UNITED NATIONS EDUCATIONAL
SCIENTIFIC AND CULTURAL ORGANIZATION

Memory of the World Programme

8th Meeting of the International Advisory Committee
of the Memory of the World Programme


FINAL REPORT

Information Society Division
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1. Welcome address by the representative of the Minister of Arts and Culture of the Republic of South Africa.

Ms Mandy Gilder opened the meeting with a message of welcome and support from the Minister for Arts and Culture, Mr Z. Pallo Jordan.

2. Opening of the session by the representative of the Director-General of UNESCO

Mr Abdelaziz Abid welcomed International Advisory Committee (IAC) members and observers to the meeting on behalf of the Director-General, and expressed thanks to Ms Deanna Marcum, outgoing President, Ms Roslyn Russell, Rapporteur, and Mr Dietrich Schüller, Mr Jon Bing, Chair of the Marketing Sub-Committee, and Ms Roslyn Russell, Chair of the Register Sub-Committee (RSC) for their work over the past two years.

Mr Abid also welcomed the Chair of the Regional Committee for Asia and the Pacific (MoWCAP), and the Vice-Chair of the Memory of the World Regional Committee for Latin America and the Caribbean (CRALC) who were participating in the meeting. A list of attendees at the meeting is at Appendix 1.

He noted that this was the first IAC meeting to be held in Africa but South Africa has been active in the MoW Programme, with two MoW workshops held in Cape Town. Mr Abid outlined the work of the IAC meeting over the next three days. This included the evaluation of nominations to the Memory of the World Register, and consideration of the recommendations of the RSC as to their inscription on the MoW Register; discussion of ways to raise the profile of the MoW Programme; and the attribution of the second Jikji Prize. The Agenda is at Appendix 2.

3. Election of the Bureau

Mr Schüller proposed Ms Alissandra Cummins as President; Mr Ray Edmondson proposed the three Vice-Presidents: Ms Ellen Ndeshi Namilha, Ms Nada Itani, and Ms Luciana Duranti. Mr Schüller also proposed Ms Roslyn Russell as Rapporteur. All the above accepted their nominations and were elected by acclamation by the IAC.

4. Reports of Sub-Committees and Regional Committees

4.1 Sub-Committee on Technology (SCoT)

Mr Dietrich Schüller presented the SCoT report. SCoT was founded in 1994 at a time when there was little knowledge as to how to make documents more widely available, and digitization appeared to be the key. It was soon realized that it was necessary to set minimum standards, so SCoT began a process of producing technical literature, for example, the Safeguarding the Documentary Heritage publication on paper and CD, published in 1998.

Since the last IAC meeting in Lijiang, SCoT has been concerned to alert the documentary heritage community to one of the dangers in preservation – the widespread use of recordable disks, which is not a suitable for long-term preservation. It has accordingly prepared a document on risks associated with their use (Risks associated with the use of recordable disks).
CDs and DVDs as reliable storage media in archival collections: strategies and alternatives) which is available online on the MOW website [http://www.unesco.org/webworld/risk]. SCoT had also been requested by the Information for All Programme (IFAP) to investigate the costs of digital preservation. The report on the study (Towards an Open Source Archival Repository and Preservation System) was presented to the meeting and is available online [http://www.unesco.org/webworld/en/mow-open-source].

Mr Schüller formally stepped down as Chair of SCOT, a position he had held since its foundation. The IAC then endorsed the appointment of Mr Jonas Palm as new Chair of SCoT, as already approved by the Bureau at its March meeting, and thanked Mr Schüller for his work and contributions over the years.

Marketing Sub-Committee (MSC)

The Marketing Sub-Committee report was presented by Mr Jon Bing. The MSC was established to develop strategies for awareness-raising, and to increase financial support for the Programme. At its meeting in Oslo in March 2006, the MSC determined the most prominent aspects, which are available in its report on line. Resources are needed for marketing, but these have not been forthcoming. There has been a conflict of priorities between ambitions and the means made available to pursue them.

Guidelines for use of the MOW logo: Guidelines have been proposed for use of the logo by sponsors of projects and by other partners, but as UNESCO is modifying its directives concerning its own logo, the two need to be brought into line. Mr Bing thanked members of MSC and the Secretariat for their support, and reminded the meeting that there was a need to select the members to form a new Sub-Committee.

Register Sub-Committee (RSC)

Ms Roslyn Russell presented the Register Sub-Committee report. The Committee had assessed the 2006-07 nominations over two meetings – a face-to-face meeting in Paris in December 2006 and a combined face-to-face meeting and teleconference in Paris in March 2007 – and had made recommendations as to which nominations should be inscribed on the Memory of the World Register. She explained the new composition of the RSC after the changes made at the 7th IAC meeting in Lijiang, which pointed to the need for representation by both geographical and cultural region and documentary heritage sector NGOs. The new RSC reflects these elements, with representatives from Asia and the Pacific, Latin America and the Caribbean, and Arab States, as well as representatives of ICA, International Federation of Library Associations (IFLA) and CCAAA. The suggestion made in Lijiang that a representative of ICOM (International Council of Museums) should also be appointed to the RSC has not yet been implemented.

Areas of concern were highlighted: the need for a criterion to encompass community and spiritual significance (see IAC Bureau report) was brought into focus by the experience of assessing some of the current nominations; and also the need for training workshops in assisting nominators to familiarize them with the requirements of the Memory of the World Register. This has been supported and implemented by some national and regional committees, and should be supported by others who have not yet embarked on this type of training programme.
Regional Committee reports

MoWCAP

The report for the Regional MoW Committee for Asia and the Pacific is available on the MoW website. Committee Chair Mr Edmondson drew the IAC’s attention to some highlights of MoWCAP’s activities.

MoWCAP has had a history of good intentions and false starts but held a good meeting in Manila in 2005, and a Bureau was elected comprising Ray Edmondson, Carmen Padilla, Simon Chu, and Susanne Ornager (UNESCO Bangkok office). Mr Rujuya Abhakorn was designated as its Goodwill Patron.

A Regional Register for Asia and the Pacific has been established and will hold its first assessment round this year. A bookmark project highlighting documents from the region has been created, and a coffee table book and a MoW cap are being produced.

Mr Edmondson thanked Susanne Ornager and the UNESCO Bangkok office for their contributions, and announced a MoWCAP meeting in Australia immediately preceding the MoW international conference in Canberra from 17-18 February 2008.

CRALC

Ms Elizabeth Watson, Vice-Chair of CRALC, presented the report. The region covered by CRALC is spread over a large area from tiny islands to large countries like Brazil – its diversity can be its strength. Some committees (such as Jamaica and Venezuela) are trying to be revived; in other Caribbean countries, St Lucia has its committee going, as has Dominica. Barbados is taking a mentoring role for the Caribbean; and Mexico for Latin America.

Meetings were held in Bogota in 2005 and Barbados in 2006. There is a need to get MoW more active in the region – for some small countries a full MoW programme may not be possible. A meeting and workshops at the sub-regional level is planned for November 2007, with workshops to focus on preparing nominations.

