



United Nations
Educational, Scientific
and
Cultural Organization

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26 JUL 2018

Ref.: CL/4245

Subject: First consultation on the implementation of the 2015 Recommendation concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form

Sir/Madam,

Under Article VIII of UNESCO's Constitution, Member States are required to submit, every four years, a report on the legislative and administrative provisions and any other measures they have taken to implement the conventions and recommendations adopted by the Organization.

Against this background, Member States are requested to submit their reports on the 2015 Recommendation concerning the Preservation of and Access to, Documentary Heritage Including in Digital Form, in one of the two working languages of UNESCO, by 30 November 2018 to Mr Indrajit Banerjee, Director of the Knowledge Societies Division, Communication and Information Sector (tel.: +33 1 45 68 42 78; e-mail: i.banerjee@unesccora). Mr Banerjee remains at your disposal for any additional information you may require.

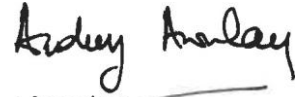
Member States are encouraged to organize the necessary consultations within and outside the concerned ministries and institutions, including with key memory institutions, national Memory of the World committees, professional associations, relevant civil society partners and National Commissions for UNESCO. Member States should also use to that end the questionnaire, herein enclosed.

The Secretariat will submit to the 206th session of the Executive Board, in spring 2019, the first consolidated report on the implementation by Member States of the 2015 Recommendation for its consideration. This report, together with the comments of the Executive Board's Committee on Conventions and Recommendations, will subsequently be submitted to the 40th session of the General Conference in 2019.

To Ministers responsible for relations with UNESCO

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Please accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'Audrey Azoulay', with a horizontal line underneath it.

Audrey Azoulay
Director-General

Cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

QUESTIONNAIRE FOR THE PREPARATION OF REPORTS BY MEMBER STATES
ON THE APPLICATION OF THE RECOMMENDATION CONCERNING T
HE PRESERVATION OF, AND ACCESS TO, DOCUMENTARY HERITAGE
INCLUDING IN DIGITAL FORM (2015)

Preliminary remarks

Member States are invited to consult the Implementation Guidelines that have been prepared to assist them with the practical application of the various provisions of the Recommendation. The proposed questionnaire has been established based on the topics set out in the Implementation Guidelines, which can be found on the Memory of the World (MoW) website at: https://en.unesco.org/sites/default/files/2015_mow_recommendation_implementation_guidelines_en.pdf

Pursuant to Articles 15 and 16.1 of the Rules of Procedure concerning recommendations to Member States and international conventions covered by the terms of Article IV, paragraph 4, of the UNESCO Constitution, the Director-General of UNESCO has invited Member States by the Circular Letter 4155 dated 28 April 2016 to submit the Recommendation to their competent authorities within a period of one year from the close of the session of the General Conference.

Furthermore, under Article VIII of UNESCO's Constitution, Member States are required to submit a report on the legislative and administrative provisions and any other measures they have taken to implement the conventions and recommendations adopted by the Organization.

Submission and dissemination of reports

Please designate a contact person responsible for the information sharing and cooperation with UNESCO in relation to this Recommendation.

The report should not exceed 15 pages, excluding annexes and is to be submitted to UNESCO in electronic form only (standard .pdf or .rtf or .doc format) in English or French, to the extent possible.

The report will be made available on UNESCO's website in order to facilitate the exchange of information relating to the promotion and implementation of this Recommendation.

QUESTIONNAIRE

GENERAL INFORMATION:

Country:

ICELAND.

Organization(s) or entity (s) responsible for the preparation of the report:

MINISTRY OF EDUCATION, SCIENCE AND CULTURE.

Officially designated contact person/institution:

MINISTRY OF EDUCATION, SCIENCE AND CULTURE.

Name(s) of designated official(s) certifying the report:

KARITAS H. GUNNARSDÓTTIR, DEPUTY PERMANENT SECRETARY.

Brief description of the consultation process established for the preparation of the report:
MEETING OF EXPERTS.

REPORTING ON THE SPECIFIC PROVISIONS OF THE RECOMMENATION:

General support:

1. Has the Recommendation been promulgated to appropriate ministries and institutions?
(Section 1)

DISTRIBUTION OF RECOMMENDATION TO ALL RELEVANT HAS NOT BEEN COMPLETED.

2. Has the Recommendation been translated into the national language(s) (if applicable)?
NO.

3. Has your country created a supportive, participatory, enabling and stable environment for all parties? (1.1, 1.2, 3.1, 4.5, 5.1, 5.2)

THE LEGAL FRAMEWORK FOR THE PRESERVATION OF AND ACCESS TO DOCUMENTARY HERITAGE IN ICELAND IS IN PLACE THROUGH LEGISLATION IN THE FIELDS OF ARCHIVE, LIBRARY, MUSEUM AND UNIVERSITY MATTERS.

