



United Nations
Educational, Scientific and
Cultural Organization

Executive Board

Two hundred and second session

202 EX/15

PARIS, 9 August 2017
Original: English

Item 15 of the provisional agenda

FINAL REPORT BY THE INTERNATIONAL ADVISORY COMMITTEE (IAC) ON THE REVIEW PROCESS OF THE MEMORY OF THE WORLD PROGRAMME

SUMMARY

This item was included in the provisional agenda of the 202nd session of the Executive Board in accordance with 201 EX/Decision 5.I.H. This Decision took note of “the progress report by the Chair of the International Advisory Committee of the Memory of the World Programme (IAC)”, encouraged “the IAC to continue working on its Statutes and guidelines for the implementation of the Programme”, and requested “the Director-General to present to it at its 202nd session the final report on the review of the Memory of the World Programme by its International Advisory Committee (IAC)”. This followed the decision of the Executive Board at the 199th session (199 EX/Decision 29), welcoming the review underway by the IAC.

On this basis, this document contains an introduction recalling the various steps of the review process, the Final Report by the IAC in Annex I and the revisions recommended by the IAC to the Statutes of the Memory of the World Programme in Annex II.

Action expected by the Executive Board: Proposed decision in paragraph 5.



BACKGROUND

1. UNESCO launched the [Memory of the World Programme](#) (MOW) in 1992 to guard against “collective amnesia” by calling for the preservation of documentary heritage, including in valuable archive holdings and library collections all over the world, by raising awareness about the importance of documentary heritage and by seeking to promote access to the documentary treasures of humanity. This year the MOW Programme celebrates its 25th anniversary.

2. The MOW Programme has developed considerably since its establishment. In 2015, the General Conference adopted the *Recommendation on the preservation of, and access to, documentary heritage including in digital form*, which underlines “the importance of documentary heritage to promote the sharing of knowledge for greater understanding and dialogue, in order to promote peace and respect for freedom, democracy, human rights and dignity”, and seeks to improve existing strategies, policies and legislation in accordance with the provisions of this normative instrument.

3. The International Advisory Committee (IAC), under the leadership of Dr. Alraisi, Chair of the Committee and composed of 14 members, decided at its regular meeting, in October 2015, to undertake a review of the MOW Programme in order to explore means for further strengthening the Programme by improving transparency and dialogue, visibility, and resource mobilization – with a view to considering matters including the degree to which the stated vision, mission and objectives of the Memory of the World Programme support the goals of UNESCO and reflect the 2015 above-mentioned *Recommendation*, as well as the definition of the responsibilities, role and function of IAC along with opportunities to introduce more transparency into its procedures, decisions and recommendations and of its sub-committees and the management of potentially controversial nominations and inscriptions. The MOW review was conducted on a global scale, including a wide process of inclusive consultations both with experts and with Member States. Two working groups were established. One group considered the MOW Statutes and Rules and the other addressed the Guidelines and Register Companion documents. The first working group reviewed in detail the minutes of the IAC meetings, the evaluations and recommendations addressed to UNESCO over 25 years on MOW. The two working groups prepared discussion papers in order to stimulate a lively professional discussion. The consultation website, open from May through October 2016 invited all relevant stakeholders to participate in this review process. Forty-six substantial responses were received, 27 of which were from National Commissions for UNESCO, systematically reflecting consultation with their respective national institutions and professional bodies. The two Working Groups further considered all comments and suggestions received and by December 2016, the Working Group on Statutes and Rules prepared a report with 15 Recommendations. This report was circulated to the IAC for review. In light of the comments received, the Working Group developed a revised draft that was sent to the IAC in January 2017. Thanks to the generous invitation from the Government of Germany, the two Working Groups held a three-day meeting in Berlin in March 2017 and discussed the issues contained in the draft report. A consolidated interim report was submitted to the Executive Board at its April 2017 session. The report was further revised and re-circulated to the IAC. The virtual IAC meeting held on 20 June 2017 approved the revised Statutes and Recommendations. The Final Report was submitted to the Director-General of UNESCO on 30 June. The IAC and its Working Groups look forward to the decision by the Executive Board on the Statutes and Recommendations before completing their work on revisions to the Rules, the Guidelines, the Code of Ethics and the Register Companion.

