

MEMORY OF THE WORLD SECOND REGIONAL COMMITTEE MEETING FOR ASIA AND THE PACIFIC (MOWCAP)

The Linden Suites, Pasig City, Philippines, 7-9 November 2005

INTRODUCTION

1. The UNESCO Memory of the World Regional Committee Meeting for Asia and the Pacific (MOWCAP) was convened by the UNESCO Regional Office for Asia and the Pacific, through the Philippine Information Agency (PIA), UNESCO National Commission of the Philippines and the National Commission for Culture and the Arts (NCCA) on 7-9 November, 2005 at the Linden Suites, Pasig City, Philippines.
2. The Meeting's objectives are: *to receive reports from the Bureau, national committees and the Goodwill Patron; agree on strategies, parameters for a regional Memory of the World Register, and regional projects; assist the development of national Memory of the World Committees; elect a new bureau and establish a forward work plan; workshop the preparation of Register nominations and push forward the development of "Memory of the World" within the region.*
3. The Meeting was preceded by a Bureau Meeting on 6 November 2005 and included a workshop on 9 November designed to stimulate the development of the National Committees and preparation of nomination proposals for the MOW Register. The Programme Schedule is attached as **Annex A**.
4. Thirty (30) delegates from 15 countries within the Asia/Pacific Region, namely Australia, Cambodia, China, Fiji, India, Indonesia, Korea, Laos, Malaysia, Philippines, New Zealand, Tajikistan, Thailand, Vanuatu and Vietnam. The participants were members of the MOW National Committees or representatives of the UNESCO National Commissions. Please see **Annex B** for the complete listing of participants.

OPENING PROGRAMME

5. The Opening Ceremony for this Regional Meeting was held at function rooms 2 and 3 of the Linden Suites at 9:00 am of Monday, November 7, 2005.
6. Deputy Director-General Leon Osmoso gave the welcome and opening remarks on behalf of Sec. Renato S. Velasco, Director-General of the Philippine Information Agency. Ambassador Preciosa S. Soliven, Secretary-General, UNESCO National Commission of the Philippines and Ms. Cecile Guidote Alvarez, Executive Director, National Commission for Culture and the Arts delivered a few words on the significance of the Meeting.
7. Datuk Rahani Jamil, Interim Chair of the Memory of the World Committee for Asia and the Pacific returned notes of thanks to the hosts and organizers of the Meeting.

8. Dir. Belina SB. Capul, Management Information Systems Division Staff Director of the Philippine Information Agency and Conference Manager, introduced the participants and guests.
9. The Keynote Remarks was delivered by Dr. Susanne Ornager, UNESCO Adviser for Communication and Information in Asia. She expressed thanks to Dato' Habibah, founding Chair of the MOWCAP for her hardwork and dedication to pursue the goals of MOWCAP in the Region and to Datuk Rahani Jamil for continuing this work. In her speech, she presented an overview of the Memory of the World Programme, its progress and the current issues confronting the Programme. She also highlighted the work being undertaken by the interim Bureau. She hoped that the strategic direction set out could possibly pave the way for the next Bureau to effectively achieve the MOWCAP goals. She stressed the role of the National Committees as instrument to advance the cause of MOWCAP in the region.

MEETING PROPER

10. The Meeting was chaired by Dr. Susanne Ornager and co-chaired by Ms. Belina SB. Capul who is a member of the International Sub-Committee on Marketing and the hosts' representative.

Dr. Ornager informed the Meeting that the Regional Committee Bureau was functioning on an interim basis since its members' 4 year term has expired. Until the election of the new bureau, the conduct of the proceedings would be the Regional Office's responsibility. Dr. Ornager dismissed the interim Bureau and declared the office vacant until the Bureau's election the next day.

ROLL CALL AND APPOINTMENT OF RAPPORTEUR

11. With the participants having been introduced during the Opening Ceremonies, the Meeting proceeded to appoint Simon Chu, the interim secretary-general as the Rapporteur for the Meeting.