Report of IAC Bureau

Ms Russell, Rapporteur of the IAC Bureau, presented the report, which is available on line. Two major initiatives of the Bureau meeting in Paris on 19-20 March 2007 were to endorse a new selection criterion on community and spiritual significance; and also to agree to the circulation of the RSC’s recommendations for inscription to IAC members and to invite comments and objections ahead of the meeting in Pretoria. The Bureau also determined a short list of three nominations for the Jikji Prize; and discussed the arrangements for the IAC meeting in Pretoria.

5. The establishment of the Regional Committee for Africa

Ms Mandy Gilder reported progress with the African region, as expressed in the draft Tshwane Minute. An interim regional committee has been established and will develop terms
of reference. Senegal’s delegate to the IAC will assist with Francophone Africa; Ms Gilder undertakes to mobilize Anglophone Africa, but there is a need to reach out to Portuguese-speaking countries. A meeting to set up the regional committee is to be held before the end of 2008.

The Chair indicated her great pleasure with the progress achieved on the establishment of the interim regional committee for Africa and congratulated the African delegates for their achievement in this regard. She noted that if for nothing else the MoW meeting in South Africa would be regarded as a success due to this initiative.

Ms Ellen Namilha welcomed Ms Gilder’s initiative, which is supported by African colleagues. Mr Falkowski also applauded the initiative and assured Ms Gilder of support and help in the future, suggesting that the first regional meeting be held straight away and not deferred to next year. The Chair suggested that the West Africa Museum Programme could be a useful link and Ms Gilder may want to make contact with them.

6. Progress report on the Programme focusing on Africa

Slave Trade Archives Project

Mr Abid reported on the West African Postcards and the Slave Trade Archives programmes.

*West African postcards:* concerns old postcards that are the best pictorial resource of 16 countries, and are mostly found in Europe. Constituting precious testimonies of political and social life in West Africa from the late 19th to the early 20th century, 50,000 postcards have been digitized of which 3000 pictures are on a CD-ROM

Slave Trade Archives Project – [www.unesco.org/webworld/slavetradearchives/](http://www.unesco.org/webworld/slavetradearchives/)

In 1994 the Slave Route Project promoted socio-cultural understanding, and led to the Slave Trade Archives Project funded by Norad, for the digitization of archival resources. The first phase was limited to the Atlantic Slave Trade and focused on digitizing archives at risk and in state of deterioration, as determined by the ICA feasibility study. The project operated in 11 countries – each country received technical equipment and training in digitization and website development.

This project needs to be continued but requires more resources to make this tragic story accessible.

Timbuktu Manuscripts Project

Ms Alida Boye – Norway (University of Oslo) delivered the report on this project. The goal of this collaborative project between South Africa and Mali is preservation, access, knowledge and awareness of the richness of the cultural resources represented by ancient manuscripts. Timbuktu was a centre of trade, with its biggest trade in books. These have been preserved through climate and family heritage traditions, but there could be up to one million of these manuscripts in danger of being destroyed through natural and other disasters.

The new knowledge obtained through this project could revolutionize concepts of Africa.

Overall goals:
- Preserving manuscripts through physical conservation
- Access through electronic record management
- Generating new knowledge through research and higher education
- Creating public awareness – tourism and dissemination component

There is a lack of Arabic historians, and an enormous amount of work to be done, particularly the need to inventory existing material, and the need to train Malians. The challenges for MoW relate to an electronic document management system; technologies for long-term storage and retrieval of digital images. The problem of migration of documentary items and the need for an inventory of digital archives must be addressed. More details on the project can be found at www.sum.uio.no/Timbuktu

7. Memory of the World Register: Assessment of the nomination proposals

Clarification of participation in the IAC meeting by the UNESCO Memory of the World Secretariat.

Mr Abid and Ms Joie Springer referred to the decisions taken at the IAC meeting in Lijiang 2005 (pages 8-9 Lijiang minutes). Consideration of nominations will be held in camera and will involve IAC members, and Sub-Committee and Regional Committee chairs. A question was raised by Mr George Boston as to whether observers could make comments before IAC goes into camera.

Mr Abid responded as to the participation of observers: all contributions from everyone are valued, but according to the statutes only members of IAC are allowed to vote. Under Article 3 of the Statutes invited individuals can assist the Committee, but must be invited by the Chair to comment.

Mr Abid also clarified the situation regarding Sub-Committees. Their rules of procedure were determined in Lijiang in 2005, with half of each sub-committee renewed every four years. Members’ terms can be renewed. Mr Bing wished to retire from his position and advised that a new Chair for Marketing Sub-Committee be appointed as well as new members. Mr Abid agreed that a new Chair would be appointed by the IAC. In discussion relating to the position of ex officio members’ voting rights, concern was expressed by Mr G Boston that expertise could be lost if technical experts are not members of the IAC.

Ms Cummins requested clarification of the right to speak to the IAC. Mr Abid replied that observers could only speak if the Chair gives them permission. Ms Springer read the Rules of Procedure as regards the functions of Chairperson – opening and closing of meetings, directing discussions etc [see Annex: 4 Rules of Procedure.

Ms Cummins outlined the policy determined in Lijiang in 2005 regarding representations and speaking rights in the IAC meeting. National delegations are given the opportunity to forward comments in advance to the IAC, not to engage in personal representation at the meeting as this would represent a significant advantage over those nominators who were not present and had not been extended this privilege. In future all new IAC members should be given a familiarization briefing as to the work of the IAC and its meetings before the meeting commences.
Discussion of RSC recommendations regarding inscription on the Memory of the World Register

A new procedure was adopted by the Bureau at its meeting in Paris 19-20 March 2007 for discussion of the RSC’s recommendations at the IAC meeting in Pretoria. The observations of the IAC members in regard to the nominations were to be distributed ahead of the meeting to allow members to provide comments or additional information or register objections to the RSC’s recommendations. This was done, with a cut-off date for feedback of 25 May 2007. Several IAC members responded and the Secretariat distributed a consolidated list of the responses before the meeting. Recommendations of the IAC are in Appendix 3.

8. Operational Guidelines

There has been discussion for some years about the need for Operational Guidelines, particularly in the area of the selection criteria for documentary heritage nominated to the Memory of the World Register, for the guidance of RSC and IAC, and also for the use of those preparing nominations. Draft Operational Guidelines have been prepared by Mr Edmondson and Ms Russell.

There was also discussion relating to the International Council of Archives (ICA) and the Memory of the World Programme. The International Council of Archives’ position was provided by Mr Ken Hall and Mr David Leitch, as follows:

ICA’s position has been evolving in relation to the MoW Programme. ICA would welcome an explicit recognition or acknowledgement within the MoW Programme that the holdings of all national archives are de facto a part of the Memory of the World, and that on the Register are inscribed documents or fonds of particular importance, note or significance.

This might overcome the ethical objections of some members to the notion of selectivity which would otherwise be incompatible with archival practices and ethics, in particular the principle of integrity of archival fonds.