4. The Final Report by the IAC on this review, based on an extensive, inclusive and transparent consultation process, is contained in Annex I. The revisions recommended by the IAC to the Statutes of the MOW Programme are contained in Annex II.

5. In light of the foregoing, the Executive Board may wish to adopt the following decision:

The Executive Board,

1. Having examined document 202 EX/15,
2. Expresses its appreciation to the IAC for the substantial work on the review of the MOW Programme;
3. Reaffirming the goal of the MOW Programme as expressed by the General Conference in 2015 in the *Recommendation on the preservation of, and access to, documentary heritage including in digital form*, which underlines “the importance of documentary heritage to promote the sharing of knowledge for greater understanding and dialogue, in order to promote peace and respect for freedom, democracy, human rights and dignity”,
4. Approves the IAC Final Report (Annex I) and the recommended revisions to the Statutes of the MOW Programme (Annex II);
5. Requests the Director-General to report periodically on the implementation of the MOW Programme.

ANNEX I



Memory of the World Programme

International Advisory Committee

Final Report on the Memory of the World Programme Review

**Submitted to the Director-General of the
United Nations Educational, Scientific and Cultural Organization**

June 2017

Wisdom Across Generations: 4000 years

Man perishes; his corpse turns to dust; all his relatives pass away. But writings make him remembered. ... A book is more effective than a well-built house or a tomb-chapel in the west, better than an established villa or a stela in the temple!
The teaching of Ani, Egypt 16th Century, BCE.

CONSIDERING that documents produced and preserved over time, in all their analogue and digital forms through time and space, constitute the primary means of knowledge creation and expression, having an impact on all areas of humanity's civilization and further progress, UNESCO General Conference. 2015

INTRODUCTION

The Memory of the World Programme marks its 25th anniversary in 2017. Over this quarter century our memory institutions have responded to rapid developments in the technology for creating, preserving and accessing our documentary heritage coupled with public expectations for quick access in technology-enabled, highly mobile societies. Digital systems are now ubiquitous, from the largest governments, institutions, and corporations to families and rapid obsolescence of software and hardware imperil memory. But for public access there are impressive examples worldwide of how digitization has transformed rare books, photos, maps and fragile manuscripts from the least accessible heritage resource to the most accessible.

Interest by UNESCO's Member States and partners in the MoW Programme is clear. An increased number of activities have been successfully implemented over the last two years, mostly funded from extra-budgetary resources. Also, nominations for inscription of documentary heritage in the International Register have risen in number (a 50% increase in the current cycle) and in complexity.

At its meeting in Abu Dhabi, UAE, in October, 2015, the Memory of the World International Advisory Committee launched a comprehensive review of the Programme, seeking to celebrate its accomplishments and to advise on the future. This Review, intended to be wide ranging, open and transparent, was welcomed by the UNESCO Executive Board at its meeting in April 2016 and again strongly encouraged in April 2017. Our online consultation received 45 substantial submissions; 27 from National Commissions for UNESCO and MoW national committees. Our deliberations also benefited from an Experts' Meeting held in Berlin thanks to the generous support of the German Government.

Many submissions paid tribute to the excellent work of staff and the volunteer IAC members over the years and noted that much has been accomplished with minimal regular programme resources. At the same time, almost 80% of respondents felt that the MoW Programme was not meeting fully its potential - an observation made repeatedly in various reports over the past two decades. Our 15 Recommendations are intended to address this challenge in an effective and realistic way.

