

## MOWCAP BUREAU MEETING 18

16-17 May 2019, Asia Culture Centre, Gwangju, Republic of Korea  
MINUTES

**Venue:** Asia Culture Centre, Gwangju, Republic of Korea

**Dates:** 16-17 May 2019

**Present:**

Kwibae Kim	Chair of MOWCAP
Dianne Macaskill	Vice-Chair MOWCAP
Vu Thi Minh Huong	Vice-Chair MOWCAP
Mitsuru Haga	Vice-Chair MOWCAP
Andrew Henderson	Secretary General
Misako Ito	Adviser for Communication and Information, UNESCO Bangkok
Observers (present for sessions 1-3 of the meeting)	
Eun-Jung Kim	Research and International Assistant Director, Research and International Relations Division, Asia Culture Center
Jinny Choi	International Exchange Team Manager
Nanyoung Kim	Staff, Asia Culture Research Institute

## 1. Opening Ceremony

- i. Kyung Yoon Lee, Director of the Regional Cooperative and International Exchange Centre, Asia Culture Center (ACC), welcomed the MOWCAP Bureau members and wished them a fruitful meeting.
- ii. Kwibae Kim thanked the ACC and the Asia Culture Institute (ACI) for the arrangements and financial support to host the Bureau Meeting.

## 2. Overview of the meeting program arrangements and adoption of the agenda

- i. The minutes of the 8th General Meeting were shared by the Secretary-General for the review of the MOWCAP Bureau who requested the assistance of the Bureau members to review the minutes and provide comments and input via email. These will be considered and reflected in the final draft to be presented for adaptation at the 9th MOWCAP General Meeting in 2020.
- ii. [The agenda for the 18th Bureau Meeting](#) was adopted (Annex A).

## 3. Bureau Reports

### 3.1 Report of the Chair

- i. [Kwibae Kim gave a report](#) (Annex B) on the activities of MOWCAP since the 8th General Meeting of MOWCAP was held in May-June 2018. In his report, the Chair shared that 2018 marked an important milestone in the history of MOWCAP, the 20th anniversary of the Committee. Many things were achieved during this year, including:
  - The largest ever MOWCAP General Meeting, attended by delegates from 28 countries from the Asia-Pacific.
  - 10 new inscriptions were added to the MOWCAP register at this meeting, taking the total to 56.
  - An exhibition and publication were created for the MOWCAP 20th anniversary
  - The MOWCAP-ACC cooperation continued to flourish, including the launch of the small grants program to support organizations from the Asia-Pacific.

### 3.2 Report of the Secretary General

- i. [Andrew Henderson gave a report](#) (Annex C) on the activities of the Secretary General for MOWCAP in relation to financial, administrative and communication responsibilities since the 8th General Meeting of MOWCAP was held in May-June 2018.
- ii. Misako Ito, the UNESCO Regional Advisor, shared that previously the budget was allocated for MOWCAP in UNESCO's budget line. However, this was an informal arrangement that had been developed between MOWCAP and her predecessor at the UNESCO Bangkok Office. UNESCO was happy to support the activities of MOWCAP, for example in supporting developing countries join the MOWCAP

General meeting, however, this should be discussed on case-by-case basis between UNESCO and MOWCAP.

#### **4. MOWCAP-ACC cooperation**

##### *4.1 ACC-MOWCAP Grants*

- i. This session included presentations on the [review of the MOWCAP Grants program 2018](#) (Annex D) and discussion.
- ii. The timeline for the 2018 grants was too tight and many organizations struggled to implement their projects within the allocated period. This is a lesson for 2019, and the call for proposals has to be launched much earlier (January 2020).
- iii. The criteria and evaluation system developed for the grants program seemed to work well although it would be good to have representatives from the ACC and the ACI also join the evaluation process.
- iv. The whole grants process is very time consuming for the ACI staff (and also the SG MOWCAP). This involves responding to email queries, preliminary assessment of the applications to check eligibility, and contacting successful and unsuccessful applicants, monitoring of the project implementation, following up to get final reports (and other docs) as well as reporting.
- v. The 2019 program will be larger, so this is a consideration that needs to be made in terms of allocating enough resources for the ACI staff, and also the available time that the SG can spend on this work.
- vi. ACC-ACI would like to be involved in the selection of the projects. It was agreed that for the next round of the grants a representative of the ACC and ACI would be part of the selection process. That way any projects that particularly align with the ACC/ACI programs can be identified and supported.
- vii. The financial reporting of the grants needs to be improved. The ACC has obligations to report within their Ministry. In this regard, MOWCAP has requested that all grantees submit an endorsement letter from the UNESCO National MoW Committee/or UNESCO National Commission as part of their application and final reporting process.

