

Safeguarding the Documentary Heritage of Least Developed Countries (LDCs) and Small Island Developing States (SIDS) in Southeast Asia through the UNESCO Memory of the World (MOW) Programme

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Website address:	<p>www.unescobkk.org/ www.unesco.org/jakarta</p>
Geographical scope/benefitting country(ies):	<p>Timor-Leste and Myanmar (primarily benefitting countries) Cambodia and Laos (secondary benefitting countries) ASEAN (wider benefitting countries)</p>
Duration (in months):	<p>18 months</p>
Partner(s) institutions:	<ul style="list-style-type: none"> • National Heritage Department, Ministry of Tourism and Culture, Malaysia • National Archives of Malaysia • The Memory of the World Committee Malaysia • The ASEAN Secretariat • The Memory of the World Committee for Asia and the Pacific • National Commissions for UNESCO in Timor-Leste and Myanmar • Focal points for documentary heritage in Timor-Leste and Myanmar • ASEAN+3 focal points for documentary heritage

Executive Summary:

The fundamental aim of the project is to support the safeguarding of the significant documentary heritage of Southeast Asia, with a particular focus on supporting Least Developed Countries (LDCs) and Small Island Developing States (SIDSs), through the implementation of the UNESCO Memory of the World (MOW) programme and the *UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form* (2015).

UNESCO will implement the programme in close cooperation with the National Heritage Department, Ministry of Tourism and Culture and the National Archives of Malaysia, which was awarded the 2009 UNESCO/Jikji Memory of the World Prize in recognition of its “outreach, educational and training programmes in the area of preservation within the Asian region”.

The programme will also result in the creation of a Southeast Asian/ASEAN ‘action plan’ for the implementation of the new *UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form* (2015). This will be the first international initiative to use new Recommendation, and will showcase the cutting edge work being supported by Government of Malaysia through the MFIT programme.

The objectives of the project will be achieved through four main actions:

Activity 1: International seminar on the implementation of the UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form

- To be held at the National Archive of Malaysia
- Will bring together ASEAN+3 focal points for documentary heritage
- Increase Southeast Asian cooperation to promote safeguarding of documentary heritage and awareness around the role of the Malaysian government through the MFIT
- Result in the first ‘action plan’ for the implementation of the UNESCO Recommendation

Activity 2: National Capacity Building Workshops on the MoW Programme

- To be held in Timor-Leste and Myanmar respectively with the facilitation from experts and memory institutions in Malaysia
- Will deliver ‘hands on’ in-depth training responding to the needs of the LDC/SIDS context
- Result in the creation of the National MoW Committees in Timor-Leste and Myanmar and increased capacity to safeguarding and access to documentary heritage

Activity 3: Regional and national study of significant documentary heritage in Timor-Leste, Myanmar and wider Southeast Asia

- Result in an inventory of significant documentary heritage from Timor-Leste, Myanmar and possibly some selected ASEAN countries
- Will support the safeguarding of the identified heritage and prepare for national, regional and international nominations to the MoW registers

Activity 4: Illustrated publication (online and hardcopy) of the results of the study of significant documentary heritage and its launch

- Increase awareness of the significant documentary heritage of Timor-Leste, Myanmar and possibly some selected ASEAN countries
- Increase media coverage on the significant documentary heritage of Timor-Leste, Myanmar and Southeast Asia
- Increase knowledge and aims of the UNESCO MoW programme

<p>1.1 Overall Purpose</p>	<p>The fundamental aim of the project will be to support the safeguarding of the significant documentary heritage of Southeast Asia, with a particular focus on supporting Least Developed Countries (LDCs) and Small Island Developing States (SIDSs), through the implementation of the UNESCO Memory of the World (MOW) programme and the UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form (2015).</p>
<p>1.2 Relevance</p>	<p><i>Challenges for safeguarding documentary heritage in LDS and SIDS in Southeast Asia</i></p> <p>The ‘Progress Report on the Development of the Asia-Pacific Regional Dimension of the UNESCO’s Memory of the Word Programme’ identified a number of issues for the safeguarding of documentary heritage in the region, including:</p> <ul style="list-style-type: none"> • Documentary heritage in Southeast Asian countries is often endangered by climate, natural disasters, and neglect • Archives, libraries and museums are often without inadequate funds, infrastructure and skills • Southeast Asian regional cooperation in safeguarding documentary heritage needs to be strengthened • Many countries in the region do not yet have a national UNESCO MoW committee • Existing national committees often need support in appraisal, publicity, fundraising, advocacy, conservation expertise, IT skills and more • Many countries in the region have not yet developed a national MoW register of significant documentary heritage in their respective countries • Access to documentary heritage is limited with little information available to the public on websites • There is a need for training in developing national, regional and international nominations and particularly in defining the ‘significance’ of collections. <p>These challenges are particularly apparent in Least Developed Countries (LDCs) and Small Island Developing States (SIDSs) such as Timor-Leste and Myanmar.</p> <p>A recent UNESCO MoW expert mission to Timor-Leste in 2015 found that there was a great need for international support to enable the Timor-Leste authorities to better safeguard the country’s documentary heritage (report attached in annex 1).</p> <p>However, the report also outlined that if Timor-Leste was supported to engage with MoW, a number of clear benefits could be attained, including: increased awareness nationally, regionally and internationally about the countries rich documentary heritage; sustainable funding models for</p>