The Memory of the World Programme of UNESCO has accomplished a lot over its 25 years of existence. Its remarkable achievements stand as eloquent testimony to the extraordinary commitment of many professional experts and of libraries, archives, museums and related relevant institutions around the globe. They have worked in close collaboration with an equally dedicated team in the UNESCO Secretariat. It is the right time to build on, and advance MOW on a solid foundation based on mutual respect and understanding, and peaceful cooperation among peoples and nations.

Abdulla Alraisi, PhD.
Chairman, UNESCO Memory of the World International Advisory Committee

MEMBERSHIP, International Advisory Committee

Chairperson

Dr. Abdulla Alraisi
Director General, National Archives
United Arab Emirates

Vice-Chairpersons

Mr. David Fricker
Director General, National Archives
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Mr. Papa Momar Diop
Former Director of National Archives of Senegal
Lecturer at University Gaston Berger of Saint-
Louis, Senegal

Prof. Dr. Lothar Jordan
Technical University of Dresden
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Cambodia

Mr. Adolf Knoll
Secretary for Research and International
Cooperation, National Library
Czech Republic

Ms. Dianne Macaskill
Former Chief Archivist
New Zealand

Dr. Jussi Nuorteva
Director General, National Archives
Finland

Dr. Victoria Okojie
Department of Library and Information
Science, University of Abuja, Nigeria

Dr. Dietrich Schüller
Phonogrammarchiv, Academy of Sciences
Austria

RECOMMENDATIONS

RECOMMENDATION 1 MANDATE

WE RECOMMEND THAT on the 25th anniversary of the establishment of the Memory of the World Programme and to build on its achievements and evident interest amongst Member States and

Inspired by the Universal Declaration on Archives (2011), the UNESCO/UBC Vancouver Declaration (2012) and the Action Plan for Strengthening the Memory of the World Programme, approved by the General Conference (2013) and

Animated by the vision of the 2015 UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form.

UNESCO reaffirms the establishment the Memory of the World Programme and its commitment to sustainable resources and Further confirms

THAT the Mandate of the Memory of the World Programme is to contribute to the mission of UNESCO by emphasizing the importance of documentary heritage as the primary means of knowledge creation, expression and communication in order to promote sharing knowledge for greater understanding and dialogue with programs and initiatives combining public awareness (including national, regional and international registers), education and training and measures to protect documentary heritage at risk, and Further

THAT the MoW Programme be guided by an active international expert committee:--suitably representative of a range of expertise, the UNESCO regional groups and cultural perspectives, respecting the MoW Code of Ethics and advising UNESCO on all aspects of the MoW Programme, including:

- (a) Implementation of the 2015 UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form;
- (b) Raising awareness, especially amongst governments, NGOs, the United Nations and its agencies of the threats to fragile, often unique documentary heritage;
- (c) Implementing measures and activities to preserve documentary heritage, past, present and future seen to be at risk of loss;
- (d) Advancing research together with training and educational programmes for preserving and making accessible documentary heritage, including in electronic forms, especially in approaches suited to conditions in developing areas;
- (e) Maintaining an International Register of significant documentary heritage,
- (f) Recommending documentary heritage for inscription in the International Register in accordance with the MoW Rules of Procedure;

(g) Building partnerships, developing branding, raising funds and advising on revenue opportunities to advance the Memory of the World Programme; and Further

That the MoW Programme work in harmony and close collaboration with other world heritage programmes, the Information for All Programme and engage with appropriate partners in the public, private and voluntary sectors to advance its mandate.

RECOMMENDATION 2 SUSTAINABILITY

WE RECOMMEND that UNESCO ensure that the Memory of the World Secretariat is enlarged and the operating budget increased in the immediate future to support both the existing programme and the enhancements recommended in this report, either from the UNESCO regular budget or with help from Member States or by initiating new revenue measures and Further

That UNESCO establish a MoW fund to receive and administer extrabudgetary funds provided to advance the MoW programme.

