



Memory of the World National Committee

Terms of Reference of the Jordanian Memory of the World Committee

Name: Jordanian Memory of the World Committee (اللجنة الأردنية لذاكرة العالم)

Structure: The Jordanian Memory of the World Committee consists of a high-level committee and four subcommittees specializing on different aspects of the committee.

Roles:

The Jordan Memory of the World Committee will be responsible for the overall management and monitoring of the Program in Jordan and will:

- Establish and maintain the Jordanian National Memory of the World Register, and encourage, receive and assess nominations of documentary heritage for inclusion in it.
- Coordinate and propose nominations from Jordan to the international Memory of the World Register.
- Work in close collaboration with governmental and non-governmental institutions in Jordan for developing the National Register and contributing to the International Register.
- Raise awareness of and promote the Memory of the World Program in Jordan.
- Encourage and seek government and private sector sponsorship for specific Memory of the World projects and activities in Jordan.
- Work in close collaboration with the Jordan National Commission for UNESCO, and the Regional Memory of the World Committee.
- Maintain regular contact with UNESCO's MoW Programme Secretariat.



Memory of the World National Committee

Membership:

Chair Person:

- HE Mr. Nabih Jamil Shuqum / Minister of Culture
nshequem@culture.gov.jo

Other Members:

- Mr. Hazaa Al-Barari/ Secretary General of the Ministry of Culture
Hbarari54@hotmail.com
- Mr. Issa Gammoh / Secretary General of the Ministry of Tourism and Antiquities
Issagammoh@mota.gov.jo
- Mr. Abdelkader Alajarmeh / Directorate of Moral Guidance
abed.beady@yahoo.com
- Mr. Nedal Alayasra/ Director General of Department of the National Library
director.g@nl.gov.jo
- Mr. Mamoon Massad/ Radio and Television Corporation
mamoonmassad@hotmail.com
- Mr. Mohammed Al-Qatarneh / Director General of the Hashemite Documentation Center - Royal Court
mqatarneh@rhc.jo
- Prof. Mohammad Adnan Al-Bakhit/ Director General of Manuscript and Documentation Center, University of Jordan
HBC@JU.ED.JO



Memory of the World National Committee

– Mr. Hatem Al-Hamlan / Libraries Manager - Greater Amman Municipality

hatem.hamlan@ammancity.gov.jo

Mrs. Ibtisam Ayoub / Secretary General of the Jordan National Commission for Education, Culture and Science

ayoubibtisam@yahoo.com

– UNESCO / Amman Office

The head of UNESCO Amman shall be an ex officio member of the Committee.

Secretariat of the Committee

– Dr. Hikmat Al-Nawaiseh/ Director of Heritage Directorate - Ministry of Culture

alhakeem1964@gmail.com

The following subcommittees with the related terms of reference are also established:

1. National Memory of the World Register
2. National Documents Law
3. Education and Outreach
4. National audiovisual archive

Subcommittees are technical entities, Members are appointed for their own expertise and capacity, and also they represent their own institutions.

Terms of Office:

Appointment is for a period of 4 years with an option for a second term.



Memory of the World National Committee

Terms of reference and membership of the subcommittees:

1. Terms of reference of the National MoW Register committee

- Main objective: oversee and provide guidelines on the inscriptions in the National Register
- Main tasks: setting up an administrative process
- Nomination form
- Mechanism for inviting and encouraging nominations
- Assessment process in which nominations are checked against the criteria
- Presentation of assessment to the National MoW Committee for decision
- Mechanism for announcing and publicizing the successful nominations

The committee members are:

1. Sumayya Awwad / heritage directorate –Ministry of culture.
2. Dr. Lara AlMarzouq / Jordanian National Commission for Education, Culture and Science.
3. Bassam Rizeq / Royal Court - Hashemite Documentation Centre.
4. Arwa Masaeda / Ministry of Tourism and Antiquities
5. Dr. Ziad Alsaad / Expert - Vice President of Yarmouk University

2. Terms of reference of the National Documents Law Committee

Advisory body to the Ministry of Culture

- Drafting set of regulations for applying the National Documents Law in conformity with the UNESCO 2015 Recommendations (first example in the world!).



Memory of the World National Committee

- Provide legal advice on all the matters related to the Committee.

The committee members are:

1. Dr. Mohammad Adnan Albkheit/ University of Jordan's Center for Documents and Manuscripts
2. Hala Hadadeen / National Library
3. Buthaina Albgoor / heritage directorate –Ministry of culture.
4. Dr. Abdallah Alassaf / Expert

3. Terms of reference of the Education and Outreach Committee

- Main objective: raise awareness and educate on the national documentary heritage of Jordan, as well as the work of the Memory of the World program.
- Main tasks:
 - Website development
 - Publications of all kinds
 - Exhibition
 - Celebration of UNESCO's days
 - Workshops on preservation and access
 - Events
 - Leveraging the MoW logo
 - Encouragement of research and writing
 - Raising public awareness on documentary heritage
 - Encourage nominations to the International MoW Register



Memory of the World National Committee

The committee members are:

1. Dr. Lara AlMarzouq / Jordanian National Commission for Education, Culture and Science.
2. Badee Alabwa / Amman Municipality
3. Ansam Malkawi / Ministry of Tourism and Antiquities
4. Fawzy Alkhotaba/ Ministry of Education
5. Mamoon Massad/ Radio and Television Corporation
6. Amani Abo Hamour/ heritage directorate /Ministry of culture.

4. Terms of reference of the national audiovisual archive Committee

- Main role: oversee the plan development of National Audiovisual Archive Institution establishment /or the plan of preservation of audiovisual heritage in Jordan.

The committee members are:

1. Nawal Aljboor / National Library
2. Sael Abu Zaid / Jordan Radio
3. Areej Nasser / Jordan Television
4. Abdelkader Alajarmeh / Directorate of Moral Guidance
5. Bassam Rizeq / Royal Court - Hashemite Documentation Centre.
6. Ahmad Khrisat / University of Jordan's Center for Documents and Manuscripts
7. Nada Domani / Royal Film Commission
8. Sumayya Awwad / heritage directorate /Ministry of culture.



Memory of the World National Committee

Rules:

- Office bearers: The chairperson of the Jordanian Memory of the World Committee is HE Mr. Nabih Jamil Shuqum (Minister of Culture).
- Secretariat support: Secretariat support will be provided by the Ministry of Culture Directorate for Intangible Cultural Heritage (Dr. Hikmat Al-Nawaiseh/ Director of Heritage Directorate - Ministry of Culture)
- Legal responsibility: The Committee will not enter into any contractual arrangements between the owners and custodians of documentary heritage and commercial organizations.
- National Memory of the World Register: The Register will be compiled by the Committee and will be retained by the Ministry of Culture. Electronic access to the register will be provided through the Ministry's website.
- Meetings: Regular meetings will be held in a convenient location not less than two times per year.
- Quorum: Half the members will constitute a quorum.
- Reporting: A formal annual report of the activities of the Committee will be provided to the UNESCO Secretariat.