preservation; increasing access to the collections; and opening up new opportunities for training and engagement with wider regional community of archives, museums etc.

Like Timor-Leste, Myanmar is facing a number of similar challenges. While Myanmar has expressed interest in developing its own National MoW Committee for safeguarding the country's documentary heritage, this has not yet been realized. One barrier has been the lack of capacity building training opportunities for key officials in the MoW programme and the steps needed on how to develop a national committee.

In 2011, UNESCO training workshop in Myanmar for local stakeholders introduced the overall aims and objectives of the MoW programme. This preliminary training resulted in submission of the first documentary heritage 'Maha Lawkamarazein or Kuthodaw Inscription Shrines' to the international MoW register. This documentary heritage was recommended for inclusion in the Memory of the World Register in 2013. The success of the nomination has created a keen interest from the authorities, however, they have expressed a strong need for more technical assistance in MoW, especially in developing a national committee and for future nominations.

Opportunities to address this challenge through UNESCO and Malaysian cooperation

The Government of Malaysia, in partnership with UNESCO through the Funds-in-Trust modality, are well positioned to address a number of significant challenges facing the safeguarding of documentary heritage in Southeast Asia, particularly for least Developed Countries (LDCs) and Small Island Developing States (SIDS).

The Government of Malaysia, through the National Archives of Malaysia and the Malaysian Memory of the World Committee, have been playing a lead role in implementing the UNESCO Memory of the World programme in Malaysia and also the wider region.

Malaysia hosted the first UNESCO Memory of the World Asia Pacific Bureau Meeting in 1999, and have since held a number of other important regional meetings and trainings. In 2013 the Government of Malaysia in cooperation with ASEAN, held the 'Digital Library Conference: Towards Regional Cooperation and Collaboration' which promoted regional collaboration in sharing, networking and the preservation of documentary heritage.

This leadership role in the programme was recognised when the National Archives of Malaysia was awarded the UNESCO/Jikji Memory of the World Prize in recognition of its "outreach, educational and training programmes in the area of preservation within the Asian region."

	<p><i>Addressing the challenge through the UNESCO MoW Programme</i></p> <p>The MoW Programme was launched by UNESCO in 1992 as an international cooperation strategy aimed at safeguarding, protecting and facilitating access to and the use of documentary heritage, especially heritage that is of world significance and endangered.</p> <p>The vision of this programme is that 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.</p> <p>Since 1998 the Memory of the World Committee for Asia and the Pacific, the "regional forum" for the MoW programme, has been working to assist preservation of and universal access to documentary heritage of the Asia-Pacific region and to increase awareness of the existence and significance of the heritage.</p> <p>More recently UNESCO and ASEAN, through the signing of an MoU with a detailed work plan, have agreed to work together to “preserve documentary heritage in the Asia region and to raise awareness about the significance of ASEAN’s memory heritage as part of the world’s memory, particularly through strengthening and promoting the Memory of the World (MoW) programme in ASEAN.”</p> <p><i>The UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form</i></p> <p>One significant opportunity for the safeguarding of documentary heritage in Southeast Asia is the adoption by the UNESCO General Conference in 2015 of the <i>Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form</i>. The Recommendation is a cornerstone of public and international documentary heritage preservation policies for the decades to come. Its main focus is to promote the establishment of principles and norms for regulation at national and international levels of the specific selection, preservation, accessibility and policy issues.</p> <p>Through this Recommendation, this project will work to develop new tools and methods to address ongoing challenges to the safeguarding of documentary heritage in the Southeast Asia region with particular focus on LDCs and SIDS.</p>
<p>1.2 Beneficiaries and other Stakeholders</p>	<p>Primary and direct beneficiaries:</p> <p>Government, archives, libraries, NGOs and community groups in Myanmar and Timor-Leste.</p> <p>Secondary beneficiaries:</p>