This might well enable ICA to use its global network of 1600 members in 190 countries to take a more active and productive role in encouraging nominations to national, regional and international Registers, and substantially raise the profile of the MoW Programme within the international archival community at all levels, for example, the four-yearly congress that is attended by more than 2000 delegates from over 100 countries.

It would represent a significant advance towards the ultimate goal of preserving and making accessible the world’s documentary heritage.

ICA’s position was discussed by the meeting, particularly the need to address its long-standing concerns with some aspects of the Programme. The majority of those at the meeting agreed that there was, in principle, no objection to national archives being recognized by the Programme, in the form of a statement in the preamble to the General Guidelines. The Chair stated that there was no reason that all the concerns of ICA, and reservations expressed by some speakers at the meeting, could not be accommodated, and that the Bureau will advise members of progress on this matter.
The meeting then proceeded to discuss the rest of the Operational Guidelines, and various members made suggestions as to wording changes. These have been noted by the authors and will be incorporated in the finalized document.

9. UNESCO/Jikji Memory of the World Prize: assessment of short-listed nominations

The Jikji Prize is awarded biennially for innovation and excellence in documentary heritage preservation. Mr Abid explained that the purpose of prize is to promote the Memory of the World Programme and to commemorate the inscription of the Jikji on the MoW Register with funds provided by Republic of Korea. This is the second edition of Jikji Prize: the first winner in 2005 was the Czech National Library, Prague.

The jury for the Jikji Prize comprises all members of IAC, with a quorum of 7. Decisions are to be taken, in camera, by consensus where possible. Jury members cannot vote on any nomination from their own country. In the event of a tied vote, the jury can award the prize to two candidates.

The IAC considered the three short-listed nominations for the Jikji Prize in 2007: Austria: Phonogrammarchiv; France: INA (national audiovisual institute); and Malaysia: the National Library of Malaysia.

It was decided by consensus that the Phonogrammarchiv, Vienna, Austria should be awarded the Jikji Prize, and the recommendation was sent to the Director-General of UNESCO for approval.

10. Preserving our digital heritage: a review with a special focus on the “Inter Pares” Programme; key messages for government and industry; Safeguarding our digital heritage


Mr Schüller gave a brief history of digital preservation, which really began in the 1960s in the IT sector. With the advent in the 1980s of Macs and PCs, the technology was used for databases, and digital preservation of documents was not so common. In the 1990s, recordable CDs and later DVDs attracted the attention of librarians and archivists around the world. It became clear that these are not safe carriers for long-term digital document storage.

A second paper was presented by Mr Palm, incoming Chair of SCoT. He would like to repudiate the idea that preserving documents digitally is cheaper than preserving originals. There are negative economics of scale in digital preservation, and cost rises exponentially: 75% of this cost will be manpower, and only major institutions can afford this. The SCoT document 'Towards an Open-Source Repository' is intended to explore the requirements for a digital archival and preservation system using standard hardware and describes a set of open source software which could used to implement it.

Two pilot projects were suggested to be implemented in developing countries. Mr Abid suggested the use of the UNESCO Participation Programme to bridge the ideas of
InterPARES and pioneer projects for Open-Source Repositories. The deadline for submitting requests is February 2008, and countries should apply through their National Commission. Regions can also apply for Participation Programme grants.

Ms Cummins remarked that the interim African Regional Committee and MoWCAP could take up the idea of considering applying for these projects to promote cooperative action in the regions for the next couple of years. There is an advantage in not having systems in place, as countries and regions now had the basis of two very sound structures that could be looked at. She thanked the speakers for the benefit of their advice.

11 Other business

Digital databases and websites nominated to the Register

Mr Boston raised the issue of large digital databases nominated to the Register. The IAC has consistently turned down large databases that have been nominated, for example, a major database on AIDS; over three rounds the nominator addressed all issues but the IAC still needed more time to consider. There is a need to set guidelines as to how these should be handled.

Ms Cummins noted that the revisions to the Operational Guidelines have taken up the issue of databases, but criteria are needed. Ms Springer stated that selection criteria are on the agenda of the RSC, and digital documents will be included.

Ms Duranti made the point that websites will also be nominated, and suggested a joint committee of RSC and SCoT to examine this issue.

Limiting the number of re-nominations

Mr Boston mentioned that there are a number of nominations that come back year after year unchanged and queried if there should be a limit to the number of occasions these can be nominated?

Ms Cummins replied that there was a need to develop a policy in relation to this, as it cannot be allowed to continue. There are two issues involved: the number of resubmissions; and the degree (or not) of alteration of nomination.

Mr Crispin Jewett supported an option for not allowing resubmission at all. This could improve the quality of initial submissions. Mr Edmondson, responding to both previous comments, said that over the history of the Programme there have been numerous resubmissions. It would be necessary to take into account how practised nominators are – this is a matter of judgement. It was proposed that three resubmissions should be the limit if substantive changes had been made to a nomination; and that unchanged nominations would not be accepted.

Right to speak at meetings of the IAC and fixed deadlines for submission of new material

The delegation from Thailand asked whether an opportunity can be given to nominators to answer questions about nominated heritage; and whether there is a fixed and definite dateline for more material to be provided to support a nomination.
Ms Cummins thanked the Thai delegation for the grace and dignity with which they conducted their business. She said that in any situation we would all enjoy the right to speak but the rules of conduct of the meetings had been decided in Lijiang and this information is available on the MoW website.

Mr Boston drew a distinction between a nominator answering specific questions addressed to them for information purposes; and lobbying in support of a nomination.

Ms Springer answered the question regarding a fixed deadline. When invitation letters are sent out by UNESCO the deadline is set. Once a nomination has been submitted and assessed, the nominator is informed of the RSC’s preliminary decision and asked to supply additional information, if this is required, by a fixed deadline. This information is communicated to all who submit nominations. The whole process is outlined on the MoW website but there may be a need to update the rules of procedure. This could be the subject of a Bureau decision.

Ms Cummins expressed her hope that the Thai delegation was satisfied with these explanations, and that measures will be taken to make the process better known.

Offer by Barbados to hold next IAC meeting 2009

Ms Elizabeth Watson, Vice-Chair, CRALC, and Chair, National Committee for Barbados, offered to host the 9th IAC meeting in Barbados in the last week in July 2009. Ms Watson said that Barbados would also involve Latin America and the Caribbean. The timing of the meeting also coincides with the national cultural festival, Cropover.

Mr Abid thanked Barbados for the offer to host the meeting, and was appreciative of the kind invitation.

Jikji Ceremony 2007

Deepest appreciation was expressed by the representative from Cheongju City, Korea, for the IAC’s work in selecting the winner of Jikji Prize. He was very pleased with the result of the IAC’s deliberations, and regarded it as an excellent choice. The Jikji award ceremony will be held on 4 September 2007 in Cheongju City.

Third International Memory of the World Conference, Canberra, Australia, 2008

Mr Edmondson announced the 3rd International MOW conference, Canberra, Australia 19-22 February 2008 ‘Communities and Memories – a global perspective’. The conference will be hosted by the National Library of Australia and will follow MoWCAP’s biennial meeting. Those interested can register their interest on the Australian Committee’s website, www.amw.org.au. He invited all present to come to Canberra.