4. How, if at all, has your country applied international standards and curatorial best practice (2.4, 2.7, 2.8, 2.9, 4.2, 5.1, 5.2, 5.5)?

ICELANDIC INSTITUTIONS IN THIS FIELD APPLY INTERNATIONAL STANDARDS, TECHNOLOGY AND "BEST PRACTICES" AS ACQUIRED THROUGH INTERNATIONAL COOPERATION IN ALL THEIR WORK IN THE PRESERVATION OF THE ICELANDIC DOCUMENTARY HERITAGE.

5. What consultation mechanisms does the government maintain with stakeholders in the documentary heritage sector (national and private memory institutions, professional associations, relevant NGOs)? (1.2)

THE MINISTRY OF EDUCATION, SCIENCE AND CULTURE IS BY LAW RESPONSIBLE FOR THE FUNDING AND ADMINISTRATIVE SUPPORT OF STATE INSTITUTIONS IN THIS FIELD (WHICH HAVE BY LAW AN OVERSIGHT ROLE TOWARDS OTHERS IN THEIR RELEVANT FIELDS) AND FINANCIALLY SUPPORTS THE WORK OF OTHER INSTITUTIONS, PROFESSIONAL ASSOCIATIONS AND OTHER STAKEHOLDERS IN THE FIELD OF THE PRESERVATION OF THE ICELANDIC DOCUMENTARY HERITAGE.

6. What actions has your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms? (1.1, 1.2, 2.2, 2.3, 3.2)

AS REQUIRED BY LAW THE MINISTRY MAINTAINS A STRICT ROLE OF OVERSIGHT OF PLANNING AND GUIDELINES ISSUED BY STATE INSTITUTIONS AND ISSUES ANNUAL LETTERS OF RECOMMENDATIONS ON THEIR OPERATIONS (“APPROVAL OF ANNUAL WORK PLAN”).

7. What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often? (2.4, 2.7, 2.8, 2.9, 5.1, 5.2)

FUNDING FOR DIGITALISATION OF DOCUMENTARY HERITAGE, INCLUDING THE PURCHASE OF EQUIPMENT AND TRAINING OF STAFF, HAS BEEN INCREASED IN THE LAST FEW YEARS AND WILL CONTINUE TO INCREASE ACCORDING TO THE GOVERNMENT’S FINANCIAL PLAN FOR 2019-2023.

Legislation and mandates:

8. What legislation does your country have in place to:
- define the authority, mandate, independence and governance structure of your national memory institutions? (3.1, 4.5)
 - guarantee the ability of memory institutions to take unhindered preservation action on documents in their collections? (3.5 to 3.7)
 - promote and facilitate maximum inclusive access by empowering memory institutions? (3.2)
 - support memory institutions providing access to material whose copyright status cannot be clarified? (3.5 to 3.7)
 - ensure statutory deposit of documents in memory institutions? (4.6)

THE LEGAL FRAMEWORK FOR THE PRESERVATION OF AND ACCESS TO DOCUMENTARY HERITAGE IN ICELAND IS IN PLACE THROUGH LEGISLATION IN THE FIELDS OF ARCHIVE, LIBRARY, MUSEUM AND UNIVERSITY MATTERS.

SEE LIST OF RELEVANT LAWS (AND TRANSLATIONS OF SOME OF THEM) IN APPENDIX.

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4.1)

FUNDING FOR THESE INSTITUTIONS HAS INCREASED SINCE 2014 BY A HIGHER PERCENTAGE THAN THE AVERAGE INCREASE OF THE ANNUAL STATE BUDGET.

10. What long term investment in analogue and digital documentary preservation has been made? (4.1)

SPECIFIC INVESTMENT HAS BEEN MADE IN RECENT YEARS IN EQUIPMENT AND TECHNOLOGY IN DIGITALISATION OF FILM AND TELEVISION ARCHIVES (ICELANDIC FILM ARCHIVES), LITERARY HERITAGE (NATIONAL LIBRARY) AND DOCUMENTS (NATIONAL ARCHIVES).

11. What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions? (4.7, 4.8)

NATIONAL LIBRARY AND NATIONAL ARCHIVES HAVE BEEN WORKING ON ADOPTION AND APPLICATION OF OPEN SOURCE SOFTWARE TO CREATE INCREASED ACCESS TO MATERIALS; IN SOME CASES INCREASED USE DEPENDS ON SOLVING RELEVANT COPYRIGHT ISSUES.

Identification and preservation status of documentary heritage:

12. Do all national memory institutions have published collection development, preservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage? What policies have been developed recently? (1.1)

YES. POLICIES ON COLLECTION, PRESERVATION AND ACCESS ARE FORMULATED ACCORDING TO LEGAL REQUIREMENTS AND REVIEWED REGULARLY (EVERY 3-5 YEARS), ALONG WITH MECHANISMS FOR DE-SELECTION, WHICH GENERALLY REQUIRE SPECIAL PERMISSION FROM LEGALLY DESIGNATED BOARDS OR INSTITUTIONS.

