

ASIA/PACIFIC REGIONAL COMMITTEE FOR THE MEMORY OF THE WORLD PROGRAM

STATUTES

Article 1: Name and status

(1) The name of this Committee shall be the Regional Memory of the World Committee for Asia/Pacific, referred to as MOWCAP in these statutes.

(2) MOWCAP is a subsidiary body of the International Advisory Committee (IAC) of Memory of the World (MOW), created in accordance with the General Guidelines of the MOW Program.

Article 2: Objectives

MOWCAP's objectives are to promote, facilitate and monitor the MOW Program within the region, and to represent the region at the international level. Among other things, MOWCAP supports and facilitates nominations and encourages adequate representation of the region's documentary heritage in the International MOW Register. It also supports and complements the work of the National MOW Committees. It seeks to raise awareness of the Program and of the documentary heritage in the Asia-Pacific region.

Article 3: Terms of Reference

MOWCAP shall be responsible for the following functions:

- (i) To increase awareness of the importance of documentary heritage, improve its accessibility and use
- (ii) To promote resource sharing and optimal use of resources in the region
- (iii) To mobilize political, social and economic support for the MOW Asia/Pacific Program
- (iv) To encourage cross country linkages of valuable collections with multi-country cultural significance
- (v) To encourage the establishment of national MOW committees
- (vi) To maintain the Asia/Pacific Regional register of MOW documentary heritage
- (vii) To discuss the selection criteria and any other matters determined by the IAC and make recommendations; and
- (viii) To mobilize resources and support for MOW projects/activities

Article 4: Membership

(1) MOWCAP shall be composed of UNESCO National MOW Committees in member states in the Asia/Pacific region, represented by their appointed delegates.

(2) For the purposes of these statutes, the definition of a National MOW Committee includes sub-committees of UNESCO National Commissions and sub-regional or multi-national committees, provided these operate consistently with the relevant provisions of the MOW General Guidelines.

(3) 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.

Article 5: Voting

(1) Each National MOW Committee shall have the right to exercise one vote at MOWCAP Meetings.

(2) In the case of a tie, the Chair shall have a deciding vote.

Article 6: Session

(1) MOWCAP shall meet in general session once every two years. It may meet in extraordinary session, if it decides to do so, or if summoned by the Bureau.

(2) The Bureau shall draw up the agenda for the meetings of MOWCAP and shall circulate it to members at least two months in advance of the meeting.

(3) Meetings shall normally be in-person gatherings at a specified place but, if warranted by circumstances, they may be conducted virtually by electronic means.

Article 7: 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 8: 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 9: 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 Regional Advisor 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 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.

Article 10: 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 11: Effectivity

These statutes take effect at the conclusion of the Second MOWCAP meeting (7-8 November 2005)