

UNESCO INTERNATIONAL MEMORY OF THE WORLD REGISTER

NOMINATION FORM

1.0 Title of item or collection being proposed

Keep the title short – maximum ten words is desirable.

2.0 Summary (max 200 words)

*Give a **brief description** of the documentary heritage being nominated, and the argument for its **world significance**, including its alignment with UNESCO's Global Priorities Gender Equality and Africa whenever relevant.*

*Write this section last, once you have completed all the other sections. Include all the essential points you have made in the nomination, especially the key arguments you have made in the statement of significance **as to why and how the nominated documentary heritage meets the criteria for the International Register**.*

3.0 Nominator contact details

3.1 Name of nominator (person or organisation)

3.2 Relationship to the nominated material

3.3 Address

3.4 Telephone

3.5 Email

3.6 Co-nominators(s), if any

4.0 Declaration of Authority

I certify that I have the authority to nominate the item, or items, described in this document to the Memory of the World Register.

Signature

Full name and position

Date

5.0 Legal information

5.1 Name of owner (person or organisation)

5.2 Address

5.3 Telephone

5.4 Email

5.5 Name and contact details of custodian IF DIFFERENT from the owner

5.6 Legal status

Provide details of legal and administrative responsibility for the preservation of the documentary heritage.

Any relevant supporting documents should be scanned and submitted with the application.

5.7 Copyright status

If the copyright status of the documentary heritage is known, it should be stated. However, the copyright status of a document or collection has no

bearing on its significance, and is not taken into account when determining whether it meets the criteria for inscription.

Images supplied with the nomination must be accompanied by the signed 'Agreement Granting Non-Exclusive Rights' form available on the UNESCO Memory of the World website.

5.8 Accessibility (note any restrictions, including cultural restrictions)

Describe how the item(s) or collection may be accessed.

If legal or cultural constraints limit access, describe the nature of these constraints.

Digitisation for access purposes is encouraged. Comment on whether this has already been done or is planned.

If available, include a link to the item of documentary heritage.

6.0 Identity and description of the documentary heritage

6.1 Name and identification details of the items/collection being nominated

Give the exact title of the nomination and the institution(s) nominating it. These will appear on the inscription certificate if the nomination is successful.

6.2 Type of document

Examples could include Books, Codices, Digital, Drawings, Manuscripts, Maps, Music/Audio/Recordings, Papers, Photographs/Images, Postcards, Reports, Videos/Films, etc.

6.3 Catalogue or registration details

Give the catalogue or registration details for the item or collection.

Provide a physical description of the item(s) if it is relevant to their world significance.

A nominated collection or archival fonds must be finite, with clear beginning and end dates.

If the catalogue or registration details are too unwieldy, provide a description of the contents with sample catalogue entries, accession or registration numbers.

Or you can add the catalogue/registration details as an appendix or refer to an online inventory.

6.4 Visual documentation (if available and appropriate)

Visual documentation includes photographic images or audiovisual material where relevant.

Attach photos as jpg files to be submitted with the application, or supply a CD, DVD or USB key for audiovisual material.

6.5 History/provenance

*Set out the history of the item or collection - its 'life story' or provenance - from the time when it was created to its place in your institution. This is critical to the item or collection's **authenticity**. You may not know all the details but give as comprehensive an account of the item or collection's provenance as you can.*

6.6 Bibliography

A bibliography provides evidence that the documentary heritage has been used by scholars, and knowledge of its impact and influence is in the public domain. It is a good idea to cite the works of scholars from outside your own country, as well as local scholars, to demonstrate this influence.

6.7 Names, qualifications and contact details of up to three *independent* people or organisations with expert knowledge about values and provenance of the nominated material.

| Name | Qualifications | Contact details (email) |
|-------------|-----------------------|--------------------------------|
|-------------|-----------------------|--------------------------------|

Note that the names and contact details of these referees will not be disclosed on the Memory of the World Register, nor disclosed without their permission to any third party. Ensure that there is a gender-balanced representation among the referees. Other authoritative referees should also be contacted to obtain a broad spectrum of opinion for assessment purposes.

7.0 Assessment against the selection criteria

7.1 Primary criteria - significance value to the world. Comment on one or more of the following significance criteria.

Not all the criteria will apply to your documentary heritage. Choose only those criteria that are relevant to your nomination.

7.1.1 Historic significance

What does the documentary heritage tell us about the history of the world, including its contribution to gender equality? Does it deal with?

- *Political, economic, social or spiritual movements*
- *leading personalities in world history*
- *events of world-changing significance*
- *specific places of significance*
- *traditional customs*
- *relations with other countries or communities*
- *changing patterns of life and culture and challenging stereotypes*
- *a turning point in history, or a critical innovation*
- *an example of excellence in the arts, literature, science, technology, sport, or other parts of life and culture?*

7.1.2 Form and style

This criterion refers to the physical nature of the documentary heritage. Much documentary heritage is unremarkable in this respect, for example, manuscript or typescript paper records. However, some forms of documentary heritage display innovative qualities or high levels of artistry, and it is to these that this criterion applies.

- *Is the documentary heritage a particularly fine exemplar of its type?*
- *Does it have outstanding qualities of beauty and artisanship or artistry?*
- *Is it a new or unusual type of carrier?*

- *Or is it an example of a type of document that has now disappeared?*

7.1.3 Social, community or spiritual significance

This criterion refers to the attachment to the documentary heritage of a specific community in the present. You must show how this attachment is demonstrated, for example, a community may be strongly attached to the heritage of a beloved leader, or to the documentary evidence of a specific incident or site, or social movements, such as the promotion of women's rights, gender equality and inclusion. Or it may revere the documentary heritage associated with a spiritual leader or a saint. Provide information on how this attachment is expressed.

