

CALL FOR APPLICATIONS TO THE MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE CARIBBEAN 2015

The *Memory of the World* is the collective, documented memory of the peoples of the world – **their documentary heritage** – which, in turn, represents much of the world's cultural heritage. It reflects the evolution of thought, of discoveries and of achievements by human society. It is the legacy from the past for the worldwide community, present and future. (1.1.1 – Guidelines)

World documentary heritage is viewed as a whole, i.e., as the fruits over time of communities and cultures that do not necessarily coincide with present-day nation-states. Therefore, the Program can recognize, for example, the documentary heritage of ethnic minorities living within nations, or unique cultures that span the political boundaries of a number of modern-day nations, or match them only partially. (2.2.2 – Guidelines)

The Program also covers documentary heritage throughout recorded history, from papyrus scrolls or clay tablets through films, sound recordings or digital files. Nothing is left out because of being too old or too new. This perspective toward time is sharpened by the growing awareness of what has been lost, especially during the 20th century, and the importance of timely intervention to safeguard what remains. (2.2.3 – Guidelines)

Consequently, the **concept** of the *Memory of the World* Program is that **the world's documentary heritage belongs to the whole world, must be fully preserved and protected for all and, with all due respect for cultural habits and practices, must be accessible for all in an ongoing, un-hindered manner.** (2.3.1 – Guidelines)

The **mission** of the *Memory of the World* Program is to **raise consciousness and enhance protection of the world's documentary heritage and make it universally, lastingly accessible.** (2.3.2 – Guidelines)

Ongoing access is the goal of preservation: without this, preservation makes no sense, except as an end in itself. The *Memory of the World* Program encourages universal, democratic access to documentary heritage as a whole, with all due respect to cultural constraints and specific considerations involving copyright, but without artificial limitations. Even if perfection is unattainable, it is legitimate to try. This also agrees with the *Universal Declaration of Human Rights of the United Nations* (1948) and the *International Pact on Civil and Political Rights of the United Nations* (1966). All individuals are entitled to their identity and, consequently, to access their documentary heritage and to know that it exists and where it is located. (3.4.1 – Guidelines)

Source: *Memory of the World: Guidelines for Safeguarding Documentary Heritage* (Revised edition, 2002) / prepared by Ray Edmondson. Paris: UNESCO, 2002. 71pp.

Application for Inclusion in the Memory of the World Register for Latin America and the Caribbean – 2015

APPLICATION PROCESS

The *Memory of the World* Program recognizes and highlights the value of our documentary treasures, in archives, libraries and audiovisual collections, in any genre or supporting medium, analogously to the way the *World Heritage List* handles historic and monumental sites.

The application process and the consequent evaluation are governed by the *Regulations for Applications to the Memory of the World Register for Latin America and the Caribbean*, attachment I hereto, and the goals and criteria outlined in *Guidelines documentary heritage*, available in Spanish and English at the MOWLAC Website - <http://mowlac.wordpress.com/biblioteca/>.

Applications must be sent in two electronic versions (Spanish and English) by **September 14, 2015**, to the Committee's President:

Sergio Lopez Ruelas
Chairman – MOWLAC
sergiolr@redudg.udg.mx

Electronic copies must be sent at the same time to the members of the Register Sub-Committee, as follows:

English version

Rita Semie Hardjomohamad Tjien Fooh
1st Vice-President – MOWLAC
(Suriname)
rita.tjienfoo@gmail.com;
rita.tjienfoo@homeaffairs.gov.sr

Spanish version

Carlos Henriquez Consalvi
2nd Vice-President – MOWLAC
(El Salvador)
chenriquezconsalvi@mac.com

1. PURPOSE

1.1 - Applications must justify incorporating in the “Memory of the World Register for Latin America and the Caribbean”, a document or set of documents in an archive, library or audiovisual collection, under custody in countries of the Region, which are significant for the collective memory of Latin American and Caribbean society.

1.2 - The document or set of documents in the archive, library or audiovisual collection referred to in *item 1.1* above **may be text (handwritten or printed), audiovisual (film, video, sound recording), iconographic (photography, engraving, design) or cartography, on conventional supporting media or others.**

1.3 - Conditions for participation and qualifications of applications appear in the Regulations, Attachment I hereto, and on the respective Application Form, Attachment II, which is **mandatory** to use.

1.4 - Attachment III is **only mandatory if what is being proposed is archival material**.

2. EVALUATION

2.1 - Applications will be selected by the current members of the MOWLAC Committee.

2.2 - The President of the MOWLAC Board shall call the meeting for final evaluation of applications.

2.3 - Final results of the evaluation will be recorded in the respective Minutes, which will be made public no later than 30 days after the evaluation is completed, and will be available on the UNESCO Website in Uruguay - <http://www.unesco.org.uy/ci> and MOWLAC Website - <http://mowlac.wordpress.com/>.

3. GENERAL CONSIDERATIONS AND THE REGISTER SUB-COMMITTEE

3.1 - MOWLAC decisions may not be appealed.