RECOMMENDATION 3 PUBLIC ACCESS:-- MoW web site

WE RECOMMEND that the MoW Programme web site be significantly expanded to include extensive multi-media content in many languages, with links to documentary heritage sites globally, and with a powerful search capacity. This should be a UNESCO web site but developed in partnership with the relevant NGOs, cooperating institutions and the private sector and Further

That the MoW web site link directly to the institutional web sites of those preserving MoW inscribed documentary heritage and to any web sites hosting digital copies of these documents

RECOMMENDATION 4 PUBLIC ACCESS:--Digitization

WE RECOMMEND that MoW Programme seek resources and develop programmes or projects to assist the digitization of important documents, especially those inscribed in the MoW International Register and those considered at risk and to make these discoverable and sustainable online.

RECOMMENDATION 5 PUBLIC AWARENESS

WE RECOMMEND that the MoW Programme in collaboration with national commissions for UNESCO actively promote the establishment of national MoW committees and involve them both in advancing nominations for the International Register and in events celebrating successful inscription and Further

That the UNESCO General Conference include an event and exhibit to announce, highlight and celebrate new inscriptions approved for the International Register, and Further

That UNESCO actively seek contributions to the Memory of the World Fund in support of projects to advance the preservation of documentary heritage where most needed.

RECOMMENDATION 6 MoW INTERNATIONAL REGISTER

WE RECOMMEND AND URGE that the following procedure be implemented and reflected in the revised Rules of Procedure to take effect starting with the 2018-2019 MoW Nomination cycle:

The Memory of the World programme has three main objectives:

- a) To facilitate preservation of the world's past, present and future documentary heritage.
- b) To assist universal access to documentary heritage.
- c) To increase awareness worldwide of the existence and significance of documentary heritage.

1) In its pursuit of these objectives, the Memory of the World programme recognizes that "history is an unending dialogue between the present and the past" (E.H. Carr) or, in other words, the interaction between primary sources and their on-going interpretation. MoW's concern is with the preservation and accessibility of primary sources, not with their interpretation or the resolution of historical disputes. The recommendation of the experts is that Memory of the World does not enter into disputes concerning the interpretation of historical events, nor does it take sides. It neither endorses the ideas or opinions expressed in any items of documentary heritage accepted for register assessment and/or inscription, nor does it necessarily endorse the content of the nominations themselves. Therefore, the following clarification related to the nomination procedures is proposed.

2) At least 4 months prior to the fixed deadline, the MoW Secretariat issues a call for nominations for the international register on the MoW website also indicating the deadline and the formal criteria that each nomination must meet.

On submission of a nomination the MoW Secretariat examines the legal, technical and other pertinent aspects of the nomination and informs the nominator about the results of this examination.

If the nomination is accepted for assessment the MoW Secretariat notifies the nominator copying the concerned Permanent Delegations, National Commissions for UNESCO and the National Committees "Memory of the World", uploads the nomination forms on UNESCO's Memory of the World website and sends the nomination form to the Register Subcommittee (RSC) for assessment.

The nomination is immediately open for comments (objections, support or other information pertaining to the selection criteria). Comments can be sent to the Secretariat via the respective form within a fixed time frame according to the timeframe set in the MoW guidelines.

The entire process of the assessment of MoW nominations will be conducted in accordance with both the UNESCO MoW Rules of Procedures and the MoW Code of Ethics.

3) The MoW Secretariat transmits to the Register Sub-Committee (RSC) the received comments. The RSC reviews these and initiates a course of action appropriate to the circumstances indicated and the context of the documentary heritage nominated.

4) The RSC takes into account all the comments received in its assessment of the nomination. The RSC comes to a preliminary assessment of the nomination.

After the RSC issues its preliminary recommendation, the MoW Secretariat notifies the nominator copying the Permanent Delegations, the National Commissions for UNESCO and the National Committees "Memory of the World" of the countries concerned.

The nominator is offered the opportunity to respond to this preliminary recommendation.

5) Based on these responses the RSC can reconsider its assessment before submitting its recommendations to the IAC.