	<p>Memory institutions from Cambodia and Lao</p> <p>Other beneficiaries:</p> <p>ASEAN documentary heritage institutions</p> <p>Key stakeholders:</p> <ul style="list-style-type: none"> • National Heritage Department, Ministry of Tourism and Culture, Malaysia • National Archives of Malaysia • The Memory of the World Committee Malaysia • The ASEAN Secretariat • The Memory of the World Committee for Asia and the Pacific • National Commissions for UNESCO in Timor-Leste and Myanmar • Focal points for documentary heritage in Timor-Leste and Myanmar • ASEAN+3 focal points for documentary heritage <p>Ownership:</p> <p>One of the key measures that will be taken to ensure the ownership, rights, interests, needs and participation of the beneficiary groups is the promotion of the creation of networks for regular and harmonized communication, coordination and cooperation with all stakeholders concerned in the region. In this regard the initial regional meeting will be crucial for this purpose.</p> <p>Furthermore, the training delivered will be undertaken within a framework that seeks to encourage participants to take initiative to implement the knowledge gained at their own institutions.</p>
<p>1.3 Overall and specific objectives</p>	<p>The overall objective of this programme will be to will be to support the safeguarding of the significant documentary heritage of Southeast Asia, with a particular focus on supporting Least Developed Countries (LDCs) and Small Island Developing States (SIDSs), through the implementation of the UNESCO Memory of the World (MoW) programme and the <i>UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form</i>.</p> <p>Specific objectives:</p> <ul style="list-style-type: none"> • Strengthening/developing national committees for MoW for LDCs and SIDS • Developing MoW national registers for LDCs and SIDS • Developing increased nominations to the international, regional and national MoW registers from LDCs and SIDS and wider ASEAN countries • Increased awareness about the MoW Programme and the documentary heritage of Timor-Leste, Myanmar and ASEAN • Enhancing collaboration and exchanges of good practices among ASEAN countries for the MoW Programme and the implementation of the <i>UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form (2015)</i>.

	<p>The long term legacy of this project will be a core group of individuals from key institutions in Myanmar and Timor-Leste with the capacity to safeguard their country's documentary heritage according to international good practices.</p>
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Furthermore, the action plan to implement the *UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form (2015)* will guide the preservation of documentary heritage in Southeast Asia for at least the next ten years.

1.4 Expected results and outputs/deliverables			
	Performance indicator (PI) (a maximum of three):	Means of verification (M) (data source):	Quantitative and/or qualitative Target (T) (on the basis of baseline data (b)):
Expected Result N°1 The significant documentary heritage of Southeast Asia, particularly LDCs and SIDS, is better conserved and with increased access at the national, regional and international levels	Number of initiatives undertaken by national memory institutions, in particular from LDCs and SIDS, to promote preservation and access to their documentary heritage	Press releases, project reports, etc.	At least 5 initiatives to promote preservation and access to documentary heritage undertaken by memory institutions from LDCs and SIDS in Southeast Asia
Activity One: International seminar on the implementation of the UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form			
Output/deliverable N°1.1	PI 1:	M 1:	T 1 and (b 1):
Capacity of ASEAN+3 focal points for documentary heritage to implement the UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form increased	Number of ASEAN+3 focal points participate in the training and formulation of the 'action plan' along with experts	'Action plan' for the implementation of the UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form created	At least 50 ASEAN+3 focal points for documentary heritage participate in the seminar
Activity Two: National Capacity Building Workshops on the MoW Programme in Timor-Leste and Malaysia			
Output/deliverable N°2.1	PI 1:	M 1:	T 1 and (b 1):
The capacity of key stakeholders in Timor-Leste and Myanmar to safeguard and provide access to their significant documentary heritage increased	Number of representatives from documentary heritage related institutions successfully complete the training Establishment of the National MoW Committees in Timor-Leste and Myanmar	Report summarizing the conclusion of the capacity building workshops and the list of participants	Two (2) national workshops held in Myanmar and Timor-Leste respectively with at least 25 participants at each workshop
Expected Result N°2 Awareness of the documentary heritage of	Number of submissions of documentary heritage from	Regional and international registers for MoW	At least two submissions from LDCs and SIDS accepted into regional and