13. What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies? (1.3, 2.7, 5.5)

ALL NATIONAL MEMORY INSTITUTIONS ARE REQUIRED TO HAVE SECURITY AND SAFETY PLANS IN PLACE, INCLUDING RISK ASSESSMENT FOR THEIR COLLECTIONS. PRESENTLY NO PARTS OF THE HERITAGE THEY PRESERVE IS DEEMED TO BE AT IMMINENT RISK, BUT PLANS, PROCEDURES AND FACILITIES ARE UNDER REGULAR REVIEW TO ENSURE THE SAFETY OF COLLECTIONS.

14. What arrangements are in place to protect the documentary heritage from danger? (5.4)

SEE RESPONSE TO ITEMS 6, 12 AND 13.

15. What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1.3, 4.3)

LOCAL ARCHIVES AND MUSEUMS ARE OFFERED SUPPORT THROUGH FUNDING BY LAW AND HAVE ACCESS TO PROFESSIONAL ASSISTANCE FROM STATE INSTITUTIONS IN ESTABLISHING THEIR OWN SAFEGUARDS.

COLLECTIONS ADMINISTERED BY LOCAL AUTHORITIES AND FOUNDATIONS MAY BE PRESENTED IN NATIONAL DIRECTORIES, BUT PRIVATE COLLECTIONS MAY NOT BE VISIBLE IN SUCH DIRECTORIES.

Capacity-building:

16. What specific steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions? (2.1, 2.7)

NATIONAL MEMORY INSTITUTIONS IN MOST CASES HOLD ANNUAL MEETING OF INSTITUTIONS IN THEIR FIELDS, WHERE 'BEST PRACTICE', INNOVATIONS AND DEVELOPMENTS ARE SHARED IN

EACH FIELD; THEY ALSO OFFER PROFESSIONAL ASSISTANCE AND TRAINING SEMINARS / WORKSHOPS TO OTHER INSTITUTIONS IN ORDER TO ENCOURAGE PROPER WORK METHODS THROUGHOUT THEIR FIELDS.

17. What training schemes have been developed? (1.5)

SEE RESPONSE TO ITEM 16 ABOVE.

18. What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2.9)

ALL NATIONAL MEMORY INSTITUTIONS IN ICELAND PARTICIPATE ACTIVELY IN INTERNATIONAL PROFESSIONAL ASSOCIATIONS AND NETWORKS, IN SOME CASES WITH SPECIAL EMPHASIS ON NORDIC AND EUROPEAN CO-OPERATION.

19. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2.2, 3.4, 4.2)

PUBLIC SECTOR INVOLVEMENT IN THESE FIELDS IS MINIMAL IN ICELAND; THE ONLY PARTNERSHIPS OF NOTE IN THESE FIELDS INVOLVE TECHNICAL AND PROCEDURAL INNOVATIONS, WHERE PRIVATE INSTITUTIONS/FIRMS MAY BE INVOLVED IN CREATING NEW TECHNICAL SOLUTIONS TO HELP THE FIELD IN PRESERVING AND PRESENTING THE HERITAGE THAT THE NATIONAL MEMORY INSTITUTIONS ARE CHARGED WITH PROTECTING.

Memory of the World programme:

20. Is there in your country a national Memory of the World committee? If not, what plans exist to establish one? (4.10, 5.6)

YES.

21. What recent nominations have been made to Memory of the World registers (international, regional, national)? (1.4)

ICELAND HAS PUT FORWARD FOR MEMORY OF THE WORLD REGISTERS TWO INTERNATIONAL NOMINATIONS THAT HAVE BEEN ACCEPTED AND ARE LISTED (THE ARNAMAGNÆAN MANUSCRIPT COLLECTION (2009) AND THE 1703 CENSUS OF ICELAND (2013)).

FIVE NATIONAL REGISTER NOMINATIONS HAVE ALSO BEEN ACCEPTED.

22. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage? Please give examples. (3.7)

INTERNATIONAL AND CONFERENCES HAVE BEEN HELD IN RECENT YEARS (e.g. 2015) TO PRESENT THE MEMORY OF THE WORLD PROGRAMME, AND THE NATIONAL MoW COMMITTEE ANNOUNCED AN OPEN CALL FOR PROPOSALS TO THE NATIONAL REGISTER (2016).

Act on The Árni Magnússon Institute for Icelandic Studies No. 40/2006

Museum Act No. 141/2011

Public Archive Act No. 77/2014

Library Act No. 150/2012

Copyright Act No. 73/1972

Act on the Icelandic National Broadcasting Service, a public-service medium No. 23/2013

Act on the National and University Library of Iceland No. 142/2011

Act on Cultural Heritage No. 80/2012

Kvikmyndalög No. (Film Act – only in Icelandic)

The National Museum of Iceland Act No. 140/2011