##### *4.2 Digital Heritage Conference*

- i. The MOWCAP, UNESCO and the ACC agreed to cooperate to hold a conference on digital heritage preservation in November 2019. Kwibae Kim also shared that the Association for the National Debt Redemption, Daegu City, was interested to support the conference. It was agreed that a concept note and program would be elaborated and coordination of the meeting would be shared by the different parties.

##### *4.3 The 2019 Cooperation Plan:*

- i. The MOWCAP Bureau members, along with the representatives of the ACC/ACI discussed the cooperation plan for 2019 including the [respective roles and responsibilities](#) (Annex E) and [working group members](#) (Annex F)

## 5: Overview of the MoW Program

Update on the Comprehensive Review of the MoW:

- i. Misako Ito gave a presentation on '[Update on the comprehensive review of the Memory of the World Program](#)' (Annex G). The key points from the update included:
  - In September 2018 the UNESCO Executive Board adopted the Action Plan for the Comprehensive Review of the UNESCO MoW Program.
  - An online questionnaire to the Member States on the review documents (Revised General Guidelines; Revised Statutes of the IAC; MoW Code of Ethics) was completed.
  - Establishment of the Member States' Working Group to examine the most appropriate legal framework for MoW.
  - April 2019: Joint meeting of IAC and experts designated by the Member States' Working Group.
  - A series of meetings of the Working Group and experts have been held to discuss the issues.
  - In October 2019 a consolidated report on the comprehensive review of the MoW Program
  - will be submitted to the 207<sup>th</sup> Executive board meeting scheduled for 9-23 October 2019.
- ii. In September 2018 the UNESCO Executive Board Adopted the Action Plan for the Comprehensive Review of the UNESCO MoW Program leading to the final report and recommendation being considered at the 207<sup>th</sup> Executive Board meeting in October 2019.
- iii. The MOWCAP Bureau agreed that it was important that MOWCAP matched its own review process to the Action Plan for the Comprehensive Review, and wait until this review process was finalised to gain greater clarity on the direction of the program at the global level, before revising any of the MOWCAP working documents or making a decision on reopening the MOWCAP regional register.

## 6: Supporting MOW Committees

### 6.1 DRR workshop in Bhutan

- i. Mitsuru Haga represented MOWCAP at the Regional Capacity Development Workshop on Preservation of Documentary Heritage for Disaster Risk Reduction and Management, co-organized by UNESCO and the Royal Government of Bhutan on 29 and 30 November 2018 in Thimphu, Bhutan. Misako Ito also joined the meeting.
- ii. Dr Haga gave a presentation on the Japanese Funds-in-Trust Projects on Disaster Risk Reduction and Management as well as a summary of the DRR meeting in Bhutan and the material delivered during this meeting.

## 6.2 PARBICA Disaster Preparedness workshop

- i. An international archives conference will be held in Adelaide, Australia, from 21 – 25 October 2019. The conference is titled “Designing the Archive” and is a joint conference of the Australian Society of Archivists (ASA), Archives and Records Association of New Zealand Te Huinga Mahara (ARANZ), the International Council on Archives (ICA) and the Pacific Regional Branch International Council on Archives (PARBICA).
- ii. The conference is a good opportunity for MOWCAP/UNESCO to support an event to progress the Pacific Member States Action Plan for the Implementation of the UNESCO Recommendation on Documentary Heritage.
- iii. All Bureau members agreed this was an important event to support. Misako Ito agreed to contact Fackson Banda at the UNESCO MoW Secretariat to check for an opportunity to support the initiative.

## 6.3 MOWCAP Member Reports.

- i. The Bureau members discussed the need to increase reporting from the National MoW Committees within the MOWCAP network. This should involve the MOWCAP Secretariat sending out a letter annually, requesting an update on the activities of the MoW committee. The data from these reports can be used to help guide support for National MoW Committees, as well as to collect new stories for the MOWCAP newsletter.

## 7: MOWCAP Projects

### 7.1 MOWCAP Archives policy:

- i. Dianne Macaskill shared the [draft MOWCAP archives policy](#) (Annex H) that was developed in consultation with the secretary-general using the template from the Keeping Archives 3rd Edition (2008), published by the Australian Society of Archivists.
- ii. This policy document states the purpose of the MOWCAP Archive, the collection policy and the processes for the management of the archive. The objective of the policy is to ensure that the records of MOWCAP activities that document key MOWCAP decisions, discussions and events are collected, preserved and where appropriate made accessible so that MOWCAP has a record of its history including its decisions.
- iii. The MOWCAP Bureau members agreed to adopt the archives policy and to treat it as a ‘living document’ that can be revised and updated based on the experience implementing the policy and on input from MOWCAP experts.
- iv. The MOWCAP Bureau members also agreed it was important to place the digital copies of nomination forms from successful nominations on to the MOWCAP website.