<p>Southeast Asia increased, particularly LDC and SIDS, and experiences and lessons learned from the project widely shared</p>	<p>Southeast Asia, particularly LDCs and SIDS, accepted into regional and international registers for MoW</p> <p>Number of national, regional and international media coverage on the documentary heritage of Southeast Asia, particularly of LDCs and SIDS</p>	<p>Publications, news stories, videos, websites</p>	<p>international registers for MoW</p> <p>Frequency in the coverage of documentary heritage from Southeast Asia increased in the media</p>
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Activity Three: Study of significant documentary heritage in Timor-Leste and Myanmar

<p>Output/deliverable N°1.1</p> <p>Significant collections of documentary heritage in the Timor-Leste and Myanmar identified for potential nominations to the national, regional and international MoW registers</p>	<p>PI 1:</p> <p>Number of collections of documentary heritage with national, regional, and international significance and potential for MoW nominations identified</p>	<p>M 1:</p> <p>Report/study covering the significant documentary heritage in Timor-Leste and Myanmar</p>	<p>T 1 and (b 1):</p> <p>Report to be translated into local languages and at least 200 copies distributed to local stakeholders</p> <p>T 2 and (b 2):</p> <p>Report made publically available on the UNESCO website</p>
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Activity 4: Illustrated publication (online and hardcopy) of the results of the study of significant documentary heritage in Southeast Asia launched

<p>Output/deliverable N°2.1</p> <p>Public event to raise awareness of the documentary heritage of Timor-Leste, Myanmar and wider Southeast Asia, and share the results of the project</p>	<p>PI 1:</p> <p>Number of stakeholders receive the publication to promote awareness of the documentary heritage of Timor-Leste, Myanmar and Southeast Asia</p> <p>PI 2:</p> <p>Number of stakeholders attending the public launch</p>	<p>M 1:</p> <p>Publication</p> <p>M 2:</p> <p>Distribution list</p> <p>M 3:</p> <p>Coverage of the publication by local, national and international media</p>	<p>T 1 and (b 1):</p> <p>At least 500 key stakeholders in each country receive copies of publication</p> <p>T 2 and (b 2):</p> <p>Publication made publically available on the UNESCO website and promoted through UNESCO social media networks</p>
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2. APPROACH AND METHODOLOGY

2.1 Implementation strategy

The following strategic approach will be undertaken for the project:

I. Introduction to the project

Open communication will be initiated with the key stakeholders and partners from the onset to introduce them to the project and begin to make necessary preparations for the international seminar and national training workshops.

II. Implementation phase

After the international seminar a series of national training workshops will be conducted at the national level in Myanmar and Timor-Leste with expertise involving the Malaysian memory institutions. Ongoing support from the UNESCO Bangkok and Jakarta Office will be provided to national partners throughout the implementation phase and UNESCO will ensure to enhance regional Southeast Asian cooperation in safeguarding documentary heritage.

III. Reporting

Detailed reporting will be completed in the mid and final cycles of the project. The mid cycle reporting will provide an important opportunity to assess the approach and methodology taken and adjust as needed.

Gender equality:

Gender equality and women empowerment will be carefully addressed in the project, especially when selecting the participants and the expert trainers for the capacity-building/training activities and international seminar. Attention will also be paid on the documentary heritage related to gender equality, women's rights and women empowerment when conducting the study.

Description and sequence of activities

Activity 1: International seminar on the implementation of the UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form

The seminar on the implementation of the *UNESCO Recommendation Concerning the Preservation of, Access to, Documentary Heritage including in Digital Form* will be the first official event of the project, including a high level launch followed by a workshop that will aim to develop a practical 'action plan' for the implementation of the Recommendation. This will be the first international meeting that addresses the new Recommendation, and will therefore position Malaysia as a key partner in this field internationally and regionally.