BUSINESS ARRANGEMENTS AND EXPECTATIONS OF THE MEETING

12. Belina SB. Capul informed the Meeting that the first day would focus on the rendering of reports necessary to level expectations on MOWCAP: the progress of the MOWCAP program; 1998 minutes of the first committee meeting and past bureau's activities; reports from the Goodwill Patron, national MOW Committees, and UNESCO National Commissions. The main item for day two would be the election of the Bureau. See [Annex C](#) for the Meeting Agenda.

OVERVIEW OF INTERNATIONAL MOW PROGRAM

13. Mr. Ray Edmondson, the interim vice-chair of MOWCAP, gave an overview of the Memory of the World (MOW) history and organizational structure. He introduced the "General Guidelines to Safeguard Documentary Heritage" and discussed the outcome of the recent MOW IAC Meeting in Lijiang, China in June, 2005. The full text of the Report is attached as [Annex D](#).

14. Mr. Edmondson also presented a report, commissioned by UNESCO, of MOWCAP's history and development, difficulties in promoting or carrying out the MOWCAP Program, future plans and importance of the National Committees and the Regional Register. Mr. Edmondson's full report is attached as **Annex E**.

REVIEW OF MINUTES OF FIRST COMMITTEE MEETING (1998) AND REPORT ON BUREAU'S ACTIVITIES

15. Simon Chu, the Secretary-General of the interim Bureau, highlighted the major activities undertaken and programs to be undertaken by Committee and Bureau from its inception in 1998 to 2004. See **Annex F** for the papers. The minutes of the first MOWCAP meeting (1998) were reviewed. On the advice of delegates who had been present at the meeting, the minutes were confirmed as an accurate record.

REPORT FROM GOODWILL PATRON

16. Dr. Rujaya Abhakorn, who was appointed "Goodwill Patron" by the MOWCAP Bureau and UNESCO, gave a report on his mission in 4 countries in the region (Indonesia, Lao PDR, Cambodia and Vietnam) from March to July, 2005. The concept of a Goodwill Ambassador was adopted during the second MOWCAP Bureau Meeting in Kunming China, 12-15 March 2002. The objective of which was to raise awareness of the MOWCAP and its programs and promote the importance of setting-up National Committees.
17. The Meeting noted Dr. Rujaya's recommendations on follow-up activities which include the following: monitoring the progress in the area of awareness raising, provision of information materials, assistance to countries with good results, holding of workshop on selection criteria, selection of theme to inspire cooperation among countries in the region and the like. The full text is attached as **Annex G**.
18. The significance of the works of the "Goodwill Patron" was endorsed and it was regarded as an effective measure to promote MOWCAP.

REPORTS FROM NATIONAL MOW COMMITTEES AND UNESCO NATIONAL COMMISSIONS AND DISCUSSION ON REPORTS

19. Dr. Susanne Ornager gave each participating country five minutes to render a report on the status of activities of the MOW National Committees. For those without National Committees, the report focused on the plans for setting up a National Committee. Based on published list, countries with National Committees include Australia, China, India, Malaysia and Tajikistan.

Those countries without National Committees include Cambodia, Fiji, Indonesia, Korea, Laos, New Zealand, the Philippines, Thailand, Vanuatu and Vietnam.

Please refer to **Annex H** for the complete set of country reports.