New Chair for Marketing Committee

Mr Bing announced that his term as Chair of the Marketing Sub-Committee has ended, and Ms Duranti was appointed by the IAC to take over the position. Ms Duranti was congratulated by the meeting.

Ms Cummins announced that the rest of the Marketing Sub-Committee will be determined by the Bureau, which met for an hour after the IAC meeting closed.
Ms Cummins noted how much the meeting had appreciated the previous day’s event, and thanked the South African Committee for their work in organizing the meeting, and for its outstanding hospitality.

12. Adoption of the report

The report was read by Ms Russell as Rapporteur and adopted at 4pm on 15 June 2007. Ms Cummins then declared the meeting closed.
Appendix 1: List of Participants

8th Meeting of the International Advisory Committee of the Memory of the World Programme

Pretoria, Republic of South Africa, 11-15 June 2007

List of Participants

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Appendix 2: Agenda

The 8th Meeting of the International Advisory Committee of the Memory of the World Programme


AGENDA

1. Welcome address by the Minister of Arts and Culture of the Republic of South Africa
2. Opening of the session by the representative of the Director-General of UNESCO
3. Election of the Bureau of the Committee, composed of a Chairperson, three Vice-presidents and a Rapporteur
4. Reports of Committee members, Chairpersons of sub-Committees and Regional Committees addressing areas of concern and possible solutions
5. The establishment of the Regional Committee for Africa
6. Progress report of the Programme focusing on Africa (Slave Trade Archives Project, Timbuktu Manuscripts) and future directions
7. Memory of the World Register
   a) Selection criteria
   b) Assessment of the nomination proposals
   c) Recommendations of the Committee to the Director-General
8. UNESCO/Jikji Memory of World Prize: assessment of short-listed nominations
9. Preserving our digital heritage: a review with a special focus on the “InterPares” Programme
10. Any other business
11. Adoption of the report
12. Closure of the meeting
Appendix 3: Nominations examined by the IAC

1. The IAC recommended inscription on the International Register of the following nominations:

**Argentina**

*Human Rights Documentary Heritage 1976 - 1983*

The nominated documentary components are unique and irreplaceable, as they contain testimonies of the systematic and widespread acts of illegal repression, torture, extermination and forced disappearance implemented by the Argentine State during the military dictatorship from 1976 to 1983. They also document the struggle, resistance, and the search for truth and justice in a major undertaking to reconstruct the forced disappearances of persons and the grave violation of human rights in Argentina, as one of the countries participating in the infamous "Condor Plan".

**Australia**

*The Story of the Kelly Gang*

Widely regarded as the first full-length feature film to be produced in the world, only seventeen minutes of fragments from the film are now known to survive, along with related materials. It enjoyed success in different countries and is a testament to the birth of the Australian film industry, as well as exerting an influence on modern cinema production.

**Australia**

*The Convict Records of Australia*

The records are a unique corpus documenting the forced migration of a mass of eighteenth and nineteenth-century working-class people from one side of the world to the other. Transportation to Australia drastically transformed the lives of the convicts, and in turn largely destroyed the way of life of Australia's indigenous people. The documents cover an extended period and provide a wealth of data on the eighteenth-nineteenth-century British penal system and its consequences for human rights. They contain detailed information on all aspects of the convicts' lives, and as such are a unique primary source for information on the foundational demographic of colonial Australia.

**Austria**

*Tabula Peutingeriana*

The Tabula Peutingeriana is a unique, elongated map of the Roman road system (*cursus publicus*) during the Roman Empire. It does not depict the earth in a geophysical way, but primarily provides information on roads and distances, showing which routes were of prime importance to the Romans to enable them to cross, defend and extend their empire. It is a very characteristic illustration of the spread of Roman civilization over the Empire’s European, North African and West Asian territories. With its 3,500 place names it is also of unparalleled importance for the documentation of geography in the Roman era. No similar maps have survived.
**Canada**  
*Fonds du Séminaire de Québec (1623-1800)*

The nomination consists of documents relating to the Quebec Seminary Fonds (1623-1800) which provide insight into the society, history, economy and culture of indigenous peoples and the earliest colonial settlers in North America. It contains maps and plans, as well as material in church Latin and aboriginal languages, that make it unique and invaluable.

**Canada**  
*Hudson's Bay Company Fonds*

The nomination is of global significance for the study of the impact of European trade and colonization on aboriginal peoples of Canada and of the development of international trade. Comparable to the East India Archive, the HBC records cover a broad spectrum over several countries in a variety of areas, and provide significant insight into the development of Canada.

**China**  
*Qing Dynasty Yangshi Lei Archives*

A rich and invaluable collection of more than 20,000 architectural drawings and models made by the Lei Family of the Qing Dynasty (1644-1911), and other relevant documents dealing with imperial architecture in Beijing, Tianjin, Hebei, Liaoning and Shanxi. They provide unparalleled insight into Chinese architectural history, traditional architectural planning, engineering, and principles of design, and attest to the impact of Chinese architecture, with so many outstanding structures, on world architecture history.

**Czech Republic**  
*Medieval Manuscripts of the Czech Reformation*

The nominated items are claimed to be the largest collection in the world on the Czech Reformation, whose significance for the broader Protestant Reformation movement is well attested in the historical record. The items are unique and contribute to learning on the pre-Reformation period and the early Reformation movement.

**Czech Republic**  
*Collection of Russian, Ukrainian and Belorussian Émigré Periodicals 1918-1945*

The extent of the "Russia outside Russia" cultural phenomenon represents a rare phenomenon in world history. It arose from the Bolshevik revolution when the intelligentsia fled Russia, but continued to publish information on their political, cultural, literary and scientific activities in new Russian periodicals and newspapers outside Russia. While many items are not of individual import, the comprehensiveness, size and history of this collection demonstrating the extent of the Russian diaspora makes it of world significance.

**Denmark**  
*Sound Toll Registers*

Introduced in the fifteenth century, the oldest surviving Sound Toll Register dates from 1497, while the series is complete from 1557 to 1857, when the Sound Toll was abolished. The Sound Toll Registers provide detailed unique and irreplaceable information about international trade and shipping between the Baltic and the rest of the world.
Denmark
El Primer Nueva Coronica y Buen Gobierno

The document contains a comprehensive account of ancient Andean history from the Andean perspective, and a plea to the King of Spain to halt the destruction of the Inca society and people. It is the only known South American chronicle from early colonial times to be written by an indigenous author and representing the views and experiences of the suppressed peoples. The item is unique and irreplaceable.

Egypt
Persian Illustrated Illuminated Manuscripts

The collection comprises 71 folios of fourteenth to nineteenth century illustrated and illuminated manuscripts in exquisite and vibrant colours, produced in art centres and royal ateliers in Asia Minor, Central Asia, Persia and India. It is a treasure trove of the "art of copying", which was a widespread activity as a means of distributing iconography and information, and is of great importance from the point of view of authentic copies of Persian illustrated and illuminated manuscripts from different royal ateliers. It is therefore culturally significant for the evolution of art schools and ateliers in the Islamic world.