The seminar will be conducted by UNESCO in collaboration with the National Archives of Malaysia, the National Committee for Memory of the World Malaysia, the ASEAN Secretariat, and the Memory of the World Committee for Asia and Pacific. The venue for the workshop will be the National Archives of

	<p>Malaysia, Kuala-Lumpur. Key International experts involved in developing the Recommendation will help facilitate the seminar.</p> <p>While the overall scope of the seminar will be ASEAN wide, and the participants will be from ASEAN member +3 countries and Timor-Leste, a particular focus will be on ensuring the high representation of LDS and SIDS in the region, namely through participants from Timor-Leste and Myanmar (primary benefiting countries in the project) as well as Laos and Cambodia (secondary benefiting countries).</p> <p>Activity 2: National Capacity Building Workshops on the MoW Programme in Timor-Leste and Myanmar</p> <p>The National Workshops on the MoW Programme will directly follow up the ‘action plan’ developed in the ‘Seminar on the implementation of the <i>UNESCO Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form</i>’ (activity 1), particularly in the context of the UNESCO MoW Programme.</p> <p>The national workshops will allow key people to be assembled and for ‘hands on’ in-depth training responding to the needs of Timor-Leste and Myanmar in the context of the overall action plan.</p> <p>Some of the key issues that will be addressed include:</p> <ul style="list-style-type: none"> • Strengthening/developing national committees for MoW • Developing MoW national registers • Selection criteria for developing the registers • Strategy for each country to identify documentary heritage of national, regional or international significance and develop a national register <p>The workshops will be conducted by the UNESCO Offices in Jakarta and Bangkok respectively in collaboration with the Memory of the World Committee for Asia and Pacific and with support from National Archives of Malaysia and the Malaysian Memory of the World Committee.</p>
	<p>Activity 3: Study of significant documentary heritage in Timor-Leste, Myanmar and wider Southeast Asia</p> <p>This activity will involve a study on the documentary heritage in Timor-Leste, Myanmar and possibly some selected ASEAN countries. The overall objective of the study will be to develop an inventory of significant documentary heritage in Southeast Asia with potential for national, regional and international MoW registers.</p> <p>This study will be done in close cooperation with the documentary heritage focal points who participated in activity one (international seminar) and two (training). In this regard, it is expected much of the material will be generated by these actors and then can be used to form the basis for the creation of a national register and for future nominations to the international and regional UNESCO MoW registers.</p> <p>Activity 4: Illustrated publication (online and hardcopy) of the results of the study of significant documentary heritage in Timor-Leste, Myanmar and wider Southeast Asia</p>

	<p>The results of the study, and relevant images, will be used to create an illustrated publication highlighting the rich and significant documentary heritage of Timor-Leste, Myanmar and possibly some selected ASEAN countries. This publication will be translated in the local languages, will be launched in a public event and will be used by the preservation institutions to raise awareness on the significant documentary heritage the countries possess, the need to safeguard this heritage, and how people can access these collections.</p> <p>This publication will also highlight the support of the Government of Malaysia through the UNESCO MFIT that made the project possible. A forward from a high official from Malaysia will be sought for inclusion in the publication along with a high official from Timor-Leste/Myanmar/ASEAN Secretariat and UNESCO respectively.</p>
<p>2.2 Risk analysis and mitigation</p>	<p>The main risks of the project are related to the developing nature and occasional political uncertainty in both Timor-Leste and Myanmar respectively.</p> <p>Despite positive actions under the current government, a persisting risk to Myanmar’s economic growth and development is governance. The country ranks poorly on most global indicators of governance, including corruption and transparency. Myanmar’s ministries and agencies need capacity development in planning, management, accountability, monitoring and evaluation.</p> <p>This issue will be addressed within the project design, with the training deliberately focusing on developing capacity for government staff to support their work in safeguarding and providing access to significant documentary heritage.</p> <p>In Timor-Leste, one major challenge has been political stability. A major crisis erupted again in 2006, requiring large-scale intervention by military forces from neighbouring countries and UN police. Since then the situation has greatly improved, however, in 2015 unrest in the eastern side of Timor-Leste from disgruntled former guerrillas caused United Nations Department for Safety and Security to place restrictions on travel in some areas.</p> <p>This risk will be mitigated with the planned training to be held in Dili, rather than the areas affected by political unrest. Also, UNDSS will be closely informed of the training and advice will be sought prior to any events in Timor-Leste.</p>
<p>2.3 Sustainability and exit strategy</p>	<p>The fundamental aim of the project is to strengthening capacity of key institutions in Timor-Leste and Myanmar respectively for the safeguarding of documentary heritage, and sustain Southeast Asian regional cooperation in this area. In this regard, the training will focus on equipping preservation institutions with the skills empower them to continue the work after the project cycle has finished.</p> <p>The ASEAN Secretariat will also be involved from the onset of the project in order to promote sustainable Southeast Asian regional cooperation in safeguarding documentary heritage. UNESCO through its MoU with the ASEAN Secretariat will also ensure that the implementation of the <i>Recommendation concerning the Preservation of, Access to, Documentary Heritage including in Digital Form</i> be included in the agenda of the ASEAN Committee on Culture and Communication for the next ten years.</p>