6) The IAC examines the nominations together with the recommendations of the RSC and recommends to the Director-General its professional assessment of the nominations.

7) Questioned nominations will be given more time for dialogue amongst the concerned parties, even before submission to RSC. Dialogue may be mediated.

The outcome of such a dialogue could be

- a) a joint nomination,
- b) agreement on an inscription including opinions showing differing perspectives on the events or facts reflected in the nominated document,
- c) if no agreement has been reached, continued dialogue among the concerned parties may be encouraged for one more cycle (i.e. a maximum of four years after submission of the nomination) at which time the RSC will submit its recommendation to the IAC and the IAC will be expected to make a final recommendation to the Director-General.

8) The Director-General makes the final decision on the inscription taking into account the professional advice provided by the IAC and any other relevant information.

RECOMMENDATION 7 INSCRIPTIONS: PROCESS AND FORMAT

WE RECOMMEND that the Memory of the World International Advisory Committee routinely publish its Rules of Procedure; its Code of Ethics and membership in its sub-committees. And Further

That the IAC organize a meeting of experts knowledgeable in resource discovery in all documentary media to advise on measures to enhance the visibility of the Register on major search engines and Further

That the custodians of inscribed documentary heritage be asked to submit revised entries for their Register Inscriptions according to unified standard and Further

That every effort should be made to link the Register Inscriptions to web sites where extensive digital copies of the material are available and to related documentary heritage to provide context for educational and research purposes and Further

That Member States be approached to help translate all or relevant parts of the International Register into other languages.

RECOMMENDATION 8 INSCRIPTIONS: REVIEW OF STATUS

WE RECOMMEND that the custodians of inscribed documentary heritage be required to report at least every four years on the state of conservation and the provisions for access., and with visits whenever possible by the MoW secretariat, IAC members, MoW Regional Committees and national commissions to institutions with documents inscribed on the International Register. The assessments should be routinely reported to the IAC, with a transparent process of inspection for proposing improvements or when necessary deletion of an inscription if commitments regarding preservation and access are not being respected.

RECOMMENDATION 9 DOCUMENTARY HERITAGE AT RISK

WE RECOMMEND that the 1996 report: “Lost Memory – Libraries and Archives Destroyed in the Twentieth Century” be updated and republished online together with a warning of the threats faced by documentary heritage, databanks, modern recordkeeping systems and all research data, and Further

That the MoW Programme in collaboration with all Sectors of UNESCO launch an awareness campaign of the threats to all documentary heritage and precautions which can be taken addressed to professions concerned about records and data: eg: legal, audit and management, education, sciences, medical, and academe.

RECOMMENDATION 10 DIGITAL PRESERVATION: PERSIST Initiative

We RECOMMEND that the MoW programme support and accelerate the PERSIST initiative and that, in cooperation with the PERSIST Steering Committee, the IAC and Secretariat can proceed *inter alia*:

- i. by initiating partnerships with private and public parties like the European Commission;
- ii. by supporting the UNESCO PERSIST Foundation as a key tool to preserve access to obsolete software;
- iii. by collecting and including input on the digital aspects of the Recommendation concerning the Preservation of, and Access to, Documentary Heritage Including in Digital Form with a view to including them in the related Implementation Guideline; and
- iv. by promoting policy instruments adopted by the PERSIST Steering Committee.

RECOMMENDATION 11 SAFE HAVEN Initiative

WE RECOMMEND that the MoW Programme launch a “Safe Haven” project in collaboration with libraries, archives and museums already active, for documentary heritage at risk, identifying needs and institutions equipped to help and drafting a model agreement for use by the parties involved and Further

That efforts be made to recognize documentary heritage in the mandate of the international fund for the protection of cultural heritage in armed conflict as announced in the Abu Dhabi Declaration (3 Dec. 2016) and the Shield for Global Heritage initiative.

