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Regional Committee

African Regional Committee Memory of the World ARCMoW

Comité Régional Africain Mémoire du Mone ARCMoW

NOMINATION FORM FOR INSCRIPTION IN THE AFRICAN REGIONAL MEMORY OF THE WORLD REGISTER

(The proposal must be submitted no later than to be taken into account for the registration session of the year), to the address:

Country of Provenance and/or Conservation:

Guidelines for filling in certain parts and/or sub-parts of the Form

Parts	Form filling tips
1.0 Name	The title should be short - a maximum of ten words is desirable.
2.0 Summary	Briefly describe the nominated documentary heritage and give reasons for its global significance. This part should illustrate your proposal: it should preferably be written last. It must include all the essential elements, which you have raised in the nomination, in particular the key arguments which you have advanced in the statement of significance to explain why and how the nominated documentary heritage meets the criteria of the Regional Register.
5.5 Legal status	Provide information relating to the legal and administrative responsibility for the preservation of documentary heritage. Any relevant supporting documents must be scanned and submitted with the application
5.6 Copyright	Indicate the copyrights for each of the elements or the collection. When the copyrights are known, these must be declared. However, the copyright of a document or collection does not affect its importance. They are not taken into account to determine whether the criteria for registration are met or not. The images provided with the nomination must be accompanied by the signed form "Agreement guaranteeing non-exclusive rights" available on the website, www.arcmo.org
5.7 Accessibility	Indicate how items/collections are accessed. Note all restrictions, including cultural restrictions. Encouraging accessibility is a fundamental goal of the Memory of the World Programme. Therefore, digitization, with the aim of facilitating access, is encouraged and you should specify whether this work has already been digitized or is planned. You should also specify any cultural or legal factors that restrict access.
6.1 Title and identification of the element	Indicate the exact title of the application and the institution or institutions nominating it. This information will appear on the registration certificate if the application is accepted.
6.2 Type of document	Examples include: Books, digital, drawings, manuscripts, maps, music/audio/recordings, papers, photographs/images, postcards, reports, videos/films, ...
6.3 Catalog or referencing	Depending on the item proposed, it may be useful to add a catalog illustrating the collection. Provide a physical description of the object or objects if relevant to their global significance. A proposed collection or archival fonds must be time-limited, with specific start and end dates. If the catalog or registration details are too complicated, provide a description of the contents with examples of catalog entries, accession or registration



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<p>6.4 Visual documentation if applicable</p>	<p>numbers. You can also add catalog or registration details as an appendix, or refer to an online inventory.</p> <p>Visual documentation includes photographic images or audio-visual material, as appropriate. Attach photos as jpg files if requested, or provide a CD, DVD or USB drive for audiovisual material.</p>
<p>6.5 History / Provenance</p>	<p>Describe what you know about the history of the collection or document - its "life" or provenance - from its creation to its place in your institution. This aspect is essential for the authenticity of the object or the collection. Your knowledge may be incomplete, but provide the best possible description.</p>
<p>6.6 Bibliography</p>	<p>A bibliography proves that the documentary heritage has been used by specialists and that knowledge of its impact and influence is in the public domain. Ideally, you should cite the work of researchers from different countries, other than your own, as well as local specialists, to demonstrate this influence.</p>
<p>6.7 Persons who can testify to the significance of the element</p>	<p>Note that the names and contact details of these referents will not be disclosed on the Memory of the World Register, nor communicated without their authorization to a third party. UNESCO may also contact other authoritative persons to compile a list of opinions for better evaluation.</p>
<p>7.1.1 Historical significance</p>	<p>What does the documentary heritage tell us about the history of the world? Does it treat</p> <ul style="list-style-type: none"> • political, economic, social or spiritual movements • outstanding personalities in the history of the world • events that changed the world • specific places of importance or (places of specific importance) • traditional customs • relations with other countries or communities • changes in lifestyles and culture • a turning point in history, or a critical innovation • an example of excellence in the arts, literature, science, technology, sports, or other aspects of life and culture?
<p>7.1.2 Form and style</p>	<p>This criterion refers to the physical nature of the documentary heritage. Much of the documentary heritage is not remarkable in this respect, for example, handwritten or typewritten documents on paper. However, some forms of documentary heritage exhibit innovative qualities or high levels of artistry, and it is to these that this criterion applies.</p> <ul style="list-style-type: none"> • Is documentary heritage a particularly successful example of its type? • Does it exhibit exceptional qualities of beauty and craftsmanship? • Is this a new or unusual type of media? • Or is it an example of a type of document that has now disappeared?
<p>7.1.3 Social, community, or spiritual significance</p>	<p>This criterion refers to the attachment to the documentary heritage of a specific community in the present. You must explain what this attachment consists of. For example, a community may be strongly attached to the heritage of a beloved leader, or to documentary evidence of a specific incident or site. It can also venerate the documentary heritage associated with a spiritual leader or a saint. Provide information on how this attachment is expressed</p>



