

# MEMORY OF THE WORLD PROGRAMME



## UNESCO/Jikji Memory of the World Prize Guidelines for Nominators and Adjudicators

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## INTRODUCTION

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The primary purpose of these guidelines is to clarify for those who wish to nominate a candidate for the Jikji Prize as well as to the members of the Jikji Prize Jury, the criteria according to which the prize is awarded. This will enable the nominators to focus their proposals on the activities that fulfill such criteria and permit the adjudicators to assess the submissions in a consistent and transparent way, based on a common understanding that is shared with the nominators.

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Article 6 of the Statutes (see Appendix) states that

“Each nomination shall be accompanied by a written recommendation, which shall include, in English or French, inter alia:

- (a) a description of the candidate’s background and achievements;
- (b) a summary of the work or the results of the work, publications and other supporting documents of major importance, submitted for consideration;
- (c) a review of the way in which the work submitted has contributed to the preservation and accessibility of documentary heritage.”

These guidelines aim to explain what is intended by “work” and what kind of work is considered as contributing to the “preservation and accessibility of documentary heritage,” to identify the criteria for determining the prize winner, and to explain the difference between individuals and institutions with regard to the fulfillment of such criteria. To achieve this aim it is essential to define the key terms used in the statutes, namely “documentary heritage,” “preservation,” “accessibility,” and “the work.” The definitions will be followed by the criteria for adjudication.

## DEFINITIONS

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For the purposes of the UNESCO/Jikji Memory of the World Prize, the terms used in the Prize Statutes are defined as follows:

**Documentary heritage:** the portion of cultural heritage that manifests a documentary nature, consisting of information affixed to a medium for purpose of communication through time or across space. The medium may be any kind of material support, from stone to wood, paper, film, hard drive or optical disc. The information may take any configuration, from text, to drawings, images, or sound, and can be analogue or digital. The documents may be held in a cultural institution, such as an archives, a museum or a library, or may be maintained by its creator or his/her legitimate successor.

**Preservation:** The whole of the principles, policies, strategies and activities designed to ensure the physical and/or technological stabilization of documentary heritage for the purpose of extending its life indefinitely, and the protection of its intellectual content. Thus, preservation includes, among many other activities, *conservation*, which involves treatments to repair damage, and *description*, which provides a written account of the context, history, attributes, and relationships of the documents.

**Accessibility:** The availability and usability of information about and contained in the documentary heritage, which can therefore be easily located, reached or used with a minimum of barriers either in original, or in reproduction.

**Work:** Any activity that contributes to the preservation and accessibility of documentary heritage as above defined. The activities that fall under the term work include: identification of documentary heritage at risk, acquisition of documents for permanent preservation, conservation and restoration of damaged documents, description of holdings, development of finding aids and retrieval instruments, microfilming and digitization programmes, publication of documents, development of digital preservation systems and of access systems through the Internet, educational programmes aiming to teach preservation and access theories, methods and/or best practices to other individuals and organizations in the same country or abroad, and development of new preservation methods, techniques, or instruments.

## **ELIGIBILITY CRITERIA**

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The nominees must conduct the preservation and access work for which they are nominated in respect of the relevant deontological codes, professional standards, and best practices.

The work for which the organization or person is nominated must not have grown out of emergency responses to malpractice or neglect.

## **ADJUDICATION CRITERIA**

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Article 1 of the Statutes (see Appendix) states that one of the purposes of the prize is “to reward efforts contributing to the preservation and accessibility of documentary heritage as a common heritage of humanity.”

Article 3 of the Statutes states that the prize aims to reward candidates who have “made a significant contribution to the preservation and accessibility of documentary heritage.”

Thus, the Jury, which consists of the 5 members of the Bureau of the International Advisory Committee of the Memory of the World Programme (Article 5) shall recommend a “work” that involves activities aimed at both preservation and accessibility (as a “common heritage of humanity,” that is, as widely as possible), and whose contribution is “significant.”

This section of the guidelines specifies the criteria on the basis of which the contribution of the work of an individual or organization is deemed to be significant.

The primary criterion is overall **IMPACT**. This impact can be demonstrated through documented excellence in one or more of the following areas:

**1. Programme Development and Management:** Programmes, projects and studies developed *and* implemented whose results can be demonstrated by one or more of the following: increase in access to certain materials; identification and acquisition of documentary heritage previously

dispersed; establishment of an academic programme on preservation and access; or development of a scientific research project. If an individual is nominated, the motivation should indicate whether this person was individually responsible for the achievements identified, was the leader of a team, or was a member of the team that was involved in bringing about the change. The Jury's assessment will be based on the outcomes of the programme, project or study with specific emphasis on how the nominee has shared with and communicated new ideas to other institutions or professionals, or used the outcomes of its activities in other environments, thereby having an impact on preservation and accessibility of documentary heritage as a whole, as well as on its country or, in case of an individual, on the organization in which the individual worked.