PRESENTATION AND DISCUSSION ON SETTING-UP AND OPERATING NATIONAL MOW COMMITTEES

20. Mr. Edmondson discussed the process and operation of setting up national committees as reflected in Section 5.2 of the Guidelines. He emphasized a) the need for UNESCO National Commission, as legitimate organizers of the MOW National Committees, to be able to set-up effective working committees composed of members from the various collecting profession sectors who would be able to work together; b) the importance of National Committees keeping contact with logical bodies such as MOWCAP and the MOW Secretariat at the Paris Headquarters for the annual reporting and for links to continuing education on the programme; and c) the practicalities that should be kept in mind such as the composition of the Committees (to include conservation specialist), frequency of the meeting, keeping minutes of the meetings as basis for reporting, and establishing Sub-Committees.
21. Mr. Edmondson also discussed the National Register as part of the National Committee operations, how nominations for the International Register could be submitted either directly to Paris or through the Regional or National Committee. It was pointed out that the Sub-Committee on Register assesses/evaluates arguments that are valid and seeks to get a range of opinions from the logical persons or relevant committees/bodies.
22. Ms. Carmen Padilla of the Philippines suggested that nominating persons/parties should know the existence of their own National Committees. It is an oversight responsibility of any National Committee to look into nominations of its country. Hence, the programme should have the dynamics of dealing with approaches to nominations.
23. Ray Edmondson shared the Australian Experience as a concrete example of how a National Committee is set-up in terms of its membership, structure and commitment expected of members who are leading practitioners in the field and who came from various critical heritage sectors with the institutional credibility to bring about the work of the MOW Programme.

DISCUSSION AND ADOPTION OF STATUTES AND RULES

24. The MOWCAP Statutes and Rules were discussed, based on a draft prepared by the Bureau. The Meeting noted that provisions on Article 4 of the Statutes were enhanced to widen its membership to provide flexibility of participation in MOWCAP considering that some countries were not necessarily administered by National MOW Committees. As such Article 4 reads, "Membership provides that "a National MOW Committee for the purpose of the Statutes" includes Sub-Committees of UNESCO National Commissions and sub-regional or multinational committees provided these operates consistently with the relevant provisions of the MOW General Guidelines."

The MOWCAP Statutes and Rules were formally adopted and take effect at the end of this meeting. The text is attached **Annex I**.

25. It was agreed that Dr. Susanne Ornager would seek clarifications with UNESCO Paris regarding the corporate status of MOWCAP as a body whether it can receive donations or needs to register as an independent association.

ADOPTION OF ELECTION RULES

26. Dr. Susanne Ornager explained the voting rules based on the stipulation under article 5 of the *adopted MOWCAP Statutes* which states that “Each National MOW Committee should have the right to exercise one vote at MOWCAP Meetings.” However, this rule takes effect at the end of this meeting. It was discussed and agreed that for the election purposes at this 2nd Regional Committee Meeting those delegates whose countries have not established their National MOW Committees as reflected in Article 4 of the Statutes would be allowed to vote. The casting of votes for countries with two or more representatives would be assigned to one delegate representative of the country, namely Allan Howell (Australia), Hongmin Wang (China), Prabhakaran Nair (Malaysia), Carmen Padilla (Philippines), Prachark Wattananusit (Thailand).

EXPLANATION OF DUTIES - BUREAU SUB-COMMITTEE CHAIRS

27. The proposed duties of the Bureau and the Sub-Committees were discussed. It has been agreed that a smaller group of four people (Chair, Vice-Chair, Secretary-General and UNESCO Advisor) will comprise the MOWCAP Bureau, to be supported by needed Sub-Committees. The previous duties of the Treasurer would be absorbed by the Secretary-General.

The Bureau would serve for four years and would perform their assigned duties mostly on voluntary basis. Details of their duties are described in the Rules of Procedures of the Bureau (6-9), included in **Annex I**.

ELECTION OF THE BUREAU

28. The Meeting elected the following as members of the MOWCAP Bureau: Mr. Ray Edmondson (nominated by Sudhendo Mandal of India) as Chair, Carmen Padilla (nominated by Allan Howell from Australia) as Vice-Chair, and Simon Chu (nominated by Mr. Prachark Wattananusit of Thailand) was elected as Secretary-General.
29. Dr. Susanne Ornager stepped down as Chair of the Meeting and Mr. Ray Edmondson took over to continue the conduct of the Meeting.

REGIONAL MOW REGISTER - ESTABLISHING GUIDELINES AND PROCESS

30. Mr. Ray Edmondson presented the draft *Regional Register Guidelines* which was modelled after the established MOW General Guidelines. It contained an introduction to the MOW Programme, the Regional Register, the nomination process and selection criteria among others.