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<p>7.2 Comparative Criteria (Rarity, Integrity, Completeness, Condition)</p>	<p>Comment on one or more of the comparative criteria in the following:</p>
<p>7.2.1 Rarity</p>	<p>Is the object or collection rare? Is it unique (the only one ever created), or the last survivor of a once widespread form of documentary heritage? Are there similar objects or collections?</p>
<p>7.2.2 Integrity, completeness, condition</p>	<p>Is the documentary heritage complete, or are sections or pages missing? Has part of the documentary heritage been lost, or are additional parts preserved elsewhere? If so, provide details. What condition is it in?</p>
<p>7.3 Declaration of value</p>	<p>Summarize the points you raised in points 7.1 and 7.2, and defend authenticity based on the provenance of the documentary heritage. What is the impact of this documentary heritage material on world history and culture? Why is this documentary heritage important for the memory of the world? What has been its impact on life and culture beyond the borders of a nation-state or region? Indicate why documentary heritage is important for the memory of the world, and why its loss would impoverish the heritage of the African Region and humanity.</p>
<p>8.1 Provide stakeholder consultation/proposal information</p>	<p>The partners involved are:</p> <ul style="list-style-type: none"> • owners/custodians of documentary heritage • communities affected by documentary heritage • researchers who study documentary heritage
<p>9.1 Risk assessment</p>	<p>Specify the nature and extent of the threats to which the nominated element is exposed. Is the documentary heritage threatened by:</p> <ul style="list-style-type: none"> • climatic conditions • poor storage • economic problems • potential political interference. <p>If your documentary heritage is at risk, make it clear - UNESCO needs to know its real situation.</p>
<p>10.0 Preservation and Accessibility Plan</p>	<p>Describe, or attach as a scanned document, any existing plans. If not, provide information relating to the storage and custody of the documents.</p>
<p>11.0 Additional Information</p>	<p>Note below or attach scanned documents, if applicable. These can be statements from supporters, plans to promote documentary heritage if it is inscribed, or scanned news articles relating to documentary heritage. How you envisage the use of this documentary heritage for education and research.</p>



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FORM

1.0 Name of the nomination

2.0 Summary (200 Words maximum)

3.0 Author

3.1 Name of nominator (individual or organization)

3.2 Relationship with the considered element of documentary heritage

3.3 Address

3.4 Phone and Email address

4.0 Declaration of honor

I hereby certify that I propose the item(s) described in this document to the Memory of the World Register

Signature :

Surname and first name and function

Date



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5.0 Legal Information

5.1 Documentary heritage owner (person or organization)

5.2 Address

5.3 Telephone Email address

5.4 Custodian of documentary heritage (name and contact details IF DIFFERENT of the owner)

5.5 Legal status

5.6 Copyright

5.7 Accessibility (note any restrictions, including cultural ones)



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6.0 Identity and description of the element

6.1 Name and identification of the nominated element

6.2 Type of document

6.3 Catalog or referencing

6.4 Visual documentation if applicable

6.5 History/Provenance

6.6 Bibliography

6.7 Name, qualification, and contact details of up to three independent persons (or organisations) with expertise on the value and origin of documentary heritage.

Name

Qualifications

Contact Information



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(E-mail)

7.0 Assessment of selection criteria

7.1 Main criteria - value of importance to the world. Comment on one or more of the following importance criteria.

7.1.1 Historical significance

7.1.2 Form and style

7.1.3 Social, community or spiritual significance

7.2 Comparative Criteria. Comment on one or more of the comparative criteria next

7.2.1 Rarity

7.2.2 Integrity, completeness, condition



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7.3 Declaration of value

8.0 Consultation des partenaires Consultation of partners

8.1 Provide stakeholder consultation/proposal information

9.0 Risk Assessment

9.1 Specify the nature and extent of the threats to which the nominated element is exposed

10.0 Preservation and accessibility Plan

11.0 Additional Information