3.2 - The MOWLAC Register Sub-Committee may request additional information from applicants in order to settle any doubts that arise in the evaluation process.

3.3 - Questions about this Invitation, Regulations and other Attachments must be addressed to the Register Sub-Committee of MOWLAC:

English version

Rita Semie Hardjomohamad Tjien Fooh

1st Vice-President – MOWLAC
(Suriname)

rita.tjienfooh@gmail.com;

rita.tjienfooh@homeaffairs.gov.sr

Spanish version

Carlos Henriquez Consalvi

2nd Vice-President – MOWLAC
(El Salvador)

chenriquezconsalvi@mac.com

Jalisco, Mexico, August 20, 2015.

Sergio Lopez Ruelas

Chairman of the MOWLAC Regional Committee
Regional Committee for Latin America and the Caribbean – MOWLAC
UNESCO Memory of the World Program – MOW

ATTACHMENT I

REGULATIONS FOR APPLICATIONS TO THE MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE CARIBBEAN 2015

The Regional Committee for Latin America and the Caribbean (MOWLAC), of the Memory of the World Program (MOW) of UNESCO, pursuant to its Guidelines, has the purpose of encouraging special protection for documentary collections in the countries of Latin America and the Caribbean, of regional significance, including preservation and access. Accordingly, MOWLAC invites custodians to submit their candidacies (document or set of documents, from archives, libraries, or audiovisual collections, any genre or support medium) for inclusion in the “Memory of the World Register for Latin America and the Caribbean”. The Guidelines for the MOW/UNESCO Program, in Spanish and English, are available at the MOWLAC Website - <http://mowlac.wordpress.com/biblioteca/>. For this purpose, it is hereby ordered:

1. PURPOSE

1.1 - To establish norms to conduct the annual selection process for candidacies of documents or sets of documents – from archives or libraries, **text (handwritten or printed), audiovisual (film, video, sound recording), iconographic (photography, engraving, design) or cartographic, on a conventional support medium or not** – per member country in the Region, to incorporate in the “Memory of the World Register for Latin America and the Caribbean”.

1.2 - Supranational applications presented jointly by individuals or entities, public or private, from two or more countries, shall not be computed in the number of candidacies for each country.

2. TOPIC

2.1 - The document or set of documents, from archives, libraries or audiovisual collections, in any genre or supporting medium, as indicated under *item 1*, to be proposed as a candidate for inclusion in the “Memory of the World Register for Latin America and the Caribbean”, must be significant for the collective memory of Latin American and Caribbean society, according to the guidelines issued by MOW/UNESCO and the criteria established therein **and that must be clearly state in item 5.2 of the Attachment II.**

2.2. - Candidacies of sets of documents **from archives** must respect the limits of the respective fond or collection, so their organic wholeness can be identified. In the case of candidacies presented as a group, these requirements will be important, taking into consideration the constituent parts of the **proposed set of documents.**

3. QUALIFICATION

3.1 - Candidacies may be submitted, individually or in groups, by individuals or entities, under public or private law. The possibility of submitting joint candidacies, by more than one individual or entity, is intended to encourage exchange among persons and institutions, making it possible to

submit several different fonds or collections linked by common themes, or when segments of a given fond or collection are in the possession of different depositaries.

3.2 - Each individual or entity, public or private, may submit only one application, although they may also belong to a group that submits another application collectively.

3.3 - No application will be accepted that comprises the entire collection of an archive or library from a public or private custodial institution, when that candidacy includes various fonds or collections.

3.4 - To formalize the application, it is **mandatory** to use the **MOW-LAC Nomination Application Form (Attachment II hereto)**.

3.5 - Attachment III is **mandatory for archival materials and must be completed in accordance to ISAD(G)**.

3.6 - The **MOW-LAC Nomination Application Form** must be completed in Spanish and English, the official languages for MOWLAC.

3.7 - The **MOW-LAC Nomination Application Form** and attachments must be submitted in digital format copies, with the following characteristics: texts and fixed images in PDF format; moving images in MPEG format; audio in WAVE format.

4. SUBMISSION OF APPLICATIONS

4.1 - The **MOW-LAC Nomination Application Form** and attachments must be sent, no later than **September 14, 2015**, in the English and Spanish versions, with the indication APPLICATION in the subject field of the e-mail, to:

Sergio Lopez Ruelas
Chairman – MOWLAC
sergiolr@redudg.udg.mx

Copies must be sent at the same time to the members of the Register Sub-Committee, as follows:

English version

Rita Semie Hardjomohamad Tjien Foooh
1st Vice-President – MOWLAC
(Suriname)
rita.tjienfooh@gmail.com;
rita.tjienfooh@homeaffairs.gov.sr

Spanish version

Carlos Henriquez Consalvi
2nd Vice-President – MOWLAC
(El Salvador)
chenriquezconsalvi@mac.com

5. EVALUATION

5.1 - Evaluation and approval of applications for inclusion in the “Memory of the World Register for Latin America and the Caribbean”, is handled by the current members of MOWLAC.