31. The Meeting adopted the Regional MOW Register Guidelines which appears as **Annex J**. It was agreed that the Register should operate on a biennial schedule so that the first set of inscriptions should be announced at the 2007 meeting of MOWCAP. The nomination process will be established in conjunction with the new MOWCAP Register Subcommittee.

REGIONAL MOW WEBSITE

32. Mr. Simon Chu explained the website designed and informed the Meeting that the website address of MOWCAP could be accessed at <http://www.unesco.mowcap.org> Development was underway and the website would be launched by end of January, 2006. The MOWCAP website shall be registered in Hong Kong and administered by the newly-elected Secretary-General. Basically, its contents would be MOWCAP's basic structure, events and other activities, adopted Statutes, Bureau Rules of Procedure, Regional Register Guidelines, gallery, links to related websites and the Secretariat's contact point. While the National Committee websites will be hyperlinked to the Regional website, direct contributions from members will be solicited.

REGIONAL PROJECTS

33. The Meeting drew a list of 12 projects either for funding and/or implementation. It designated country(s) in-charge to prepare the project proposals for funding consideration and/or coordination. Please refer to **Annex K** for the complete listing of projects.
34. Project proposals may use the format included in the MOW Guidelines or any other templates which may be downloaded from the UNESCO website and later from the MOWCAP website once it is up by January, 2006.
35. The reasonable time frame agreed for the preparation of the project proposal was set at two months from the date of this Meeting. Final date set was end of January 2006. It was agreed that the project proposals will be submitted to the Bureau through the Secretary-General, Simon Chu.

Coffee Table Book

36. It was noted that the coffee table book that would be published will be released in conjunction with the International Council of Archives Congress in 2008 in Kuala Lumpur which will be hosted by the National Archives of Malaysia. The Meeting agreed that the ICA Conference would be a good opportunity to raise awareness on the programme and highlight some of the region's heritage materials. A similar book had already been produced in China which highlighted China's own registry. The next step would be to develop the whole publication strategy.

Collection Risk Assessment Survey

37. The Meeting was informed that the Collection Risk Assessment Survey Project would take about 6 months to carry out and would be organised by the SEAPAVAA Technical Committee. It would be participated in by all those institutions of the countries listed in the project proposal. While the funding requirement of US\$85,000 is enormous, UNESCO MOWCAP's endorsement would help secure the funds for its implementation. After considering the proposal (attached at **Annex L**) the meeting endorsed the project.

Training Workshops

38. Ms. Sun Kyung Lee of Korea reported that a number of MOW training workshops in Korea which were endorsed by the Korean UNESCO National Commission and lined up for implementation could be listed as part of MOWCAP activities. The Meeting noted, however, that the Committee may still have to endorse them to be listed as MOWCAP projects.

Goodwill Patron

39. The Meeting agreed to recommend its endorsement of the Goodwill Patron continuation to UNESCO Regional Office through its Advisor, Dr. Susanne Ornager, for its further consideration.

Regional Register

40. In order to raise awareness on MOWCAP, the Meeting recommended the immediate setting up of the Regional Register, adoption of its Register Guidelines, the process and the issuance of invitation for nomination proposals to the International Register. This would require establishing MOWCAP's own Register Sub-Committee with experts comprising it.
41. The Bureau's role in pursuing its establishment was noted including publicizing to the public the process of nomination proposals for the MOW Register.

MOWCAP Communication

42. The issue of communication among MOWCAP members was raised. This was particularly important for the purpose of developing nomination proposals for the International Register.

FUND-RAISING AND FINANCING OF MOWCAP

43. The general financial situation of MOWCAP was reviewed. Ways to generate financial resources were explored including a) securing some level of funding from UNESCO; b) seeking donation or funding for projects from NGOs, big organizations and sponsors, and c) profit sharing with vendors from using MOWCAP logo in products.