Europe (Poland, Russian Federation and Slovenia)
Codex Suprasliensis-Mineia cetia, Mart (The Supral Codex - Menology, March)

The Codex Suprasliensis was of great importance as a testimonial of Old Church Slavonic language and was highly significant for the conversion of the Slavs to Christianity. It also had a decisive impact on the survival and development of a lasting cultural and geopolitical division of Europe, and can be regarded as a symbol of these developments.

France
Tapisserie de Bayeux

The Bayeux Tapestry depicts a key event in the history of England and France in 1064-1066, namely the military victory of a multinational force, led by the Norman French Duke William of Normandy, over the Anglo-Saxon soldiers led by King Harold. The invasion introduced the legal, governmental and administrative systems that have shaped all nations around the globe that were formerly colonies of Great Britain. It depicts contemporary life in eleventh-century England and France, from the royal courts to that of soldiers and ordinary people, and provides invaluable information on warfare, ships, weaponry and armour, fortifications, clothing, tools and agriculture in medieval Europe.

Germany
Collection of Manuscript Papers of Gottfried Wilhelm Leibniz

The IAC agreed that Leibniz was probably the most important figure in seventeenth-century rationalist philosophy, and was very influential in many other disciplines, particularly in mathematics. The letters to and from Leibniz reflect the development of knowledge and science in his era, and many of his own ideas are embedded in them. The correspondence covers many aspects of society, and involved persons as far away as China. Its size, versatility and completeness, allied with the position of Leibniz in his era, makes his correspondence unique and of world significance.
Hungary (in cooperation with Austria, Croatia)
*Tabula Hungariae*

This is a sixteenth-century map of the Carpathian Basin depicting in detail the territory and settlements that now fall within the boundaries of a number of European nations; and a geopolitical situation that no longer exists. It is unique and irreplaceable, and has considerable significance for its form, style and aesthetic qualities. Its accuracy and detailed nature have made it a key tool in current environmental mapping in the twenty-first century.

India
*Rigvedasamhita, Rigvedasamhita - padapatha and Rigvedasamhitabhashya*

The importance of the *Vedas* as a whole is undeniable and the *Rigveda* is considered to be the earliest literary document in the world. Vedic culture has also contributed significantly to the development of Asian civilization. Moreover, as Sanskrit is one of the sources of the world's languages, these manuscripts provide a good record of the world's linguistic development, in terms of the evolution of languages, as well as geographical expansion and the ability of Sanskrit to survive over many centuries.

Iran
*Bayasanghori Shâhnâmeh (Prince Bayasanghor's Book of the Kings)*

Prince Bayasanghor's Book of the Kings, the Shâhnâmeh, is regarded as the crown jewel of Persian literature and is cherished by all Iranians (including non-Persian ethnic groups), as well as Farsi-speaking societies of Afghanistan, Tajikistan and Central Asia, a language group that comprises over 65 million people. The Shâhnâmeh chronicles the lives of the legendary Persian kings, and contains such celebrated stories as the feats of the hero Rostam. Only three copies of the Shâhnâmeh from this period of excellence and artistry in calligraphy and miniature painting survive today; and this volume is the only one left intact. The other two (the Demotte Shâhnâmeh and the Houghton Shâhnâmeh (also called Tahmasp Shâhnâmeh), should be listed as lost and missing heritage.

Iran
*Rab' I-rashidi (Rab I-rashidi Endowment) 13th Century Manuscript*

The *waqf*, or endowment, is a central pillar of Islamic society. This nomination is a significant record of political and economic administration in Central Asia at a time of dynamism and change. It provides tremendous insight into endowment management in the Islamic world in the thirteenth century; and its high artistic quality from the point of view of style, paper, and calligraphic technique makes this an invaluable work.

Korea (Republic of )
*Printing Wood Blocks of the Tripitaka Koreana and Miscellaneous Buddhist Scriptures*

The Tripitaka Koreana is the only known existing instance of a rare surviving exemplar of Buddhist wood blocks in the Chinese language. As early as the fourteenth century it was recognized as the most authoritative and comprehensive body of the Tripitaka, and was used as the standard text of Mahayanist scriptures throughout the Buddhist world. Its comprehensiveness makes it a rare heritage collection. The association of the printing wood blocks with the World Heritage-listed Haeinsa Temple complex adds to its significance.
**Korea (Republic of)**

*Uigwe: Records of Royal Protocols in the Court of Joseon Dynasty*

The collection reflects the beliefs, life and rituals of the Joseon Dynasty through a detailed account of its ceremonies including language, dress, music, art, architecture, dance, sports and food. The nominated items are a good source for the reconstruction of Joseon period buildings, as well as other masterpieces of intangible heritage. They are a unique historical record of a Confucian state that was related to at least China and Viet Nam and, as such, are of importance as they reflect the practices of an East Asian monarchy.

**Latin America (Bolivia, Colombia, Mexico and Peru)**

*American Colonial Music*

This joint nomination provides evidence of how different cultures (African, European and Indigenous) mixed and gave birth to a new culture. Each of the samples selected for the nomination attests to the transformation in music between the sixteenth and seventeenth centuries, with assimilated elements contributed by African, American and European peoples. Its historical, cultural, anthropological and aesthetic significance is fundamental to the contribution of Latin America to the world in the area of music.

**Mexico**

*Colección de Lenguas Indígenas*

The nominated documents are of tremendous linguistic value as the authentic records of indigenous languages, some of which have since disappeared, and as conceptual tools that were used to study them. They describe languages (and their ongoing transformation) spoken in an area of the Americas that stretched beyond the modern borders of the Mexican Republic into territories now known as the United States of America and Central America. No other process of colonization before the nineteenth century was accompanied by such a systematic study of the languages of indigenous populations. With respect to languages that are still used today, these early grammars preserve records of the forms they displayed at the moment of contact with the Spanish, as rendered by the missionaries, and thus preserve a specific moment in their history.

**Nicaragua**

*National Literacy Campaign Archives*

The Nicaragua Literacy Crusade of 1980 served as a model or laboratory for literacy instruction in developing countries throughout the world, in reducing illiteracy in Nicaragua from 50 per cent to between 23 and 12 per cent. The campaign inspired volunteers from many countries and organizations around the world to join 60,000 young Nicaraguans in their endeavours. There is a large body of international scholarly literature on the Crusade, and it was recognized by the award of two UNESCO medals.

**Philippines**

*Jose Maceda Collection*

The collection reflects the traditional music of the many ethnolinguistic groups in the Philippines and South-East Asia prior to the advent of cultural globalization. Composed of original field recordings, it is a unique and irreplaceable testimony of musical styles that have
since vanished, or substantially changed. It was compiled by Jose Maceda, a scholar of global repute, and is a resource used by an international community of scholars.