5.2 - Evaluation will abide by the following selection criteria:

5.2.1 - **Significance of the document or set of documents**, from archives, libraries or audiovisual collections, for Latin American and Caribbean history, culture and society;

5.2.2 - **Authenticity of the document or set of documents**, from archives, libraries or audiovisual collections;

5.2.3 - **Uniqueness, singularity and wholeness of the document or set of documents**, from archives, libraries or audiovisual collections, so that their loss or deterioration would mean impoverishment of the cultural heritage of Latin America and the Caribbean;

5.2.4 - **Organic wholeness of the set of documents from an archive**, pursuant to item 2 – *Topic*;

5.2.5 - **Accessibility of the document or set of documents**, from archives, libraries or audiovisual collections, respecting constraints implicit in their preservation and safety;

5.2.6 - **Importance of the document or set of documents**, from archives, libraries or audiovisual collections, in the time and space of their production, taking into account the place, the individuals involved in generating them, the issue or topic covered, their form and style.

5.3 - MOWLAC may request input from *ad hoc* specialists, if there are a large number of applications to evaluate, if the thematic specifics of any application so require.

5.4 - It will be accepted applications from countries members of the region. MOWLAC may reduce the number of applications approved, even to zero, when they fail to meet the criteria established in the Invitation and in these **Regulations**.

6. APPEALS

6.1 - MOWLAC decisions may not be appealed.

7 RESULTS

7.1 - Applications approved for inclusion in the “Memory of the World Register for Latin America and the Caribbean” will be announced within 30 days after evaluation is concluded.

7.2 - The Minutes with the final results for approved applications will be published on the website - <http://www.unesco.org.uy/ci>, <http://mowlac.wordpress.com/> and on other websites.

7.3 - MOWLAC will deliver a certificate to the owners or custodians of the document or set of documents, from archives, libraries or audiovisual collections, included in the “Memory of the World Register for Latin America and the Caribbean” and wording of its rationale will be entered in the Register Book created by the Committee.

8. MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE CARIBBEAN

8.1 - Applications approved by MOWLAC will be included in the “Memory of the World Register for Latin America and the Caribbean”.

8.2 - Individuals or entities who own or have custody of the documents or sets of documents incorporate into the “Memory of the World Register for Latin America and the Caribbean” will individually receive the official notice from the Board of MOWLAC with the results.

8.3 - Certificates of the Memory of the World Register for Latin America and the Caribbean will be signed by the President of the Board of MOWLAC and by the UNESCO representative responsible for the Committee Secretariat.

8.4 – Incorporation into the “Memory of the World Register for Latin America and the Caribbean” entails no sort of prize or commitment by MOWLAC or MOW/UNESCO to provide funding to the owners or custodians of the collections registered.

8.5 - Incorporation into the “Memory of the World Register for Latin America and the Caribbean” has no implications regarding possession and entails no impediment for transferring ownership of the collection. It does, however, entail a commitment from the owners or custodians to preserve it.

8.6 - Documents or sets of documents from archives, libraries or audiovisual collections, incorporated into the “Memory of the World Register for Latin America and the Caribbean” may not be altered or dismembered, although they may be wholly transferred to another individual or entity, notifying MOWLAC of this transfer by means of a notice to the President of the Board.

8.7 - Documents or sets of documents from archives, libraries or audiovisual collections, incorporated into the “Memory of the World Register for Latin America and the Caribbean” may, in the judgment of MOWLAC, be recommended for the MOW/UNESCO International Register, with due authorization from their owners or custodians.

8.8 - Incorporation of the document or set of documents, from archives, libraries or audiovisual collections, into the “Memory of the World Register for Latin America and the Caribbean” does not invalidate or change the legal provisions issued by other organizations, national or supranational.

8.9 - MOWLAC will notify the country's National Committee, if any, and the International Committee of MOW/UNESCO about the names of documents or sets of documents, from archives, libraries or audiovisual collections, included in the “Memory of the World Register for Latin America and the Caribbean” for 2015.

9. REMOVAL FROM THE MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE CARIBBEAN

9.1 - Once included in the “Memory of the World Register for Latin America and the Caribbean”, the owner or custodian of the collection may in no event request cancellation of this registration or make any change in the collection described, unless involving parts to complement the original collection, which will be considered by MOWLAC.

9.2 - In the event of adulteration, dismemberment, total or partial loss of the collection registered, for a natural or intentional reason, it may be removed from the “Memory of the World Register for Latin America and the Caribbean”, by decision of MOWLAC.

10. GENERAL CONSIDERATIONS

10.1 - Failure to comply with any of the regulatory requirements will be reason for disqualifying the nomination for the “Memory of the World Register for Latin America and the Caribbean”.

10.2 - Special cases shall be resolved by the MOWLAC Board.