7.1.4 Gender equality

Gender equality is one of two Global Priorities of UNESCO. The proposed items or collection should include a gender analysis and if there are any specific aspects of the nomination that relate to gender equality and contribute to record the significant roles that women have played in the world's history, please describe them in detail, explaining what the nominated documentary heritage tells us about the lives of women and girls, and any impacts on women and girls and/or on gender equality.

If according to the gender analysis the proposed item and collection does not contribute to gender equality, the 'Do Not Harm' principle should be applied.

7.2 Comparative criteria. Comment on one or more of the following comparative criteria:

7.2.1 Rarity

Is the item or collection rare? Is it one of a kind (the only one ever created), or the last survivor of a form of documentary heritage that was once widespread? Do similar items or collections exist?

7.2.2 Integrity, completeness, condition

Is the documentary heritage complete, or are sections or pages missing? Has part of the documentary heritage become lost, or are supplementary parts being preserved elsewhere? If so, give details.

What condition is it in?

7.3 Statement of significance

Summarise the points you have made in 7.1 and 7.2 and make the case for authenticity based on the provenance of the documentary heritage. If relevant, findings from the gender analysis should be included indicating how the documentary heritage contributes to UNESCO Global Priority Gender Equality.

What has been the impact of this documentary heritage material on world history and culture?

Why is this documentary heritage important to the memory of the world? What has been its impact on life and culture beyond the boundaries of a nation state or region?

State why the documentary heritage is important to the memory of the world, and why its loss would impoverish the heritage of humanity.

8.0 Consultation with stakeholders

8.1 Provide details of consultation with relevant stakeholders ensuring a gender-balanced representation about this nomination

Relevant stakeholders include:

- *Owners/custodians of the documentary heritage*
- *Communities with involvement in the documentary heritage*
- *Scholars who research the documentary heritage*

9.0 Risk assessment

9.1 Detail the nature and scope of threats to the nominated material

Is the documentary heritage at risk from:

- *Climatic conditions*
- *Poor storage*
- *Economic issues*
- *Potential political interference*

If your documentary heritage is at risk, say so - UNESCO needs to know its true situation.

10.0 Preservation and access management plan

10.1 Describe, or attach as a scanned document, any existing plans. If no plans exist, provide details about proposed conservation, storage and access strategies.

11.0 Any other information that may support the nomination

11.1 Note below or attach scanned documents as appropriate.

This may include statements from supporters, plans for promoting the documentary heritage if it is inscribed, or scanned news items relating to the documentary heritage.

How do you see this documentary heritage being used for education and research?

12.0 CHECKLIST

- Summary completed (section 2);
- Nomination and contact details completed (section 3);
- Declaration of Authority signed and dated (section 4);
- If this is a joint nomination, section 4 is appropriately modified, and all Declarations of Authority obtained;
- Legal information (section 5);
- Details of custodian if different from owner (section 5);
- Details of legal status completed (section 5);
- Details of accessibility completed (section 5);
- Copyright permission for images completed (section 5);
- Catalogue and registration information (section 6);
- History/provenance completed (section 6);
- Bibliography completed (section 6);
- Independent referees identified (section 6);
- Significance – primary criteria (section 7);
- Significance – comparative criteria (section 7);
- Statement of significance (section 7);
- Details of consultation with stakeholders completed where relevant (section 8);
- Assessment of risk completed (section 9);
- Summary of Preservation and Access Management Plan completed, or strategy proposed (section 10);
- Any other information provided – if applicable (section 11);
- Additional scanned documents, including suitable reproduction quality photographs identified to illustrate the documentary heritage (300dpi, jpg format, full-colour preferred);



AGREEMENT GRANTING NON-EXCLUSIVE RIGHTS

Reference:

1. a) I, the undersigned, copyright-holder of the media object(s) mentioned below:

Title(s)

Video:

Audio:

Photo:

(Resolution minimum 600 dpi)

hereunder referred to as the 'Work(s)', hereby grant to UNESCO free of charge the nonexclusive right to exploit, publish, reproduce, diffuse, communicate to the public in any form and on any support, including digital, all or part of the media object(s).

- b) These rights are granted to UNESCO for the legal term of copyright throughout the world.
- c) The name of the author(s) will be cited whenever his/her Work is used in any form.

2. I certify that:

- a) I am the sole copyright holder of the Work and am the owner of the rights granted by virtue of this agreement and other rights conferred to me by national legislation and pertinent international conventions on copyright and that I have full rights to enter into this agreement.
- b) The Work is in no way whatever a violation or an infringement of any existing copyright or licence, and contains nothing obscene, libellous or defamatory.

Name, Address, affiliation, email, telephone number

Date:

Signature:

(Please sign and return to UNESCO two copies of the Agreement by Post (or) a scanned copy by e-mail and retain the original for yourself)

Mailing address: Mr Fackson Banda, Unit for Documentary Heritage, Division for Digital Inclusion, Policies and Transformation (CI/DPT/DHE), Communication and Information Sector, UNESCO, 7, place de Fontenoy, 75007 Paris, France; Telephone: +33 (0)1 4568 09 08; e-mail: f.banda@unesco.org (copying) mowsecretariat@unesco.org