Template for Annual Report

1. Name of the National Committee of MOW (hereafter referred as Committee);

2. Namelist of the Committee, Contact person of the Administration Office of the Committee;

3. Contact Information (E-mail address, Postal address, Telephone no, Fax no and website, etc)

4. Structure of the Committee and any subsidiary bodies

5. Statutes and the Terms of Reference of the Committee

6. Fundamental resources for year 2016-17

7. Activities and achievement for years 2016-2017

8. Any National Register of MOW? (if yes, please provide the list of the National Register, website link, etc)

9. Working plan for year 2018-2019

10. Challenges and issues (please highlight any challenges the programme faces, include any priority projects you have identified)

11. Any news or suggestions for the next issue of MOWCAP newsletter?

12. What actions have been taken to implement the UNESCO Recommendation on Documentary Heritage?