

Secretary-General's Report
18th MOWCAP Bureau Meeting
16-17 May 2019, Gwangju, Republic of Korea

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This report covers the activities of Secretary-General for MOWCAP in relation to financial and administrative responsibilities, since the 8th General Meeting of MOWCAP, held from May 29-June 1, 2018.

Responsibilities of the Secretary-General:

According to Rule 8(2) of "The Bureau: Rules of Procedure" "the Secretary General shall act as the executive head of the Secretariat responsible to the Chairperson." Rule 8 (4) also provides that the "Secretary General shall present an administrative and financial report to each ordinary session of MOWCAP.

Budget and Finance:

a) Arrangements:

The Memory of the World [MoW] is a programme under the Communications and Information Division of UNESCO, and the MOWCAP is a UNESCO accredited Regional 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, sponsors and UNESCO.
- Funds for MOWCAP from UNESCO are placed in the budget line of the UNESCO Bangkok Office for MOWCAP's use.
- Funds for MOWCAP from the partnership with the Asia Culture Centre are placed in the budget line of the Asia Culture Institute for MOWCAP's use.

For the period June 2018- May 2019, the Secretary-General has not handled any funds on behalf of the Bureau or MOWCAP generally. All finances have been managed through the generous support of the ACC, UNESCO, and meeting hosts.

b) 2018 MOWCAP-Asia Culture Centre (ACC) Cooperation

The MOU between MOWCAP and the ACC states that a:

“A Working Group, composed of members representing the MOWCAP Bureau and the Asia Culture Centre, will meet each year and elaborate the programme of cooperation between the Parties”

The 2nd MOWCAP-ACC Working Group Meeting was held on the 28 February 2018 at the MOWCAP Office, Gwangju. In the meeting the working group the ‘Activity and Budget Plan for 2018’ (attached).

c) Budget expenditure

Thanks to the support of the ACC and ACI staff for the MOWCAP Office, the Activity and Budget Plan for 2018’ was able to be implanted relatively smoothly. The document attached shows the budget expenditure versus budget plan.

Administration

The Eighth MOWCAP General Meeting (29 May – 1 June 2018, Gwangju, Republic of Korea)

The eighth General Meeting of the Memory of the World Regional Committee for Asia Pacific was held in Gwangju, Republic of Korea, from 31 May – 1 June 2018 and was attended by delegates from 27 countries (the largest MOWCAP meeting ever held). The meeting was hosted by the Asia Culture Centre, Asia Cultural Institute, with support from the UNESCO Office in Bangkok. The MOWCAP Bureau would like to thank the hosts of the meeting for their arrangements.

Summary of the meeting:

The [agenda](#) documents the items discussed in each session.

In session 2 [the chairperson, secretary-general\(a\), secretary-general\(b\), goodwill patron](#) and [UNESCO senior advisor](#) in Bangkok provided updates on MOWCAP activities since the last General Meeting in 2016.

Session 3 covered MOWCAP operations from 2016 – 2018. The papers presented and discussed in this session were: [MOWCAP Office Roles and Responsibilities](#), [MOWCAP Office Activity and Budget Plan for 2018](#) and [MOWCAP Communications](#).

Session 4 was an overview of the international Memory of the World Programme. Papers presented and discussed were: An [update from UNESCO](#) on the review of the MoW Programme and a [MOWCAP position paper](#). There was also a discussion on category 2 centres.

In session 5 countries presented their reports on Memory of the World activities since the last General Meeting. A record number of countries attended the General Meeting and provided annual reports. These countries were: [Afghanistan](#), [Australia](#), [Bangladesh](#), [Bhutan](#), [Cambodia](#), [China](#) and [Macau SAR](#), [India](#), [Indonesia](#), [Iran](#), [Japan Republic of Korea](#), [Malaysia](#), [Mongolia](#), [New Zealand](#), [Myanmar](#), [Pakistan](#), [Philippines](#), [Samoa](#), [Sri Lanka](#), [Solomon Islands](#), [Thailand](#), [Timor-Leste](#), [Tuvalu](#), [Uzbekistan](#), [Vietnam](#)

A seminar on implementing the UNESCO Recommendation was held on the last day of the meeting. Here is the [agenda](#) for the seminar.

Minutes of the meeting

The draft minutes of the meeting are attached to this report. Input from the MOWCAP Bureau members on the draft minutes will be greatly appreciated.

Acknowledgments

I would like to thank all the MOWCAP Bureau members, Special Advisors and RSC Members for their support and cooperation over the last year, which has made the Secretary-General position an enjoyable one. I would like to sincerely thank all of the ACC and ACI staff for their hard work and dedication that has made the MOWCAP-ACC cooperation and General Meeting 2018 possible.

Thank you!

Andrew Henderson
MOWCAP Secretary-General