RECOMMENDATION 12 RESEARCH, EDUCATION AND TRAINING

WE RECOMMEND that the IAC and the recently established MoW Knowledge Centers build on their research and expertise and work with other UNESCO educational programmes to facilitate and encourage educational use of inscribed documentary heritage, developing skills in critical analysis of sources and assisting communities and families in preserving their digital documents; and Further

That the MoW Programme conduct research on effective preservation solutions for smaller institutions and families and prepare or link to online instruction modules in preservation measures for all documentary media.

RECOMMENDATION 13 MoW BRAND

WE RECOMMEND that the IAC work with UNESCO and private sector experts to develop a long-term partnership plan and initiate pilot projects to test possibilities, investing in and deliberately building the MoW as a respected brand in preserving authoritative information resources for the knowledge society¹ and Further

That the MoW engage with all relevant organizations, NGOs, IGOs and institutions to consider new service models for the for-profit entities which benefit from free public information services, involving acknowledgement and publicity for the institutions preserving documentary heritage, and possibly financial support to enable them to continue.

RECOMMENDATION 14 PARTNERSHIPS

WE RECOMMEND that the MoW Programme renew its partnership with the World Digital Library and develop active relationships with similar international programs, recognizing shared goals and exploring the synergies of collaboration. And Further

That UNESCO involve the IAC and related NGOs in initiatives relating to world heritage, cultural property, information for all, copyright, access to information, freedom of expression:-- issues in which the information professions have both expertise and practical experience.

RECOMMENDATION 15: HERITAGE COLLABORATION

WE RECOMMEND that UNESCO and the Member States initiate a continuing effort to explore the synergies across the UNESCO heritage programmes, to encourage dialogue and joint action across the heritage disciplines and to advance projects to demonstrate the possibilities of an inclusive approach to humanity's past.

¹ We acknowledge that private sector partners should respect the ten principles of the UN Global Compact. See; <https://www.unglobalcompact.org/what-is-gc/mission/principles>

ANNEX II

FINAL JUNE 30,2017

**STATUTES of the Memory of the World Programme
Recommended Revisions**

CURRENT STATUTES	Recommended REVISION
ARTICLE 1	ARTICLE 1
<p>An International Advisory Committee of the "Memory of the World" Programme hereinafter termed "the Committee" (category V), is hereby established.</p>	<p>An International Advisory Committee of the Memory of the World Programme hereinafter termed "the Committee" (category V), is hereby established. Its goal is to contribute to the mission of UNESCO: Building peace in the minds of men and women by emphasizing the importance of documentary heritage as the primary means of knowledge creation, expression and communication in order to promote sharing knowledge for greater understanding and dialogue.</p>
ARTICLE 2	ARTICLE 2
<p>The Committee shall be responsible for advising the Organization on the planning and implementation of the "Memory of the World" programme as a whole and for making recommendations on raising funds, allocating them to projects, placing elements of the documentary heritage on the "Memory of the World" Register and granting the "Memory of the World" label to selected projects, including those which are not receiving financial assistance from the programme. The Committee shall seek co-operation with competent international non-governmental organizations such as the International Council on Archives (ICA) and the International Federation of Library Associations and Institutions (IFLA). It shall</p>	<p>The Committee shall be responsible for advising the Organization on the planning and implementation of the Memory of the World Programme as a whole working in close collaboration with the UNESCO Secretariat and advising the Director-General on all aspects of the Programme, including:</p> <ul style="list-style-type: none"> (a) Implementation of the 2015 UNESCO Recommendation concerning the preservation of, and access to, documentary heritage including in digital form; (b) Raising awareness, especially amongst governments, relevant NGOs and professional associations, the United Nations and its agencies of the threats to fragile, often unique documentary heritage;