**2. Innovation:** The design or development of new technologies, products, methodologies, concepts, and services or the original adaptation or use of existing ones in ways that fundamentally alter future developments in preservation and access. The description of the activities should provide clear evidence of the results, and/or successful implementation outcomes. The Jury's evaluation will focus on the outcomes of the use of technologies, products, methodologies, concepts and services with an emphasis on their benefit for other countries, organizations, or professionals.

**3. Education:** Publications authored by the organization or individual, courses organized or taught, conferences and seminars offered or presented at, that demonstrate that the nominee's original concepts, approaches or methodologies, and strategies significantly influence developments in preservation and access. The Jury's assessment will be based on qualitative considerations and not necessarily on the number of publications, lectures, conferences and seminars, and on the audiences to which they are directed.

**4. Professional and Organizational Leadership:** Unique contributions made to advance associations serving the preservation and access professions or national and international organizations, public or private, supporting the preservation and accessibility of the world's documentary heritage. Validation of this contribution may include awards or certificates received and, in the case of individuals, offices held that demonstrate the nominee's specific role in impacting change.

A second criterion is **UNUSUAL HARDSHIP**. An organization or individual might operate in an environment that makes it extremely difficult to carry out fairly basic preservation and access activities, because it is a war zone, a very poor country or an area that is not served by electricity, or other fundamental utilities, or because of other contextual reasons that make of an otherwise normal "work" an exceptional one.

A third criterion is **UNIQUENESS OF EXPERTISE**. An organization or individual might carry out a work that requires a unique expertise, which might be needed only in the area in which the nominee operates or only for the specific documents that are the object of the work, but which allows for the preservation and access of documentary materials that, although rare - perhaps unique- and localised, do constitute world heritage (as opposed to national heritage).

Additionally, the Jury will give preference to *sustained* work over a one time only effort, unless the impact of the latter is exceptionally significant. The Jury will value *significance of work* over

significance of the object of such work, as sometimes institutions preserve extremely important material which however requires only basic maintenance. The Jury will also appreciate work that involves outreach (promotion, marketing, fund-raising, etc.), obtaining or fostering the support of organizations or individuals who are not normally interested in the documentary heritage.

#### **LINK TO PAST WINNERS**

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- 2009 - [National Archives of Malaysia](#)
  - 2007 - [Phonogrammarchiv, Austrian Academy of Sciences](#)
  - 2005 - [National Library of the Czech Republic](#)
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## APPENDIX: STATUTES

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### Statutes of the UNESCO/Jikji Memory of the World Prize

#### **Article 1 - Purpose**

The purpose of the UNESCO/Jikji Memory of the World Prize is to commemorate the inscription of the *Buljo jikji simche yojeol*, the oldest existing book of movable metal print in the world, on the Memory of the World Register, and to reward efforts contributing to the preservation and accessibility of documentary heritage as a common heritage of humanity. The objective of the Prize is in conformity with UNESCO's policies, and is related to the programme of the Organization to foster universal access to information and knowledge.

#### **Article 2 - Designation, amount and periodicity of the Prize**

2.1. The Prize shall be entitled the "UNESCO/Jikji Memory of the World Prize".

2.2. The Prize shall be funded by the Republic of Korea through arrangements made with the Municipal Council of Cheongju City and shall consist of a recurrent payment of US \$39,550 for each UNESCO biennium, which shall cover both the monetary value of the Prize, the costs of administering the Prize, and the overhead support cost (13% of the value of the Prize plus the administering costs). Any interest that may accrue will be added to the overall contribution.

2.3. All funds received and the interest accrued thereon shall be kept in a special interest-bearing account for the Prize (see Financial Regulations in Annex I).

2.4. The full staff support and operating/management costs of the Prize, including all costs related to public information activities, estimated at US \$5,000 shall be fully covered by the Republic of Korea.

2.5. The Prize shall be awarded on an initial basis for five biennia. The Prize shall not be divided.

#### **Article 3 – Conditions/qualifications of candidates**

The candidates shall have made a significant contribution to the preservation and accessibility of documentary heritage. Prizes may be conferred upon individuals, institutions, other entities or non-governmental organizations.