**Poland**

*National Education Commission Archives*

The collection contains the records of the first example of a complete educational reform. The Polish National Education Commission was the first Ministry of Education in the world, and introduced the first comprehensive, democratic public school system open to all social classes, and to women. It is of global significance for its early adoption and propagation of the progressive and democratic values of the eighteenth-century European Enlightenment. Although the archival records have suffered very severe damage, in particular during World War II, the nominated collection symbolizes the historical significance of the National Education Commission.

**Portugal**

*Corpo Cronológico - Collection of Discovery Manuscripts*

As the nominated documents describe the impact and role of Portugal on peoples in Africa, America and Asia during a period of intense global explorations, their world significance is undisputed. They cover the period from 1249, beginning with the expulsion of the Moors from the Iberian Peninsula, making Portugal one of the earliest cohesive nation-states in Europe, and culminating in the fifteenth century with the Age of Atlantic Discoveries.

**Slovakia**

*Mining maps and plans of the Main Chamber - Count Office in Banská Štiavnica*

The nomination concerns unique and irreplaceable documents relating to mining in the territory of the former Austro-Hungarian Empire. These complement the surviving mining works in Banská Štiavnica and its surroundings, which have been inscribed on the UNESCO World Heritage List since 1993, and their association with the site enhances their significance. The documents are important for the history of mining and metallurgy at the global level, especially for the history of the development of mining cartography and surveying instrumentation.

**South Africa**

*Liberation Struggle Living Archive*

There was consensus that the apartheid struggle in South Africa had been one of the defining racial and ideological confrontations of the twentieth century and had a global political and cultural impact. As some concerns were expressed about the adequacy of the digitization strategy for preservation purposes, members proposed that the response of the Sub-Committee on Technology be drawn to the attention of the nominator.

**South Africa**

*Criminal Court Case No. 253/1963 (State versus N Mandela and Others)*

The nominated documents cover the case records, evidence of witnesses, and exhibits of the Rivonia trial in which the South African state arrested, prosecuted and convicted the anti-apartheid leaders, including Nelson Mandela. As a result of this trial, the world’s attention was drawn to the inequities of the Apartheid regime. This strengthened the international
movement against the system, leading the United Nations to declare apartheid "a crime against humanity". The case records are unique and irreplaceable: any missing resources from the Mandela trial corpus should be added if they come to light.

**Spain and Portugal**  
*Treaty of Tordesillas of 7 June 1494*

The Treaty established the global demarcation line between the future Spanish and Portuguese empires and sanctioned the development of the Spanish-Portuguese presence in the American continent. It contributes to an understanding of American history, and of the economic and cultural relations that have existed historically between Europe and America. Both Spanish and Portuguese versions of the Treaty are nominated.

**Sweden**  
*Ingmar Bergman Archives*

Ingmar Bergman's global stature as a film maker and director give significance to his personal archives, which to the extent that they contain handwritten and other materials directly created by him, are by definition irreplaceable and unique. Although he worked continuously in a single country, the influence of Bergman’s work on the art of cinema has been global. He and his films have received numerous industry awards.

**Sweden**  
*Alfred Nobel Family Archives*

The nomination comprises both the Nobel Family and Alfred Nobel's Archive which are both representative of the industrial development of the late nineteenth century, and depict the use of new inventions and the international expansion of industrial enterprises, especially the technical development of explosives and the industrialization of modern warfare. Alfred Nobel's papers in particular reflect his creativity and energy that resulted in new ideas and projects, and also highlight the philanthropic use of the family fortune.

**United Kingdom**  
*Hereford Mappa Mundi*

The Hereford Mappa Mundi is the largest complete, and one of the very few remaining examples, of this genre. It is a medieval encyclopaedia of late thirteenth-century knowledge and belief that not only depicts geographical elements, but includes illustrations of (biblical) history, (fictitious) peoples and creatures, and symbols. Its size, integrity and richness of illustrations constitute its importance.

**United States of America**  
*The Wizard of Oz (Victor Fleming 1939), produced by Metro-Goldwyn-Mayer*

The nomination concerns the original Technicolor 3-strip nitrate negatives, black and white sequences preservation negatives and soundtrack, generated in the process of making the film which has become one of the most widely seen and influential in all cinematic history. It is an important example of Hollywoodian output at its artistic and technical peak. The film maintains its popular appeal among new audiences and critics everywhere, and has had a pervasive influence on international popular culture through its imagery, music and metaphors.
Venezuela
*Colombeia: Generalissimo Francisco De Miranda's Archives*

The sixty-three volumes of archives of Generalissimo Francisco de Miranda are unique and irreplaceable and were organized by Miranda himself, remaining undisturbed for over 200 years. They portray his role in notable historical events including the Spanish war against the Moors of the Alauita; the American War of Independence; Tsarist Russia in the era of Catherine the Great; the French Revolution and the initial struggle for independence of the Spanish-American colonies.

Christopher Okigbo Foundation
*Papers of Christopher Okigbo*

Christopher Okigbo (1932-1967) is widely recognized as Africa's most celebrated poet, whose work has influenced other poets of his generation. He is regarded as a major force in twentieth-century modernism, particularly in its application to post-colonial discourse. The papers exemplify African postcolonial literature in English and poems in the Igbo vernacular, demonstrating the potential for writing in African languages with an oral tradition. The nominated papers are unique and irreplaceable, and possibly have the potential to provide new insights into the life and work of this major African literary figure.

International Committee of the Red Cross
*Archives of the International Prisoners of War Agency, 1914-1923*

The nomination concerns a unique and internationally significant body of records that document the extensive scale of suffering of the victims of World War I, an event that shaped the modern world. It records the collective experience of the first global war, a massive humanitarian disaster, at a critical point in the twentieth century. It is a comprehensive evidential database that serves as an enormous resource for genealogical and sociological research, and provides the basis for the working methods of the Agency in later conflicts.

2. **Provisional inscriptions:**

Egypt
*Arabic Papyrus Collection*

There was consensus that the collection appeared to be unique and provided evidence of interactivity of the Arab world with Greek and Coptic societies. As such, it is clearly of regional importance. While it is probably of world significance, more information on the content of the collection is needed, especially as no cataloguing has been undertaken since 1930 when 800 folios out of 3500 had been completed. However, the potential importance of the collection for a better understanding of Arabic papyri was agreed.

The *International Advisory Committee* recommended **provisional inscription** on the International Register, subject to the submission of detailed information on the content of the uncatalogued items, including an index.

Spain
*Santa Fe Capitulations*
The Santa Fe Capitulations contain the capitulations signed by Christopher Columbus with the Spanish monarchs Ferdinand II of Aragon and Isabella I of Castile. Its chapters set out the terms under which Columbus was to sail on his first voyage, which resulted in the 'discovery' of the American continent and radically transformed the lives of people in both the new and old worlds.

The International Advisory Committee noted that the Capitulations comprised only four pages of the contents of the register in which they are bound, and has recommended provisional inscription of the Capitulations until details of the entire register can be provided by the nominator. It will then be the register containing the Capitulations that will be listed on the Memory of the World International Register.