	Furthermore, in order to multiply the effect and impact of the training, a focus will be on ‘training of trainers’ methods, with the aim of participants utilizing the skills and knowledge they gain to train teams/individuals within their own respective organizations.
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3. PROJECT MANAGEMENT AND IMPLEMENTATION

The project management and implementation arrangements will comprise three main actors, namely: (i) the target beneficiaries; (ii) UNESCO entities; (iii) the donor

(1) The target beneficiaries

Focal points for documentary heritage from ASEAN +3 countries will be invited to participate in the international workshop (activity one) to be held in Malaysia. The ASEAN Secretariat will support in mobilizing involvement of the ASEAN + 3 focal points for documentary heritage.

Focal points for documentary heritage in Timor-Leste and Myanmar will be expected to actively participate in the training opportunities (activity two) and then implement this at their respective institutions.

Selected ASEAN countries will also participate in the study on significant documentary heritage in Southeast Asia and its launch (activity three and four).

(2) UNESCO entities

The Communication and Information (CI) sectors of the UNESCO Offices in Bangkok and Jakarta, in cooperation with UNESCO HQ, shall provide the following services:

1. Undertake preliminary missions to Timor-Leste and Myanmar (and other sites as necessary) for the coordination of the project;
2. Supervise designated experts and contracted institutions in the project;
3. Supervise all activities of the project;
4. Prepare a comprehensive report to the donor of the project;
5. Provide the donor with a financial report, as stipulated in the agreements with them

As the regional focal point for the UNESCO MoW programme, the UNESCO Bangkok Office will be responsible for the overall coordination of the project, including the international seminar, the training conducted in Myanmar and the study.

The UNESCO Jakarta Office will be responsible for the training conducted in Timor-Leste as it falls under the responsibility of the cluster office.

(3) The donor – the Government of Malaysia

The Government of the Malaysia represented by the Malaysian National Committee for the MoW Programme and the National Archive of Malaysia will be involved in the events associated by the project, and will provide necessary expertise throughout the project. The donor will give authorisation to UNESCO to use the government’s logo in associated project activities, and the donor will receive project updates and reports from UNESCO.

4. MONITORING, EVALUATION, LESSON LEARNING

4.1	A systematic monitoring and evaluation tools will be established in accordance with UNESCO’s monitoring and reporting guidelines to ensure that activities are efficiently implemented to attain the desired expected results and outputs. Information on key performance
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	<p>indicators will be collected periodically in order to track progress towards project implementation, output delivery and achievement of the expected results.</p> <p>The project's evaluation shall be conducted in accordance with UNESCO's evaluation policy and evaluation guidelines. This project shall be subject to a self-evaluation by UNESCO.</p> <p>A mid-term progress report and a final report which present the main findings of a self-evaluation exercise conducted by the responsible UNESCO project officer(s) will be submitted to the donor.</p>
4.2	<p>In addition to the monitoring and evaluation of project progress, relevant good practices, success stories and lessons learnt will be collected, documented and shared among the beneficiaries and stakeholders with the objective to ensure the quality of the project, inform the next course of project activities and enhance the project visibility. Furthermore, detailed updates highlighting the progress, achievements and challenges will be prepared for the MFIT Steering Committee meetings.</p>

5. VISIBILITY	
5.1	<p>Communication activities:</p> <p>UNESCO will publicize the project activities through the official communication channels of UNESCO, including the social media platforms, the HQ, Bangkok and Jakarta websites respectively, as well as news articles. The publication that will be created as part of the project will be made available online at UNESCO's websites, will highlight the support of the Government of Malaysia and will be publicized through a public launch involving local, national and international media.</p> <p>Donor recognition:</p> <p>UNESCO will ensure to raise the visibility of the donor, the Government of Malaysia. The name and the logo of the donor will be duly acknowledged and presented in all public relation materials and publications of the project, and during all events organized under the project (e.g. local and international media coverage, use of the logo on the publications, participation of the donor in project events and joint press conference). UNESCO's website will also be used to promote the project activities, achievements and lessons learnt (in cost-effective way).</p>