#### **Article 4 – Designation/selection of the prizewinner(s)**

The prizewinner shall be designated by the Director-General of UNESCO, on the recommendation of the Jury of the UNESCO/Jikji Memory of the World Prize.

#### **Article 5 – Jury**

5.1. The Jury shall consist of the 5 members of the Bureau of the International Advisory Committee of the Memory of the World Programme, appointed by the Director-General, for a period of four years, eligible for re-election once, provided that these members are of different nationalities and genders. If this is not possible, then the Jury shall consist of five independent members, of different nationalities and gender, appointed by the Director-General, preferably amongst from the members of the

aforementioned International Advisory Committee, for a period of four years, eligible for re-election once. The quorum for the Jury shall be three members. Jurors involved in a real or potential conflict of interest shall recuse themselves from further deliberations or be asked by the Director-General to do so.

5.2. The Chair of the Jury shall be the Chair of the International Advisory Committee of the Memory of the World Programme. Members shall receive no remuneration for their work but will receive allowances for travel and accommodation, where required. In order to minimize costs, meetings shall take place on the occasion of meetings of the International Advisory Committee of the Memory of the World Programme and of its Bureau.

5.3. The Jury shall conduct its business and deliberations in conformity with these Statutes, and shall be assisted in the performance of its task by a member of the UNESCO Secretariat designated by the Director-General. Decisions shall be taken by consensus to the extent possible, and otherwise by secret ballot until a simple majority is obtained. A member shall not take part in a vote concerning a nomination from his or her country. The working languages for deliberations by the Jury shall be English and French.

5.4. The Jury and its working group shall meet once every odd year.

5.5. The Jury shall send an assessment of nominations and accompanying recommendations to the Director-General of UNESCO upon completion of its deliberations no later than 15 August of every odd year.

## **Article 6 – Nominations of candidates**

6.1. When UNESCO has received the funding of the prize, as indicated in Article 2 above, the Director-General of UNESCO shall officially invite the submission of nominations to the Secretariat of the Prize, by 31 December of every even year, from the governments of Member States, in consultation with their National Commissions, as well as from international non-governmental organizations (NGOs) maintaining official relations with the Organization. The work of the NGOs must be in the field of preservation and conservation of documentary heritage

6.2. Nominations shall be submitted to the Director-General by the governments of Member States, in consultation with their National Commissions, and from international non-governmental organizations (NGOs) maintaining formal relations with UNESCO. Each Member State and NGO may designate no more than three candidates for each biennium. A self-nomination cannot be considered.

6.3. Each nomination shall be accompanied by a written recommendation, which shall include, in English or French, inter alia:

- (a) a description of the candidate's background and achievements;
- (b) a summary of the work or the results of the work, publications and other supporting documents of major importance, submitted for consideration;
- (c) a review of the way in which the work submitted has contributed to the preservation and accessibility of documentary heritage.



## **Article 7 – Procedure for the awarding of the Prize**

7.1. The Prize shall be awarded by the Director-General (or his representative) at an official ceremony held for that purpose either in Paris or in Cheongju City, Republic of Korea, on the occasion of Jikji Day, as from the 2004-2005 biennium. UNESCO shall present to the prizewinner a cheque as well as a certificate for the amount of the Prize. The Director-General of UNESCO shall officially announce the name of the prizewinner.

7.2. If a work being rewarded has been produced by two or three persons, the Prize shall be awarded to them jointly. In no case may a prize amount be divided among more than three persons.

7.3. The work produced by a person since deceased shall not be considered for the Prize. If prizewinner dies before he or she has received the Prize, then the Prize may be presented posthumously [awarded to relatives or an institution].

7.4. Should a prizewinner decline the Prize, the jury shall submit a new proposal to the Director-General.

## **Article 8 – Sunset clause – mandatory renewal of the Prize**

8.1. After a period of six years, the Director-General of UNESCO together with the donor will undertake a review of all aspects of the Prize and decide about its continuation or termination. The Director-General will inform the Executive Board of UNESCO about the results of this review.

8.2. In case of termination of the Prize, the use of any unspent balance of funds shall be determined by the Director-General, in accordance with the Financial Regulations of the Prize.

## **Article 9 – Appeals**

No appeals shall be allowed against the decision of UNESCO with regard to the award of the Prize.

## **Article 10 – Amendments to the Statutes of the Prize**

Any amendment to the present Statutes shall be submitted to the Executive Board for approval.