44. Issues related to the generation of financial resources for the Committee were discussed. These included:
- a) the legal status of MOWCAP as a separate entity from UNESCO which could receive donations
 - b) the legality of opening and operating an account for MOWCAP by the Secretary-General who also acts as the Committee's Treasurer and whether UNESCO Paris authorization would be needed to open the account
 - c) the need to have a track record of operational standing based on realistic expectations set up by the Bureau to determine the level of the regional fund to be secured from UNESCO.
 - d) the need to seek clarification from the IAC Sub-Committee on Marketing (which would meet in Oslo) on the possibility of profit sharing from the use of MOW logo
45. The Meeting noted the following course of action which offered to address the issues:
- Ms. Susanne Ornager to clarify from Paris the legal status of MOWCAP and the legality of opening/operating a MOWCAP bank account.
 - Ms. Belina SB. Capul shall clarify with the Sub-Committee on Marketing Meeting in Oslo regarding guidelines for the use of the MOW logo and how funds should be treated.
 - Ms. Susanne Ornager confirmed the availability of funds for the Bureau Meeting in 2006. No funds are available for the 3rd Regional Committee Meeting.
 - Ms. Carmen Padilla offered an alternative arrangement for the National Committees under MOWCAP to be attached to UNESCO National Commissions since this is part of UNESCO whose legal status is established by an internationally covered statute.
46. The Meeting authorized Mr. Simon Chu, MOWCAP's Secretary-General to open an account in Hong Kong and to serve as its signatory should MOWCAP be found to be legally qualified to open an account.

MOWCAP SUB-COMMITTEES AND TERMS OF REFERENCE

47. Two Sub-Committees have been established, the Register Sub-Committee and the Editorial Sub-Committee.
48. The Meeting adopted the draft document on the Rules of Procedures for the Register prepared by Mr. Ray Edmondson. These are based on the Rules for the IAC's Register Subcommittee and are at **Annex M**.
49. The Bureau was requested to set up the MOWCAP Register Sub-Committee and the members composing it and to start inviting nomination proposal submissions.
50. The Meeting noted and adopted the following objectives of the Editorial Sub-Committee which was first noted in the 3rd MOWCAP Bureau Meeting held in Kuala Lumpur from 9-10 December, 2004.

- to promote the visibility and corporate image of MOWCAP;
- to arouse awareness and interest in the documentary treasures of the region;
- to introduce a wide range of documentary treasures to those with little or no access to modern information technology;
- to encourage the appreciation and use of documentary heritage in research, studies and other activities; and
- to provide a communication channel for information sharing and exchange of knowledge and opinion.

ELECTION OF SUB-COMMITTEE CHAIRS

51. Mr. Guo Shuyin, Deputy Director-General of the State Archives Administration of China, had been appointed as the Chair of the Editorial Sub-Committee.
52. The Chair of the Sub-Committee on Register would be appointed later by the Bureau who is entitled to appoint chairs of Sub-Committees by virtue of the Rules of Procedure of the Bureau which provides it power to establish or abolish Sub-Committees or Task Forces.

DISCUSSION OF FORWARD PLAN

53. The Committee's programme of activities for the next 2 years was discussed. The following items were agreed upon by the Meeting:
 - to carry-out and support the concept of mentoring work of the Goodwill Patron
 - to bring into action the creation of national committees within the Region and actively support the MOW Programme
 - to seek to establish subcommittees relevant to existing national committees and as a whole for the MOWCAP to mirror the activities of IAC, to include in its membership composition
 - to submit nominations for the MOW Registers
 - to put forward developed projects for endorsement by MOWCAP and funding considerations of UNESCO-Paris and other sponsoring organizations
 - to establish the MOW website as an avenue to highlight the National Registers and publicize the nomination process for significant documentary heritage
 - to address the issue of communication among its members
 - to publish promotional leaflets as soon as possible

CLOSING

54. At the end of the Meeting, Ms. Ornager presented a promotional film related to Freedom of Expression and Freedom of Information. She expressed hope that this film would be shown over the Asia-Pacific Region as part of awareness raising. Copies in video format (DVD, VHS and Beta) may be requested by the participants from the UNESCO Regional Office.

55. In appreciation, Ms. Ornager conveyed thanks to Ms. Belina Capul and her staff for the commendable organization of the Meeting. She thanked the host institutions, organizers and various sponsors for their hospitality and for being a part of this significant and successful activity.