<p>also examine the possibility of gaining access to this heritage by means of the most up-to-date technologies.</p>	<p>(c) Implementing measures and activities to preserve documentary heritage, past, present and future seen to be at risk of loss;</p> <p>(d) Monitoring the global situation of Documentary Heritage preservation and preparing proposals for its improvement.</p> <p>(e) Advancing research together with training and educational programmes for preserving and making accessible documentary heritage, including in electronic forms, especially in approaches suited to conditions in least developed areas;</p> <p>(f) Maintaining an International Register of significant documentary heritage,</p> <p>(g) Recommending documentary heritage for inscription in the Memory of the World International Register according to the MoW Rules of Procedure;</p> <p>(h) Building partnerships, developing branding, and raising funds to advance the Memory of the World Programme according to guidelines and procedures;</p> <p>(i) Advising on revenue opportunities and the allocation of funds for projects</p> <p>(j) Developing synergies and joint initiatives with other relevant UNESCO programmes.</p>
<p>ARTICLE 3</p>	<p>ARTICLE 3</p>
<p>1.The Committee shall be composed of 14 members, appointed by the Director-General after consultation of the National Commissions of the States concerned, and serving in a personal capacity.</p> <p>2. The term of office of members of the Committee shall be four years. It is</p>	<p>3.1. The Committee shall be composed of 14 members appointed by the Director-General after consultation with the National Commissions of the Member States concerned, and serving in a personal capacity, not as representatives of their respective States or any other affiliated entities. They will not seek or accept instructions from governments or other authorities.</p> <p>3.2. The term of office of the members of the</p>

<p>renewable once. In the event of the resignation or death of a member of the Committee, the Director-General shall appoint a replacement for the remainder of the term.</p> <p>3. Every two years, half the membership of the Committee shall be renewed. Notwithstanding the provisions of paragraph 2 above, when appointing the initial members of the Committee, the Director-General shall designate the seven whose term of office will expire on 31 December of the fourth year of their election, it being understood that the term of office of the other members will expire on 31 December two years later.</p> <p>4. The members of the Committee shall be chosen for their authority in the field of the safeguarding of the documentary heritage, taking due account of geographical representation and in such a way as to represent the various disciplines and schools of thought prevalent in this field within Member States and in the main international professional organizations.</p> <p>5. In addition to the 14 members mentioned above, the Director-General may invite to meetings of the Committee individuals whose duties and qualifications make them suitable for assisting the Committee in its task. They shall not have the right to vote.</p>	<p>Committee shall be four years. It is renewable once. In the event of the resignation or incapacity of a member of the Committee, the Director-General shall appoint a replacement and determine his/her term.</p> <p>3.3 Every two years, half the membership of the Committee shall be renewed.</p> <p>3.4. The members of the Committee shall be chosen for their expertise in safeguarding documentary heritage, taking due account of geographical, cultural and gender representation and in such a way as to represent the various disciplines and schools of thought prevalent in this field within Member States and in the main international professional organizations.</p> <p>3.5. In addition to the members mentioned in Article 3.1, the Director-General may invite to meetings of the Committee individuals whose duties and qualifications make them suitable for assisting the Committee in its task. They shall not have the right to vote.</p>
<p>ARTICLE 4</p>	<p>ARTICLE 4</p>
<p>The Director-General shall convene the Committee in ordinary session once every two years. She/He may convene extraordinary sessions.</p> <p>Article 5</p> <p>1. At each of its ordinary sessions, the Committee shall elect a chairperson, three vice-chairpersons and a Rapporteur who shall constitute the Bureau of the Committee and shall remain in office until the following ordinary session.</p>	<p>4.1 The Director-General shall convene the Committee in ordinary session at least once every two years and shall fix the date and place. The Director-General may convene extraordinary sessions and will be represented at all sessions.</p> <p>4.2. At its ordinary session every second year, the Committee shall elect a Chairperson, three Vice-Chairpersons and a Rapporteur who with the Chairperson shall constitute the Bureau of the Committee and shall remain in</p>

