

Project description form

MEMORY OF THE WORLD PROGRAMME

PROJECT DESCRIPTION FORM

This pro-forma is intended for documentary heritage which is either on the Memory of the World Register or for documentary heritage which, in the opinion of the International Advisory Committee, deserves further consideration but is endangered or is lacking a management plan. In the latter case, the application would be for funds to develop a management plan, and will address the issues outlined in Annex 2.

IDENTIFICATION

1. Title of Project including name of documentary heritage

2. Brief statement about the significance of documentary heritage

Box reserved for MoW Secretariat	
Country	:
Date	:
Code	:

3. Present physical state of the documentary heritage

4. Extent to which it is endangered

5. Access

Levels of access, including any restrictions

Copyright status of documentary heritage

Bibliographic control, including an indication of availability in a number of different languages

6. Executive head of Project:

Person responsible for preparing work plan, organizing work teams, conducting technical studies, etc.

Name:

Institution:

Address:

Telephone:

Telefax:

E-mail:

7. Other countries associated in Project:

List here names of countries participating in project. Use Annex 1 form to provide addresses of organizations and officials responsible for project in each country listed.

8. Duration of project execution: Months

Project starting date: Month/Year

9. Funding sources:

National or Regional contributions:	A=	<input type="text"/>	US\$ (See Table of National or Regional contributions to project)
Funds requested from MoW (not exceeding 50% of total cost of Project)	B=	<input type="text"/>	US\$ (See Table of Contributions requested from MoW)
Other funds requested or obtained	C=	<input type="text"/>	US\$ (See Table of Contributions requested or obtained from other sources)
Total cost of Project	A+B+C=	<input type="text"/>	US\$

PROJECT DESCRIPTION AND EXPECTED RESULTS

1. Project Description

Please provide a concise description of the project, specifying its main features, its beneficiaries, the activities, products or services to be generated and the way they will be used, the broad lines of its technical design, operational phases and any other pertinent facts, including :

- . Preservation actions required, including materials, methods and standards to be followed
- . Qualifications of personnel and training requirements
- . Partners
- . Extent of co-operation among participating countries
- . Proposed contractual arrangements

If necessary, a more detailed description may be annexed to this form.

2. Expected results

As far as possible, quantify the expected results of the project. Provide data concerning its beneficiaries such as estimated number of users, trainees, participants etc. and projected growth over the first few years. Describe the products and services to be generated by the project (publications, digitized documents, CD-ROMs, development of Web sites, training kits, advice, assistance, etc.), specify in particular :

- . Marketing strategy
- . Products and their ownership
- . Long term management of products
- . Distribution of products and allocation of revenues

PROJECT REQUIREMENTS HUMAN RESOURCES AND EQUIPMENT

3. Human resources requested from MoW

Indicate if **international experts** are needed. When appropriate, please list types of expertise needed by the project and, whenever possible, provide exact figures for the number of persons (both available and requested) and the number of worker/months required. Only short term expertise could be requested from MoW.

4. Equipment requested

Please list any equipment and supplies needed for preservation and conservation on the one hand, and computer equipment, including scanners, software packages, etc. needed to enhance access. Provide pro-forma invoices whenever possible.

WORKPLAN

In a separate attachment, describe the various phases of the work, stating for each phase the commencement date, duration, methods to be used and intervals at which results are to be evaluated.

Indicate how the overall evaluation of results is to be made when all phases of the project have been completed.

NATIONAL OR REGIONAL CONTRIBUTIONS

	TOTAL (US\$)	NATIONAL (US\$)	REGIONAL (US\$)
BREAKDOWN OF CONTRIBUTIONS RECEIVED			
BREAKDOWN OF CONTRIBUTIONS REQUESTED			
TOTAL A=			

**CONTRIBUTIONS REQUESTED FROM THE MEMORY OF THE
WORLD PROGRAMME**

BREAKDOWN OF CONTRIBUTIONS REQUESTED	TOTAL (US\$)	REMARKS
1. <u>EQUIPMENT</u> Preservation and conservation Hardware Software Other		
TOTAL		
2. <u>HUMAN RESOURCES</u> International expertise (Consultants)		
TOTAL		
3. <u>TRAINING</u> Costs of participation in further training (Seminars, courses, workshops)		
TOTAL		
4. <u>OTHER CONTRIBUTIONS</u> (Please state nature)		
TOTAL		
TOTAL B =		

**CONTRIBUTIONS REQUESTED OR OBTAINED FROM
OTHER RESOURCES**

BREAKDOWN OF CONTRIBUTIONS REQUESTED	TOTAL (US\$)	REMARKS
1. <u>EQUIPMENT</u> Preservation and conservation Hardware Software		
TOTAL		
2. <u>HUMAN RESOURCES</u> International expertise (Consultants)		
TOTAL		
3. <u>TRAINING</u> Costs of participation in further training (Seminars, courses, workshops)		
TOTAL		
4. <u>OTHER CONTRIBUTIONS</u> (Please state the nature)		
TOTAL C=		

A consideration of these factors will determine the feasibility of the project and form the basis of the decision made by the International Advisory Committee.

Similar consideration will have to be given to applications for a *Memory of the World* label to a proposed project where no funding is being requested from the Programme.

ANNEX 1

Other countries participating in the project

Give names and addresses of persons and organizations responsible for the project in each of the countries listed on page 1 of the project description form.

1. Country:

2. Executive head of Project :

Name:

Name of the Institution:

Address:

Telephone:

Telex:

Telefax:

E-mail:

ANNEX 2

Indicative List of Factors to be Included in Management Plan

Ideally the management plan for documentary heritage, listed or to be listed on the *Memory of the World* Register, will be one component of a total preservation management plan for the whole library, archive or other collecting organization in which the document, collection or holding resides. There may be circumstances where a management plan is developed for specific documentary heritage before a total preservation management plan is created.

The plan must demonstrate an understanding of the significance of the documentary heritage and the development of appropriate strategies to preserve and provide access to it.

The following is an indicative list of factors to be included in a management plan. The information provided in various parts of the *General Guidelines* will assist in developing a plan. Where appropriate, references to the relevant sections in the *Guidelines* are given below in parentheses.

- Statement of the significance of the documentary heritage against selection criteria (4.2)
- Access policy and procedures.(3.4)
- Details of preservation budget.
- Preservation procedures and policies to control the physical environment — i.e. air quality, temperature, humidity, light levels, shelving, storage, security, building maintenance, handling by staff and users and display techniques. These procedures and policies should take into account the significance, physical state and required use of the documentary heritage.(3.2, 3.3 and guides)
- Preservation treatments employed including details about access to professional conservation expertise and facilities.(3.3 and guides)
- A disaster prevention and recovery plan.
- Number of preservation staff, their qualifications and opportunities for their continued training.
- Description of how the preservation activities are incorporated into general management activities.