (USD3,253.00)
UDomain	Change Hosting Platform (Windows to Linux)	HKD300.00	Donor to remain anonymous

- Website Annual Hosting

The MOWCAP website is hosted by a Hong Kong based company Udomain who have invoiced and received payment for the following services:

Period	Vendor	Service	Invoiced Amount	Sponsor
01 November 2013 – 31 October 2014	UDomain	MySQL Database \$50.00/month 12 months	HKD600.00	MOWCAP Secretary General
		HKD188.00/month 12 months	HKD2, 030.00	
01 November 2014 – 31 October 2015	UDomain	MySQL Database \$50.00/month 12 months	HKD600.00	State Administration of China
		HKD188.00/month 12 months	HKD2, 030.00	
		Extension period for payment	HKD234.00	
01 November 2015 – 31 October 2016	UDomain	MySQL Database \$50.00/month 12 months	HKD600.00	Donor to remain anonymous
		HKD188.00/month 12 months	HKD2, 030.00	UNESCO

## ADMINISTRATION

### a) MOWCAP Meetings

- 6<sup>th</sup> General Meeting was held on the 13 – 14 May 2014 in Guangzhou, China, hosted by the State Archives Administration of China and the Guangzhou City Archives. 52 delegates, including representatives of 15 countries in Asia and the Pacific, attended the meeting. The minutes of the meeting were circulated to members of the MOWCAP community and were uploaded onto the MOWCAP website.
- 15<sup>th</sup> MOWCAP Bureau Meeting  
The 15th Bureau Meeting of MOWCAP was held on the 15 - 16 March 2015 in Bagan, Myanmar, hosted by the Department of Archaeology and Ministry for Culture for Myanmar. At this annual meeting, the Bureau reviewed the progress that the MOWCAP programme had made in 2014 and agreed plans for 2015/ 2016. The minutes of the Bureau Meeting were circulated to members and uploaded to the MOWCAP website.

The MOWCAP Bureau would like to thank the hosts of the two meetings for their arrangements.

#### b) MOWCAP Membership

- Country Reports

Article 4.3 of the MOWCAP Statutes states “An obligation of membership is the submission of an annual report in terms established by the Bureau. The right to vote at MOWCAP meetings is conditional on the timely submission of these reports.” At the time of writing, MOW National Committees and UNESCO National Commissions from the following countries had submitted reports of their activities since the 6<sup>th</sup> General Meeting of MOWCAP:

Australia, Cambodia, China, Japan, New Zealand, Republic of Korea, Thailand, Timor Leste, Tuvalu, Uzbekistan, Vanuatu, Vietnam

- Membership Mailing List

To facilitate communication with members of the MOWCAP community, including MOW National Committees and UNESCO National Commissions, the Bureau maintains a membership list. To keep the membership list up-to-date, National Committees and Commissions are requested to inform the Bureau of key personnel changes as and when such changes take place.

#### c) MOWCAP Centre

The MOWCAP Bureau has signed a Memorandum of Understanding with the Asia Culture Center (ACC) to establish a MOWCAP Center in Gwangju, Republic of Korea. The MOWCAP Center will be financially sponsored and hosted by the ACC to facilitate the work of MOWCAP, including a secretarial assistant. A working group composed of members of the Bureau and ACC has been established to build the programme of cooperation between the parties.

### COMMUNICATION

Effective communication is a core strategic objective of MOWCAP – a) communication with members of the MOWCAP community fostering collaboration on documentary heritage preservation; b) communication with the wider community including media, governments, potential sponsors, education and cultural organizations, and the general public to promote understanding and support for the MOWCAP programme; c) communication with the younger generation whose responsibility it will be to care for our regional heritage in the future.

Vice-Chair Dianne Macaskill leads the communication activities of the Bureau and has invested much time to develop engaging communication platforms and content:

#### a) Newsletter

The MOWCAP Newsletter has been issued every 6 months to exchange news with the “Memory of the World” community across the Asia Pacific region, including news of meetings, workshops and events, entries to the international and regional registers and also news from MOW HQ. Members of the MOWCAP community are

encouraged to contribute news. Please do send your stories to our email address at [mowcapinfo@gmail.com](mailto:mowcapinfo@gmail.com)

b) Website

Our new MOWCAP website - <http://www.mowcap.org> - went live in November 2015 with a new design and structure, and impactful visuals and text to explain ‘who we are’ and ‘what we do’. The website is now being updated on a regular basis with details of MOWCAP meeting, workshops, inscriptions and other news. Please visit!

c) Facebook Page

The MOWCAP Facebook page is a space where we exchange information with the MOWCAP and wider community. The page now has 485 likes.

d) MOWCAP email address

A new email address – [mowcapinfo@gmail.com](mailto:mowcapinfo@gmail.com) - has been launched to provide the Bureau with a single email to communicate with our members and other interested parties.

Thank you, Helen Swinnerton, MOWCAP Secretary General