## **8: The MOWCAP Register and Register Sub Committee**

### *8.1 Composition of the RSC*

- i. According to the MOWCAP RSC Rules of Procedure, the Register Subcommittee (RSC) shall be composed of no fewer than 3 members, including a chairperson appointed by the MOWCAP or the Bureau. The term of office of RSC members is four years, with RSC members eligible for immediate reappointment, in order to ensure continuity. Under these provisions, no more than four persons can be replaced every four years.
- ii. At the 7<sup>th</sup> MOWCAP General Meeting in Hue, Vietnam, in 2016, the following longstanding RSC members were confirmed for a four-year term:
  - Dr Rujaya Abhakorn
  - Dr Alla Aslitdinova
  - Professor Kyung-ho Suh
  - Hongmin Wang
- iii. At the 17<sup>th</sup> MOWCAP Bureau meeting held in Tokyo, Japan, in July 2017, Dr Helen Jarvis, was appointed as a RSC member by the MOWCAP Bureau. This was confirmed at the 8<sup>th</sup> MOWCAP General Meeting in 2018.
- iv. In October 2018 Dr Rujaya Abhakorn decided to step down from his role as Chair of the MOWCAP RSC.
- v. The current composition of the MOWCAP RSC is therefore the following:
  - Dr Alla Aslitdinova (2016-2020)
  - Professor Kyung-ho Suh (2016-2020)
  - Dr Helen Jarvis (2018-2022)
  - Hongmin Wang (2016-2020)

### *8.2 MOWCAP RSC Chair*

- i. The Bureau noted that Rujaya was the inaugural Chair of the MOWCAP RSC, and that under his guidance and support, from 2008-2018 the register has grown to include many important and diverse collections from across the Asia-Pacific. All the Bureau members joined to express their thanks to Rujaya for his dedication and work to grow the register.
- ii. The MOWCAP Bureau agreed that it was important to fill the role of Chair of the MOWCAP RSC, especially to help guide MOWCAP in adapting its RSC processes to match the outcome of the Comprehensive Review process being undertaken by the UNESCO MoW Secretariat. The MOWCAP Bureau also agreed that as the review was ongoing, the position of Chair would be temporary until the outcome of the Comprehensive Review was known.
- iii. While noting the expertise and capacity of all the current RSC members, the Bureau

decided to appoint Dr Helen Jarvis, as the Interim Chair of MOWCAP. The MOWCAP Bureau members felt it was important to have Helen's expertise and experience, especially as an immediate past member of the IAC. In addition as her term is until 2022 she could gain experience and lead the RSC in any new processes until that date after which we would follow any new guidelines.

### *8.3 Appointment mechanism of new RSC members*

- i. The MOWCAP Bureau discussed the mechanism around the RSC members and Chair. While the Register Subcommittee (RSC) Rules of Procedure (1.1) clearly outline that the Chair may be appointed by the MOWCAP General meeting or the Bureau, there is no established rule for selecting the RSC members.
- ii. The MOWCAP Bureau members also noted that the MOWCAP RSC's functions mirror, at the regional level, those specified in the General Guidelines (para. 5.3.5) of the international Guidelines, which are currently being revised as part of the Comprehensive Review of the MOW program (which will report to the October 2018 UNESCO EXB).
- iii. Once the General Guidelines of MoW are approved at the global level, MOWCAP will need to assess the mechanisms it uses for appointing new RSC members to ensure they are in accordance with the global program. It is hoped that the Interim Chair of the MOWCAP RSC can work to develop a working paper for the consideration of the Bureau members on any changes.

### *8.4 MOWCAP nomination cycle 2019-2020*

- i. The MOWCAP Bureau members agreed that more information was needed before making a decision on whether the register would be reopened. In this regard, it was agreed that a MOWCAP Bureau meeting would be convened in November 2019 (after the 207<sup>th</sup> UNESCO Executive Board meeting) to discuss the issue again based on the decision of the EXB.

