

# **MEMORY OF THE WORLD**

## **Report on the Third Bureau Meeting of the Asia/Pacific Regional Committee for the Memory of the World Program**

**9 – 10 December 2004  
Kuala Lumpur**

## **Preface**

The third meeting of the Bureau of the Asia/Pacific Regional Committee of the Memory of the World Program (MOWCAP) was held in Kuala Lumpur from 9 – 10 December at the invitation of **Hajah Rahani Jamil**, Director General of the National Archives of Malaysia. The meeting was made possible by the continuous support and financial assistance from UNESCO. The generosity of the Malaysian National Archives, as well as the meticulous arrangements made also helped make the meeting a success.

This report contains records relating to the meeting.

## RECORDS OF MEETING

Venue: National Archives of Malaysia

Present: Bureau Members

Hajah Rahani Jamil	Chairperson
Ray EDMONDSON	Vice-chairman
WANG Hongmin	Representing GUO Shuyin, Vice-chairman
Simon F.K. CHU	Secretary General
Norehan JAAFFAR	Treasurer

UNESCO Representative

Dr. Susanne ORNAGER

Observers

Hassan Mohd  
Kamariah Bt. Abu Samah  
Siti Mariani S.M. Omar  
Mohamed Zawawi Abdullah  
Mohd Maidin Hussin  
Mokhtaruddin B. Lamsin  
Zaharudin B. Abu  
Samsiah Muhamad  
Sidek Bin Jamil

Absent: GUO Shuyin Vice-Chairman  
Atique Zafar Sheikh Vice-Chairman

**Ray Edmondson** welcomed the participants and presented the program of the meeting on behalf of the Chair.

### 1. Opening

- 1.1 The meeting started with the welcome speech from **Mr. Hassan Mohd**, Deputy Director General of the Malaysian National Archives and **Dr. Susanne Ornager**, UNESCO's Adviser for Communication and Information in Asia.
- 1.2 In response to request from observers, especially those whose

institutions had plan to submit nominations to the MOW Program this year, **Ray Edmondson** took the opportunity to introduce the program to participants. Objectives, history and submission procedures and techniques were highlighted. **Ms Wong Hongmin** also shared with participants China's experience in this venture.

1.3 It was at this juncture that the agenda for the meeting was discussed and adopted.

## 2. **Report on the 2<sup>nd</sup> Bureau Meeting of MOWCAP in Kunming, China (12-15 March 2002).**

2.1 The report was tabled for members' consideration. It was adopted as true records of the meeting in Kunming.

## 3. **Matter Arising from the 2<sup>nd</sup> Bureau Meeting**

### 3.1 **Status of the Bureau**

3.1.1 Since members of the current Bureau were elected in 1998 for a term of 4 years ( *MOWCAP Statute: Article 9*), the terms of all Bureau members had now been expired. It was decided that between now and the time when the 2<sup>nd</sup> Regional Committee Meeting convened, the Bureau would function as an "Interim Bureau".

3.1.2 As **Dato' Habibah** had retired as Director General of the Malaysian National Archives, it was proposed that **Dato' Habibah's** successor, **Hajah Rahani Jamil**, be appointed as the Chairperson of this Interim Bureau until the next election. **Rahani** accepted the appointment but requested **Ray Edmondson** to continue chairing the rest of the meeting on her behalf.

### 3.2 **Progress of Work Program of MOWCAP 2002-2003 ( as outlined in Appendix K to *Report on the Second Bureau Meeting*)**

3.2.1 Letters were sent out to a number of National Commissions inviting them to set up National Committee and join the MOWCAP. One response had been received so far from Thailand who had already set up a National Committee for the MOW Program. The work in this regard was considered as an ongoing task.

3.2.2 Not much progress was made in the web development. It was discussed and agreed that MOWCAP should have its own web, independent from UNESCO, and that the web be relocated to Hong Kong and administered by **Simon CHU**. **Dr. Ornager** agreed in principle and advised that UNESCO would be able to pay for the web

subscription and administration fee which was estimated to be around US\$ 400 per year. It was tentatively agreed that the address of the web be styled as WWW. UNESCO.MOWCAP.ORG. **Simon CHU** would follow it up.