3 Not recommended for inscription on the International Register:

After a detailed examination of the following nominations, the IAC decided not to recommend inscription on the International Register.

Belgium
Collection of Musical Fragments from the 10th to the 16th Century
While the Tongeren holdings may be a significant part of a corpus of mediaeval polyphonic music, their relationship to other surviving holdings has not been demonstrated. The original fragments may both unique and irreplaceable, but there is no clear evidence that the Tongeren collection is exceptional, or that it stands out from the many holdings of mediaeval music manuscripts. Based on available evidence, it was felt that its significance in a regional context may qualify it for inscription on a regional European register when one is established.

The International Advisory Committee accordingly did not recommend inscription on the International Register.

Germany
Construction and Fall of the Berlin Wall and the Two-Plus-Four-Treaty of 1990
The world significance of the subject matter was undeniable but the selection logic behind the items proposed was not clear. While the documents proposed partially illustrated the crucial beginning and end of the saga of the Wall, they were highly selective and restrictive. The treaty itself was a complete document, but the rest of the documents were brief extracts and not necessarily original documents. Given the intense journalistic, photographic, radio, film and television coverage of the wall during its existence, the choice of these few items needed to be further justified, or the nomination broadened.

The International Advisory Committee did not recommend its inscription on the International Register in its present form, but noted the German decision to submit a revised nomination for consideration in a later round.
Greece

Olympic Anthem

Whereas the importance of the Olympic Games to humanity and their impact on the world is beyond any doubt, it is harder to argue for the significance or influence of this Anthem on the course of history. The anthem is of undeniable importance to Greece, which is the home of the ancient Games and the site of the first instance of its modern revival. The manuscript score itself was judged as being unique and irreplaceable, but despite being adopted as the official anthem in 1958, it is not as well-known as other emblems, such as the Olympic flag or flame.

As the nomination appeared not to differ significantly from that examined at the previous IAC meeting and no extra information was given to establish global influence, the International Advisory Committee recommended inscription on the National Register of Greece as soon as one is established.

Hungary (In association with Croatia, Serbia, Slovakia and Slovenia)

Classical Multi-ethnic Collection of Traditional Music by Béla Bartók, Zoltán Kodály and Their Followers (1896-1945)

Although the recommendation of the IAC in 2005 to include Bartók's transcriptions of Slovak folk songs held by the National Library of the Slovak Republic had been ignored, and no reason had been provided for this omission, nevertheless, the inclusion of Béla Bartók's Folk Music System and Zoltán Kodály's Folk Music System had resulted in a coherent nomination. It was judged that Bartók's and Kodály's works have greatly contributed to ethnomusicological field work and research and to the valuation of traditional music worldwide.

The International Advisory Committee took advice that this nomination, without the inclusion of the nomination from Slovakia (Slovak Folk Songs and Béla Bartók above) is of national significance only. A combined nomination would have far greater credibility as an inscription on the International Register. The IAC accordingly recommends that the nominators of this collection join with the Slovakian nominators to develop a joint nomination focused on the work of Bela Bartok, one of the most prominent users of ethnomusicological collections, for submission in a later round.

India

Gilgit Manuscripts

The Gilgit manuscripts were assessed as significant with respect to their literary styles and as early Buddhist scriptural texts. As such they have world significance as records of the evolution of writings and spread of a major world religion. However, not all of the documents have been deciphered, so it is difficult to evaluate the manuscripts individually.

The International Advisory Committee recommended that the nomination be resubmitted when the rest of the Gilgit manuscripts are deciphered and their significance is established.
Iran

_Deer Hide Qurans_

The nomination concerns a collection of Qurans which, if their provenance proved them to be authentic, would be of international significance. However, this cannot be ascertained from the data provided.

The International Advisory Committee **recommended that the nomination be reassessed** in the 2008/2009 cycle after revision and incorporation of missing data regarding the provenance of the Qurans.

Oman

_Manuscript of Al-ansab_

It was felt that the authenticity and provenance of the item had not been proven, nor was it shown to be unique or irreplaceable. The fact that it is much used by genealogists did not establish authenticity, which should be supported by evidence of its provenance. It would appear that this is a copy, and there seems to be some confusion about the date.

The International Advisory Committee **recommended the submission of a revised nomination** for the 2008/2009 session, to be prepared in close consultation with the UNESCO Secretariat.

Oman

_Manuscript of the Holy Quraan_

While the style of the manuscript might be of interest to scholars, it has not been established as unique or different from others, nor was it the precursor of a new style. The manuscript does not appear to be rare, since other and probably better comparative examples can be found, nor has enough evidence been provided concerning its authenticity to justify inscription on the International Register, although there is no doubt about its regional significance.

The International Advisory Committee accordingly **recommended inscription on a regional register for the Arab region** when one is established.

Pacific

_Original Unpublished Drawings and Paintings of Scientific Phenomena from French Pacific Ocean Exploration Voyages (1768-1846)_

This nomination is a project rather than a nomination, and as it is, is partial and incoherent. Additionally, it contains some erroneous assertions and overlooks all the material from the Cook voyages of 1768-1799, (such as the *Endeavour* Journal of James Cook which is already listed on the Register). The nomination should be resubmitted for a later round when the inventory of published and unpublished works has been completed, to include the other (non-French) voyages of exploration to the Pacific in a credible and all-inclusive nomination for the Pacific region.

The International Advisory Committee does **not recommend** inscription of this nomination on the International Register in its current form.
Pakistan
Political Agencies Press Lists From 1804-1849

The words "press lists" in the title of the nomination suggest that these are contemporary registers or catalogues, rather than original documents. The archives appear to be of definite national and possibly regional significance, but their world significance has not been fully proven due to the insufficient information provided in the nomination.

The International Advisory Committee did not recommend inscription on the International Register.

Slovakia
Slovak Folk Songs and Béla Bartók

The nomination provoked extensive discussion relating to how much of Bela Bartok's groundbreaking methodology, of obvious global influence and significance to ethnomusicology everywhere, is contained in the nomination, as compared to the multilateral Nomination 9 (Classical Multi-Ethnic Collection of Music by Bela Bartok, Zoltan Kodaly and their followers 1896-1945). The Sub-Committee believed that, while Bartok's stature as a major European musical figure gives the material world significance, the Bartok component appears to be only a relatively minor part of this nomination.

The International Advisory Committee concluded that the nominated items did not provide evidence of the influence of the nominated documents beyond Central Europe, and recommended its inscription on a regional register for Europe when one is established. it further suggested that should this nomination be combined with that of Hungary (Classical Multi-ethnic Collection of Traditional Music by Béla Bartók, Zoltán Kodály and Their Followers (1896-1945), a credible nomination focused on the work of Bela Bartok, one of the most prominent users of ethnomusicological collections, would be the result. The IAC therefore suggested the resubmission of a combined nomination.