## **9. MOWCAP communications**

- i. The [MOWCAP communications report](#) was developed and delivered by Dianne Macaskill (Annex I)). Overall, the report shows that use of the MOWCAP website and social media channels has significantly increased in the last year. The report also noted that YouTube has become a popular way of disseminating information and the Bureau should consider how to develop the MOWCAP channel.
- ii. One large factor behind the increased use of the MOWCAP Facebook page has been the work of Nicola Cousen who is a MOWCAP volunteer from Australia. Nicola has been posting commentary and images from Memory of the World registers for each UN international day. All the MOWCAP members joined to sincerely thank Nicola for her work and support for MOWCAP.
- iii. Kwibae Kim shared the idea of seeking more content from the national MoW

committee in the region relating to their activities. This would be a way of gaining interesting stories and updates as well as sustaining contact with the MOWCAP network. Kwibae will ask the staff of the ACI (supporting the MOWCAP Office) to develop this in consultation with Dianne (responsible for MOWCAP's communications).

## **10. 9th General Meeting of MOWCAP 2020**

- i. At the 8<sup>th</sup> MOWCAP General Meeting, Dr Ramesh C. Gaur, Director, Kalanidhi Division, Indira Gandhi National Centre for Arts (IGNCA), and member of the UNESCO International Advisory Council (IAC) for the MoW Program, proposed that the 9<sup>th</sup> MOWCAP General meeting in 2020 be hosted by the IGNCA in New Delhi.
- ii. Dr Ramesh C. Gaur kindly developed a presentation for the 8<sup>th</sup> MOWCAP Bureau members (delivered by the Secretary General of MOWCAP on his behalf) giving an overview of the IGNCA (an autonomous body of the Ministry of Culture, Government of India), the Kalanidhi Division, and the facilities available at the IGNCA.
- iii. The Bureau members thanked Dr. Gaur for preparing the information and were impressed with the facilities and felt the mandate and activities of the IGNCA closely matched those of MOWCAP.
- iv. One necessary next step is to consult with the UNESCO New Delhi Office on their willingness to support the meeting being held in India. This is an important step to ensure the MoW Secretariat, UNESCO Regional Advisor, and other UNESCO staff can participate in the meeting.
- v. Once the support of the UNESCO New Delhi Office is established, the next step would be to formalize the agreement by official letter between the Director of the IGNCA and the Chair of MOWCAP. This letter will include the established expectations of MOWCAP for meeting hosts (in terms of meeting rooms, logistical, financial and other support).

## **11: Other business**

### *11.1. The Goodwill Patron role:*

- i. The Bureau members acknowledged the important contributions of Dr. Rujaya Abhakorn in the role of Goodwill Patron, which he stepped down from in October 2018. The Goodwill Patron has been an important way for MOWCAP to grow awareness about the MoW program in the Asia-Pacific region.
- ii. The Bureau members noted that the MoW Program has become increasingly well known (at the regional and international level), and this has increased demand for representation of MOWCAP at meetings, seminars and workshops to. In addition, there are currently a number of countries developing, or considering developing, a MoW National Committee, and support is needed from MOWCAP in this area.
- iii. Considering this, the MOWCAP Bureau members decided that all MOWCAP Bureau members should be responsible for carrying out the function of Goodwill Patron, by attending meetings, events, workshops and other outreach activities as designated by the Chair of MOWCAP. This would share the load between the Bureau and ensure

greater coverage through the region.

### 11.2. *MOWCAP Special Advisors*

- i. The MOWCAP Bureau members noted that at the 17th MOWCAP Bureau the role of Special Advisors (10.3.i) had been discussed, and it was decided that the Special Advisors should contribute in specific roles or tasks, and that the duration of the appointment be specified.
- ii. The MOWCAP Bureau also discussed the idea of providing for a standing pool of volunteers who could offer knowledge, experience and time in various capacities. This may also be a way of maintaining productive links with former Bureau and National MoW Committee members, as well as drawing on MOWCAP's extensive networks.
- iii. In this regard, the MOWCAP Bureau members decided that terms of reference should be developed for the roles of Special Advisors based on the needs of the Bureau (such as fundraising, policy advice etc.), and that a mechanism should be developed around how the Special Advisors are appointed by the Bureau. These terms of reference and mechanism for selection will be presented to the 20th MOWCAP General Meeting in 2020.
- iv. The Bureau members decided that while the terms of reference are developed, the roles of special advisors would not be continued. In the interim, the MOWCAP Bureau would seek out support on a needs basis from former MOWCAP Bureau members, National MoW Committee members, as well MOWCAP's network of experts in the region.
- v. There was a short discussion on whether a system of honorary MOWCAP membership should be introduced to recognise significant individual contributions to MOWCAP. It was agreed that further consideration was needed and no decision was made.

### 12. **Closing ceremony**

- i. The Chair thanked the hosts from the Asia-Culture Centre and the Asia Culture Institute for hosting the meeting and for the excellent meeting preparation. The Chair also thanked all the Bureau members for their contributions during the meeting and looked forward to working closely with them all to serve the MOWCAP members and to support the preservation of the rich documentary heritage of the region.