

Model terms of reference for a national *Memory of the World* committee

The following model, which is presented as a guide only, has been adapted from the terms of reference of the Australian national *Memory of the World* Committee.

Name

The committee, which shall be known as the [country] *Memory of the World* Committee, will operate within the framework and objectives specified in the *Memory of the World* General Guidelines.

Role

The [country] *Memory of the World* Committee will have the responsibility for the overall management and monitoring of the Programme in [country] and will:

- Establish and maintain the [country] national *Memory of the World* Register, and encourage, receive and assess nominations of documentary heritage for inclusion in it.
- coordinate and propose nominations from [country] to the international *Memory of the World Register*
- work in close cooperation with governmental and non-governmental organizations in [country] in developing the national register and contributing to the international register,
- raise awareness of and promote the *Memory of the World* Programme in [country],
- encourage and seek government and private sector sponsorship for specific *Memory of the World* projects and activities in [country],
- work in close collaboration with the [country] National Commission for UNESCO, and the regional *Memory of the World* Committee
- maintain regular contact with the Secretariat.

Membership

The [country] *Memory of the World* Committee shall have between five and ten members. Members will be representative of all regions and relevant cultural interests within [country]. Only one member may be appointed from any one organization or peak body. Members will be appointed in their personal capacity by the Chairperson of the [country] National Commission for UNESCO or his/her representative. Members will be chosen on the basis of their knowledge of the field and on their ability to contribute to the achievement of the Programme's objectives.

Sample composition of Committee and possible membership:

- Member of the IAC or regional *Memory of the World* Committee (if available)

- A professional from the archival community
- A professional from the library community
- A member of the indigenous community
- A professional from the museum community
- Official from the government department responsible for heritage or culture (may attend in a representative rather than personal capacity)
- A professional with Conservation/Preservation expertise
- One or two other persons with relevant specialist skills or experience

Term of Office

Appointment is for a period of four years with an option for a second term. To ensure continuous innovation and continuity, half of the first committee will be appointed for an initial term of two years and the other half for four years. Thereafter all appointments will be for four years.

Rules

Office bearers – A chairperson and deputy chairperson will be appointed by the [country] National Commission for UNESCO.

Secretarial support – Secretarial support will be provided by the [country] National Commission of UNESCO.

Financial matters – The Committee will manage its own funds which will be used primarily for raising awareness and promotion of the *Memory of the World* Programme, and accounted for to the National Commission for UNESCO. As required, it may manage projects or tasks delegated by the National Commission, the IAC or the Regional *Memory of the World* Committee.

Legal responsibilities – 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 [country] National Commission for UNESCO. Electronic access to the register will be provided through the Commission's web-site.

Meetings – At least two meetings will be held each year in a convenient location, probably at the offices of the National Commission for UNESCO.

Quorum – Half the members will constitute a quorum.

Minutes – Minutes of each meeting will be taken and will be available to the Secretariat and the National Commission for UNESCO.

Reporting – A formal annual report of the activities of the Committee will be provided to the Secretariat.

Sub-committees – Sub-committees will be formed if and when required.