<p>2. The Director-General shall convene the Bureau and be represented at its meetings.</p> <p>Article 6 The Secretariat of the Committee shall be provided by the UNESCO Memory of the World Secretariat.</p>	<p>office for two years.</p> <p>4.3. The Director-General shall convene the Bureau as deemed necessary in consultation with the Chairperson and be represented at its meetings.</p> <p>4.4 The Director-General shall also convene virtual meetings of the Bureau or of the Committee as deemed necessary in consultation with the Chairperson.</p> <p>4.5. The Secretariat of the Committee shall be provided by the UNESCO Memory of the World Secretariat.</p>
<p>ARTICLE 7</p>	<p>ARTICLE 5</p>
<p>1. Member States and Associate Members of UNESCO may send observers to meetings of the Committee.</p> <p>2. The United Nations and other organisations of the United Nations system with which UNESCO has concluded mutual representation agreements may be represented at meetings of the Committee.</p> <p>3. The Director-General may extend invitations to send observers to meetings of the Committee to:</p> <p>(a) organisations of the United Nations system with which UNESCO has not concluded mutual representation agreements;</p> <p>(b) intergovernmental organizations;</p> <p>(c) international non-governmental organizations, in accordance with the Directives concerning UNESCO's relations with non-governmental organizations.</p>	<p>5.1. Member States and Associate Members of UNESCO may send observers to sessions of the Committee. The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements may be represented at sessions of the Committee.</p> <p>5.2. The Director-General may extend invitations to send observers to sessions of the Committee to:</p> <p>(a) organizations of the United Nations system with which UNESCO has not concluded mutual representation agreements;</p> <p>(b) intergovernmental organizations;</p> <p>(c) international non-governmental organizations, in accordance with the Directives concerning UNESCO's relations with non-governmental organizations;</p> <p>(d) Organizations with which the Committee has established partnerships; and</p> <p>(e) related programme areas and committees of UNESCO.</p>
<p>ARTICLE 8</p>	<p>ARTICLE 6</p>
<p>1. The Committee shall establish its Rules of</p>	<p>6.1. The Committee shall establish its Code of</p>

<p>Procedure, which shall be submitted to the Director-General for approval.</p> <p>2. The Director-General shall draw up the agenda of the sessions of the Committee after consultation with the chairperson of the Committee.</p> <p>3. After each session, the Committee shall present a report on its work and its recommendations to the Director-General. The Director-General shall inform the Executive Board of the results of the Committee's proceedings.</p>	<p>Ethics and adopt Rules of Procedure, which shall be submitted to the Director-General for approval.</p> <p>6.2. The Director-General shall draw up the agenda of the sessions of the Committee after consultation with the Chairperson.</p> <p>6.3. After each session, the Committee shall present a report on its work and its recommendations supported by statements of reason to the Director-General. The Director-General shall inform the Executive Board of the results of the Committee's proceedings.</p>
	ARTICLE 7
	<p>7.1. The Committee shall establish Subsidiary Bodies and Sub-committees to assist in its work as appropriate.</p> <p>7.2. The Committee shall approve the Rules of Procedure for Sub-Committees.</p> <p>7.3. The Chairpersons of Sub-Committees will be appointed by the Committee, in consultation with UNESCO.</p> <p>7.4. Members of Sub-Committees will be appointed by the Committee on the advice of the Sub-Committee chairperson concerned including at least one member of the Committee on each Sub-Committee.</p> <p>7.5 The Chairperson of the Committee will be an <i>ex-officio</i> member of all Sub-Committees and subsidiary bodies.</p>
	ARTICLE 8
	<p>8.1. The Committee shall advise the Director-General on the inscription of documentary heritage in the International Memory of the World Register based on a professional assessment of nominated documentary heritage and on the application of established criteria.</p> <p>8.2 Decisions on inscription in the International Memory of the World Register are made by the Director-General.</p>
ARTICLE 9	ARTICLE 9
These Statutes may be amended by the	These Statutes may be amended by the

Executive Board on its own initiative or on the proposal of the Director-General.	Executive Board on its own initiative or on the proposal of the Director-General.
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