- 3.2.3 On the compilation of an “Expert List”, input from the three vice-chairs were still needed. It was suggested that the “list “, when completed, would be put on MOWCAP’s web for easy access. **Ray Edmondson** and **Norehan** would coordinate the compilation of the list.
- 3.2.4 On the development of selection, submission and registration guidelines for MOWCAP’s Regional Register, it was agreed that the International Guideline be adopted with modification to suit regional requirements. **Ray Edmondson** would look into it.
- 3.2.5 A workshop was organized in Manila in February 2004 on submission procedures and techniques.
- 3.2.6 The issue of fund raising was considered as an ongoing activity.
- 3.2.7 The plan of appointing a “Good Will Ambassador” was replaced by that of a “Good Will Patron”. **Dr. Ornager** announced that a **Dr. Ruyaja** in Bangkok had been commissioned by UNESCO to act as a “Good Will Patron” to promote the program of MOWCAP in the region from January to May 2005. It was hoped that through Dr. Ruyaja’s works, more National Committees would be set up. **Ray Edmondson** would meet with **Dr. Ruyaja** to discuss agenda.
- 3.2.8 Publication of the “Coffee Table Book” was still under consideration. Plan was discussed to have the book published in 2008 to commemorate the opening of the ICA Congress in Kuala Lumpur
- 3.2.9 On the establishment of a Publicity Committee, no progress had been reported.
- 3.2.10 On **Simon Chu**’s role as Secretary General in the Bureau, it was discussed and agreed that there were no provisions in the MOWCAP Statue and the Bureau’s Rules of Procedure barring **Simon Chu** from joining the Bureau in his private capacity. **Simon CHU** made it clear that he did not represent his institution nor the Hong Kong SAR Government in the MOWCAP.
- 3.2.11 Standardization of format in all future presentation of Country Report was still being worked on. **Simon Chu** would propose a design for discussion in the next Regional Committee Meeting.

#### **4. Review of MOW Program in the Region**

4.1 **Dr. Ornager** provided a briefing of works in the region. Comparing with works in other regions, **Dr. Ornager** noted that the region was lacking behind in “Pilot Project” and “Planned Project”.

4.2 **Ray Edmondson** reported that there were submissions to the World Register from China, India, Malaysia and Thailand were received this year.

## 5. **Administrative Matter**

5.1 Issue as regards **Simon Chu**’s status in the Bureau was revisited. It was agreed that **Simon Chu** participated in his own private capacity as in the case of **Ray Edmondson**.

5.2 It was further accepted as a working principle that Bureau members elected by the Regional Committee would serve as individuals representing the interest of the Committee per se, rather than that of the countries to which they belong.

5.3 **Dato’ Habibah**’s succession in the Bureau was discussed. It was agreed that, as a general principle which would also be applied to similar cases, **Dato’ Habibah**’s successor in her own institution would be deemed as ex-officio successor to her post in the MOWCAP Bureau. In the current case, **Hajah Rahani Jamil** was accepted as the new Chairperson of the “Interim Bureau” until the next Regional Committee Meeting.

## 6. **Work Plan**

### 6.1 **Communication within the Region**

6.1.1 Effective communication with member states was regarded as the first and most important task. It was suggested that Bureau members should assist **Simon Chu** in building up a data base of e-mail addresses of authorities and institutions in the Asia Pacific region dealing with MOW or related heritage activities and programs.

6.1.2 **Dr. Ornager** also nominated, and all members agreed, that **Simon Chu** be appointed as the official spokesman for MOWCAP. Members were asked to forward all information relating to MOW Program in their own territories to **Simon Chu** for centralized dissemination through the web. Similarly, all inquiries relating to MOWCAP would be directed to **Simon Chu**.

### 6.2 **Regional Register**

6.2.1 The need for a Regional Register was confirmed. It was agreed that

**Ray Edmondson** and **Wang Hongmin** would draw up a plan detailing the modus operandi of operation of the Regional Register and have it circulated to Bureau members for comment before recommending it to the next Regional Committee for consideration and approval.

- 6.2.2 It was also agreed that as soon as the Regional Register has been established, items now on the World List from Asia/Pacific would be automatically placed on the Regional Register.

### **6.3 Awareness Raising**

- 6.3.1 As part of the awareness raising campaign, it was suggested that MOWCAP should consider promoting its program during the 2008 ICA Congress in Kuala Lumpur.

- 6.3.2 As discussed earlier, MOWCAP's "Good Will Patron" Dr. Ruyaja would conduct a publicity tour around the region from January to May 2005.

- 6.3.3 The *Coffee Table Book* publication project was discussed again. At the suggestion of Dr. Ornager, it was decided two groups were formed to manage the project: Editorial Group and Fund Raising Group. It was further agreed that the **State Archives Administration of China (SAAC)** be invited to chair the Editorial Group and Dr. Sussane Ornager, Simon Chu, Wang Hongmin and Mr. Prabhakaran S. Nair be appointed as members. An official invitation letter from UNESCO would be sent to SAAC in due course.

