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**MOWCAP**

**UNESCO Memory of the World**

**Regional Committee for Asia/Pacific**

#  Nomination form

# Asia/Pacific *Memory of the World* Register (revised October 2016)

(Nominations must be received by 31 August 2017 for consideration for inscription in 2018)

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| **Office Use Only** |
| ID code: | Item or collection short title: |
| Institution / Owner: | Country or countries |

**Introduction**

Information on the Asia Pacific Memory of the World Programme can be found at[**www.mowcapunesco.org**](http://www.mowcapunesco.org)

This form should be used to nominate items to the Asia/Pacific *Memory of the World* Register. It sets out the range of information needed. Nominations should be expressed in clear concise language and lengthy submissions are not required.

Supplementary data may be attached. Please clearly label and number every page in the boxes provided.

You should read the *Guidelines* for nominating items and collections to the Asia/Pacific Memory of the World Register. These are available at <http://www.mowcapunesco.org/core-activities/register/nominations/>

Nominees can also look at the current International Memory of the WorldRegister <http://www.unesco.org/new/en/communication-and-information/memory-of-the-world/register/>

to see examples of completed nomination forms. Note that the MOWCAP form is not a copy of the international form.

Completed nomination forms should be sent by email to MOWCAPinfo@gmail.com. The secretary-general will confirm receipt of nominations by email.

If you need to provide large files such as those for moving images then send to the following address:

MOWCAP Secretary General,

G.P.O Box 8374
Hong Kong

No material will be returned and will become the property of MOWCAP.

There is a [contact form](http://www.mowcapunesco.org/contact/) on the website which should be used if you have any questions. Please keep a copy of your submission for your records and in case we need to contact you.

**Please note:** nomination forms will be put on the website prior to a decision being made about whether or not they will be inscribed on the register.

Mr Li Minghua

Chair, MOWCAP

**Nomination form**

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| **Asia/Pacific *Memory of the World* Register nomination form** |
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| **Part A: Essential information** |
| **1 Summary (max 100 words)** |
| Give a brief description of the documentary heritage being nominated, and the reasons for proposing it. Highlight the nature, uniqueness and significance of the nominated documentary heritage.  |

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| **2 Nominator** |  |  |
| **2.1 Name of nominator (person or organisation)** |
| **2.2 Relationship to the nominated documentary heritage** |
| **2.3 Contact person(s)**  |
| **2.4 Contact details** |
| Name | Address |
| Telephone | Facsimile | Email |
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| **3 Details of the Nominated Documentary Heritage** |  |  |
| **3.1 Title of documentary heritage item or collection** |  |
| **3.2 Catalogue or registration details** |  |
| **3.3 Photographs or a video of the documentary heritage. At least three digital photographs of the documentary heritage should be provided. By providing the photos you are agreeing that they can be used by MOWCAP for the purposes of promoting Memory of the World e.g. newsletters, website etc. Please note on the form if you do not wish MOWCAP to use the photos for publicity or promotional purposes.** |
| **3.4 History/Origin/Background/Provenance** |
| **3.5 Bibliography** |  |

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| **3.6 Names, qualifications and contact details of up to three independent people or organisations with expert knowledge about the values and provenance of the documentary heritage.** |
| Name | Qualifications | Address |
| Name | Qualifications | Address |
| Name | Qualifications | Address |
| **I assert that the above named referees have given their written permission for their names and contact details to be used in connection with this nomination for the Asia/Pacific *Memory of the World* Register, and their names to appear on the website. (Contact details will not appear on the website or be disclosed by the MOWCAP to any third party).** |
| **Signature** | **Full name (Please PRINT)** |
| **Date** |

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| **4 Legal information** |  |  |
| **4.1 Owner of the documentary heritage (name and contact details)** |
| Name | Address |
| Telephone | Facsimile | Email |
| **4.2 Custodian of the documentary heritage (name and contact details if different from the owner)** |
| Name | Address |
| Telephone | Facsimile | Email |

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| **4.3 Legal status** |  |
| Details of legal and administrative powers for the preservation of the documentary heritage |

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| **4.4 Accessibility** |  |
| Describe how the item(s) / collection may be accessedAll access restrictions should be explicitly stated below: |

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| **4.5 Copyright status** |  |  |
| Describe the copyright status of the item(s) / collection |