Thailand
Thai Laws and Proclamations on the Abolition of Slavery Published in the Royal Gazette (1874-1911)

The Thai initiative to end slavery by Royal Proclamation was deemed an outstanding achievement of the reign of King Chulalongkorn. However, the abolition of slavery by legislation was in itself not unique, nor was the Thai Royal Gazette the oldest in existence, as other printed government gazettes can be identified dating back to the eighteenth and nineteenth centuries. The majority of the Committee felt that linking the documents to a wider movement to eradicate slavery as part of Thailand's process of modernization could assist in establishing the international significance of the documents. They also acknowledged that the nomination should better reflect the role played by King Chulalongkorn in this regard, as well as his standing in the wider Thai community (including the Thai diaspora).

Thai delegates to the meeting circulated additional material relating to the points made above but this could not be taken into consideration as it was presented too late for any substantive change to be made to the nomination, and for the members of the IAC to evaluate ahead of the meeting.
The International Advisory Committee therefore **highly recommended that the nomination incorporating this material be resubmitted** in a later round.

**Ukraine**  
*Heirmos: Repertoire of Ukranian and Belarusan Church Monody from sixteenth-eleventh centuries*

While it is possible that some or even all of the material documented may have had global influence, the nomination of a computer database (which does not meet the criteria even when considered as digital heritage), rather than any of the material documented in the database, does not qualify for inscription.

On the basis of the information provided, the International Advisory Committee **did not recommend inscription** on the International register. However, it suggested that the nomination be refocused into a joint nomination by all owners, who should make clear recommendations for the management of these documents prior to the **resubmission of the nomination**.
Appendix 4 - International Advisory Committee of the Memory of the World Programme

Rules of Procedure

Rule 1 - Membership

Art. 3.1 of the Statutes 1.1 The Committee shall be composed of 14 members, appointed by the Director-General after consultation of the National Commissions of the States concerned, and serving in a personal capacity.

Art. 3.2 of the Statutes 1.2 The term of office of members of the Committee shall be four years. It is renewable once.

Art. 3.3 of the Statutes 1.3 Every two years, half the membership of the Committee shall be renewed.

Rule 2 - Functions

The Committee shall discharge the functions assigned to it by Article 2 of its Statutes.

Rule 3 - Sessions

Art. 4 of the Statutes The Committee shall normally meet in ordinary plenary session once every two years.

Rule 4 - Agenda

Art. 8.2 of the Statutes The agenda shall be drawn up by the Director-General after consultation with the Chairperson of the Committee. It shall be communicated to the members of the Committee two months before the opening of each session.

Rule 5 - Bureau

Art. 5.1 of the Statutes 5.1 At each of its ordinary sessions, the Committee shall elect a Chairperson, three Vice-Chairpersons and a Rapporteur who shall constitute the Bureau of the Committee. The members of the Bureau shall remain in office until the election of a new Bureau. Members of the Bureau shall be eligible for re-election.

Art. 5.2 of the Statutes 5.2 Meetings of the Bureau may be convened between sessions of the Committee at the request of the Director-General.

Rule 6 - Functions of the Chairperson

6.1 In addition to exercising the powers conferred upon him or her elsewhere by these Rules, the Chairperson shall have the following powers: he or she shall declare the opening and closing of meetings, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote
and announce decisions. He or she shall rule on points of order and, subject to these Rules, shall control the proceedings and the maintenance of order.

6.2 If the Chairperson is no longer able to hold office, the Bureau shall choose one of the Vice-Chairpersons to become Chairperson for the unexpired portion of the term of office. If that Vice-Chairperson is also no longer able to hold office, the Bureau shall choose another of the Vice-Chairpersons to become Chairperson for the unexpired portion of the term of office.

Rule 7 - Functions of the Vice-Chairpersons

In the absence of the Chairperson during the session, his or her functions shall be exercised in turn by the Vice-Chairpersons.

Rule 8 - Subsidiary bodies

In order to discharge the duties assigned to it by its Statutes, the Committee may establish such subsidiary bodies as it considers necessary for the conduct of its business within the limits of the funds approved by the General Conference.

Rule 9 - Secretariat

Art. 5.2 of the Statutes 9.1 The Director-General of UNESCO or his or her representative shall participate in the work of the Committee, its Bureau or its other subsidiary bodies without the right to vote. He or she may at any time submit either oral or written statements to the Committee, to the Bureau or to any other subsidiary body on any matter under discussion.

Art. 6 of the Statutes 9.2 The secretariat of the Committee shall be provided by the General Information Programme of UNESCO.

Rule 10 - Working languages

The working languages of the Committee shall be English and French.

Rule 11 - Working documents

The working documents for each session of the Committee shall, as a rule, be communicated to the members six weeks before the opening of the session.

Rule 12 - Right to speak

Observers may, with the authorization of the Chairperson, speak during the discussions of the Committee or its subsidiary bodies.
Rule 13 - Order of speeches

The Chairperson shall call upon speakers in the order in which they have expressed the desire to speak. Members of the Committee shall be accorded precedence.

Rule 14 - Points of order

During the discussion on any matter, a member of the Committee may at any time raise a point of order, which point of order shall forthwith be decided upon by the Chairperson. Any member may appeal against the ruling of the Chairperson, which can only be overruled by a majority of the members present and voting. A member may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 15 - Suspension, adjournment, closure

Any member of the Committee may at any time propose the suspension or adjournment of a meeting or the adjournment or closure of a debate. Such a motion shall be put to the vote immediately and decided upon by a majority of members present and voting.

Subject to the provisions of Rule 14 above, the following motions shall take precedence, in the following order, over all other proposals or motions:

(a) to suspend the meeting;
(b) to adjourn the meeting;
(c) to adjourn the debate on the matter under discussion;
(d) to close the debate on the matter under discussion.

Rule 16 - Voting rights

Each member of the Committee shall have one vote.

Rule 17 - Voting

17.1 Decisions shall be taken by a majority of the members present and voting, except in the cases specified in Rules 21 and 22.

17.2 In its deliberations the Committee should give precedence to seeking consensus.

17.3 For the purpose of these Rules, the phrase ‘members present and voting’ means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.
Rule 18 - Show of hands and roll-call

Voting shall normally be by show of hands, except that any member may, before the voting starts, request a roll-call. The vote or abstention of each member participating in a roll-call shall be recorded in the report.

Rule 19 - Secret ballot

All elections shall be by secret ballot unless, in the absence of objections on the part of any one of its members, the Committee decides otherwise.

Rule 20 - Equally divided votes

If a vote is equally divided, the proposal shall be regarded as rejected.

Rule 21 - Amendment

These Rules of Procedure, except when they reproduce provisions of the Committee’s Statutes or decisions of the General Conference, may be amended by a decision of the Committee taken by a two-thirds majority of the members present and voting, provided that the proposal for amendment has been placed on the agenda.

Rule 22 - Suspension

Any provision of these Rules, except when it reproduces provisions of the Statutes or decisions of the General Conference, may be suspended by a decision taken by a two-thirds majority of the members present and voting.

Rule 23 - Reports

Art. 8.3 of the Statutes

The Committee shall present reports on its work and its recommendations to the Director-General and to the Intergovernmental Council for the General Information Programme.