### **6.4 Special Advisors to MOWCAP**

- 6.4.1 In order to strengthen the team of the Bureau, **Simon Chu** suggested and members supported that **Ms Sarah Choy** of the Hong Kong Public Records Office and **Akira Genba** of Japan be invited to serve as Special Advisors to MOWCAP. Among others, it was anticipated that **Sarah Choy** would assist the Bureau in corporate planning and publicity activities; while **Akira Genba** would offer advice as far as fund raising was concerned. It was also suggested that **Sarah** be joined the Editorial Group

- 6.4.2 Letters of invitation would be sent from UNESCO and from the Chair of MOWCAP to **Sarah** and **Akira** separately.

## **7. Second Regional Committee Meeting**

- 7.1 Date: late September 2005

- 7.2 Venue: Manila

- 7.3 Participants: Representatives from National Committees;

representatives from non-committee members states; other NGOs.

- 7.4 Agenda: to be worked out later but would include endorsement of projects; awareness and funds raising campaign; Bureau rules modification; *Coffee Table Book* discussion. In addition, a workshop would also be organized along side.
- 7.5 Funding: 12-15 participants would be paid for their trip to Manila (estimated to be around US\$15,000); UNESCO would probably be able to contribute 50% of the expenses.
- 7.6 **Ray Edmondson** would touch base with Manila as regards the Meeting.

## 8. **Financial Matters**

- 8.1 It was decided at the suggestion of **Dr. Ornager** that a Fund Raising Committee be set up. **Ray Edmondson** would chair the Committee with **Rahani** and **Simon Chu** as members. **Akira Genba** would be invited to advise.

## 9. **A.O.B**

- 9.1 Project proposal for the Asia Pacific Region was discussed. It was decided that **Ray Edmondson** would coordinate the proposal of two projects to be tabled for discussion in the 2005 Regional Committee Meeting in Manila. The two proposed projects were: (i) Survey of Audio Visual Collection Throughout Asia Pacific and (ii) Palm Leaves Conservation Project.
- 9.2 Representatives from the Malaysian National Archives briefed the Bureau on the preparation of the 2008 ICA Congress to be held in Kuala Lumpur. The theme of the Congress would be “ Archives in the Leading age”. It was anticipated that 2000 – 2500 participants would be attending.

## 10. **Resolutions**

- 10.1 The members of the MOWCAP Bureau, on the occasion of the 3<sup>rd</sup> Bureau Meeting, had passed the following resolutions:
- i) To approach UNESCO Paris Headquarters for support and assistance in publishing a Chinese version of the *General Guidelines to Safeguard Documentary Heritage*.
  - ii) To propose two projects from the region to UNESCO for

- support.
- iii) To seek funding support from UNESCO for the organization of Regional Committee Meeting every two years and for the Bureau Meeting in between years.
  - iv) To elaborate the guidelines on the use of MOW logo in the region.
  - v) To ensure the region is adequately represented in the International Advisory Committee (IAC).
  - vi) To develop a model for fund raising.
  - vii) To recommend to IAC that the Chairperson of MOWCAP be appointed as the ex-officio member in the Committee.
  - viii) To set up two groups: Editorial and Fund Raising Groups.
  - ix) To invite the Chairman of the National Committee of China to chair the Editorial Group.
  - x) To appoint **Dr. Ruyaja** as the “Good Will Patron” to promote MOWCAP program in the region.
  - xi) To invite **Ms Sarah Choy** and **Mr. Akira Genba** to serve as Special Advisors to MOWCAP.
  - xii) To establish an independent MOWCAO website to be located and administered in Hong Kong.
  - xiii) To establish an expert list and have it placed in the web.
  - xiv) To design and adopt a letterhead for MOWCAO.
  - xv) To prepare an article on the works of the National Committees of China and Australia, the first of its kind in the region.
  - xvi) To appoint **Simon Chu** as the official spokesman for MOWCAP.
  - xvii) To organize and hold the 2<sup>nd</sup> Regional Committee Meeting in Manila in September 2005.
  - xviii) To develop the modus operandi as regards the operation of the Regional Register.

11. Vote of Thanks

11.1 The Bureau expressed its deepest gratitude to Hajah Rahani Jamil and her colleagues in the National Archives of Malaysia for their hospitality, devotion and hard work in organizing the meeting. The Bureau also thanked Dr. Susanne Ornager who had continuously supported the activities of MOWCAO and whose advice and guidance had facilitated the progress of

the meeting.

12. Closing

12.1 The meeting closed with notes of thanks from Hajah Rahani Jamil and Dr. Ornager. There being no other business, the meeting adjourned.