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| **5 Assessment against the selection criteria** |
| **5.1 First criterion: authenticity. Is the documentary heritage what it appears to be? Has its identity and origin been reliably established?**  |
| **5.2 Second criterion: world significance. Is the documentary heritage unique and irreplaceable, something whose disappearance or deterioration would constitute a harmful impoverishment of the heritage of humanity? Has it created a great impact over a span of time and/or within a particular supra-national cultural area of the region? Is it representative of a type, but it has no direct equal? Has it had great influence – whether positive or negative – on the course of history?** |
| **5.3 Third, world significance must be demonstrated in meeting one or more of the following criteria. Because significance is comparative , these criteria are best illustrated by checking them against items of documentary heritage already inscribed (for example) on the International *Memory of the World* Register:*****Time:*  Is it especially evocative of its time (which may have been one of crisis, or significant social or cultural change; it may represent a new discovery or be the “first of its kind”)*****Place:* Does it contain crucial information about a locality important in the history of the region and its cultures? Or did the location have an important influence on the events or phenomena represented by the documentary heritage? Or is it descriptive of physical environments, cities or institutions since vanished?*****People:* Is it related to people in a social and cultural context that reflects significant aspects of human behaviour, or social, industrial, artistic or political development. It may reflect the important roles and impact of key or certain individuals or groups.*****Subject and theme:*  The subject matter may represent particular historical or intellectual developments in natural, social and human sciences, politics, ideology, sports and the arts.*****Form and style:* The item(s) may have outstanding aesthetic, stylistic or linguistic value, be a typical or key exemplar of a type or presentation, custom or medium, or of a disappeared or disappearing carrier or format.**  |

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| **6 Other matters taken into account: rarity, integrity and threat** |
| ***Rarity* Does the content or physical nature of the documentary heritage make it a rare surviving example of its type or time?*****Integrity* Within the natural physical limitations of carrier survival, is the documentary heritage complete or partial? Has it been altered or damaged?*****Threat*  Is its survival in danger? If it is secure, must vigilance be applied to maintain that security? Detail the nature and scope of threats.**Attach a separate statement if space is insufficient! |

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| **7 Preservation and Access Management Plan** |
|  **Is there a management plan in existence for this documentary heritage? Are there strategies to preserve and provide access to it?** |
| YES | NO |  |  |  |
| If yes, describe or attach a summary of the plan. If no, please provide details about current method of storage and custody of the materials.  |

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|  **8 Any other information** |
| **Please provide any other information that supports the inclusion of this item(s) / collection on the Asia/Pacific *Memory of the World* Register.**Attach a separate statement if space insufficient. |

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| **9 Checklist** |
| **Nominees may find completing the following checklist useful before sending the nomination form to MOWCAP.** |
| **🞎** | MOWCAP website reviewed |
| **🞎** | Introduction read |
| **🞎** | summary completed (maximum100 word) (section 1) |
| **🞎** | Nomination and contact details completed (section 2) |
| **🞎** | If this is a joint nomination, section 2 appropriately modified |
| **🞎** | Documentary heritage identified (sections 3.1 – 3.3) |
| **🞎** | History/Origin/Background/Provenance completed (section 3.4) |
| **🞎** | Bibliography completed (section 3.5) |
| **🞎** | Names, qualifications and contact details of up to three independent people or organizations recorded (section 3.6) |
| **🞎** | Declaration signed and dated that all referees have given their written permission for their names to appear on the MOWCAP website (section 3.6) |
| **🞎** | Details of owner completed (section 4.1) |
| **🞎** | Details of custodian – if different from owner - completed (section 4.2) |
| **🞎** | Details of legal status completed (section 4.3) |
| **🞎** | Details of accessibility completed (section 4.4) |
| **🞎** | Details of copyright status completed (section 4.5) |
| **🞎** | Evidence presented of authenticity (section 5.1) |
| **🞎** | Evidence presented of world significance (section 5.2) |
| **🞎** | Evidence presented against one or more additional criteria (section 5.3) |
| **🞎** | Information presented on rarity, integrity and threat (section 6) |
| **🞎** | Summary of Preservation and Access Management Plan completed. If there is no formal Plan provide details about current and/or planned access, storage and custody arrangements (section 7) |
| **🞎** | Any other information provided - if applicable (section 8) |
| **🞎** | Sample photographs or VDO prepared for MOWCAP use (if required) |
| **🞎** | Printed copy of Nomination Form made for organisation’s records |
| **🞎** | Electronic copy of Nomination Form made for MOWCAP use (if required) |