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UNESCO Memory of the World Regional Committee for AFRICA
(ARCMoW)

Nomination Form

(Nominations must be received by 15 June 2025 for consideration for inscription in 2025)

Office Use Only	
ID code:	Item or collection short title:
Institution / Owner:	Country or countries

Introduction

Information on the Memory of the World Africa Regional Programme can be found at <https://arcmow.org/>

This form should be completed to nominate documentary heritage to the Africa Regional Register of the Memory of the World. It sets out the range of information needed. Nominations should be clearly expressed and flow in easy-to-understand language. The Nomination should be made in not more than twenty A4 pages.

Before you start filling in the nomination form, read the Memory of the World Africa Regional Register Process -document available on the ARCMoW website (<https://arcmow.org/>).

Completed nomination forms must be submitted to the ARCMoW Secretary-General through the relevant National Commission (which are representatives of UNESCO Member States) or with a letter of support from the relevant National Commission/s or in the absence of a National Commission, the relevant government body in charge of

<https://arcmow.org/>

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relations with UNESCO, involving, if one exists, the appropriate National MoW Committee. The completed form should be sent by email to arcmowinfo@gmail.com. The Secretary-General will confirm receipt of nominations by email.

Contact the Secretary-General at arcmowinfo@gmail.com if you need to provide large files such as those for moving images.

Please note that no material you submit to the ARCMoW Secretary-General will be returned. All nomination documents will be retained as part of the ARCMoW Archive.

Please contact ARCMoW if you have any questions or further information by email – arcmowinfo@gmail.com.

Please ensure that you keep a copy of your Nomination Form for your records in case the ARCMoW Secretary-General needs to contact you.

Note 1: The title and a short description of all nomination forms accepted for assessment will be put on the ARCMoW website prior to a decision being made about whether or not they will be inscribed on the register. The ARCMoW Secretary-General will provide copies of admissible nomination forms on request.

Note 2: If inscribed, the nomination form will be posted on the ARCMoW website with the personal details of the expert referees removed.

Note 3: Please carefully read Section D of the **Memory of the World Africa Regional Register Process** document on Admissibility before you begin to fill in the Nomination Form.

Papa Momar Diop
Chairperson, ARCMoW

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Memory of the World Africa Regional Register Nomination Form

1 Title of Documentary Heritage Item or Collection (max 10 words)

The title will be used for such activities as publicity and certificates of inscription.

2 Summary (max 200 words)

Give a brief description of the documentary heritage being nominated, and the reasons for proposing it. Include the type of document heritage such as manuscripts, papers, film etc. Highlight the nature, uniqueness and significance of the nominated documentary heritage.

3 Nominator/s Contact details

3.1 Name of nominator/s (person/s or organisation/s)

3.2 Relationship to the nominated documentary heritage

3.3 Contact person/s

3.4 Contact details

Name

Address

Telephone

Email

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4 Declaration of Authority

I certify that I/we have the authority to nominate the documentary heritage described in this document to the Africa Regional Memory of the World Register. All nominators must sign here. (A signed support letter from the nominators' National Commissions is required when the nomination is from two or more Member States. See Section J in the Process document for more details)

Name	Position
Address	Email

Signature/s of nominator/s.....

5 Legal Information

5.1 Owner/s of the documentary heritage (name and contact details, if different from the nominator/s). Please ensure to acknowledge the owners and traditional practitioners of Indigenous/community knowledge, oral literature and oral history.

Name	Address
Telephone	Email

5.2 Custodian/s of the documentary heritage (name and contact details if different from the owner/s)

Name	Address
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Telephone	Email

Please note: Written permission for nomination of this item from the Owners and/or Custodian/s if different from the nominator **must be attached** to this Nomination Form.

5.3 Legal status

Provide details of the legal and administrative powers for the preservation of the documentary heritage.

5.4 Accessibility

Describe how the documentary heritage may be accessed

Any access restrictions should be explicitly stated below (for instance if advance permission is required, or if general access is not permitted by tradition or custom of the originating community).

5.5 Copyright status

Describe the copyright status of the item(s) / collection, if known.

The answer to this question is not taken into account when determining whether the nominated documentary heritage meets the criteria for inscription.

6 Details of the Nominated Documentary Heritage

6.1 Exact title of the documentary heritage

Give the exact title of the nominated documentary heritage and the exact name of the nominating institution/s.

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<p>6.2 Type of documentary heritage</p> <p>Describe the type/s of documentary heritage. Examples include papers, photos, digital, maps, manuscripts, film etc.</p>
<p>6.3 Catalogue or registration details</p> <p>Give the catalogue or registration details for the item or collection.</p> <p>A nominated collection or archival fonds must be finite, with clear beginning and end dates. If the catalogue or registration details are too long, provide a description of the contents with sample catalogue entries, accession or registration numbers. Or you can add the catalogue/registration details as an appendix, or provide a link to an online inventory.</p>
<p>6.4 Images of the documentary heritage.</p> <p>Three to six digital images of the documentary heritage should be provided as attachments to this form in JPG or PNG format. By providing the images you are agreeing that they can be used by ARCMoW for the purpose of promoting Memory of the World e.g. newsletters, website etc. To enhance the visibility of the proposed item in the fields of education, research, and culture, we suggest that the image(s) be attributed a Creative Commons CC-BY-SA license. This mechanism ensures attribution of the image(s) to its/their owner(s) and thus protects the rights of the image's owner(s). Please clearly note on this form if you do not wish ARCMoW to use the images for publicity or promotional purposes (for instance if not permitted by tradition or custom of the originating community).</p>
<p>6.5 History/Origin/Background/Provenance</p> <p>Set out the history of the item or collection - its 'life story' or provenance - from the time when it was created to its place in your institution. This is critical to the item or collection's authenticity. You may not know all the details, but give as comprehensive an account of the item or collection's provenance as you can.</p>

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6.6 Bibliography

Provide a list of at least 3 published sources that have been produced using the nominated documentary heritage.

A bibliography provides evidence that the documentary heritage has been used by scholars, and knowledge of its impact and influence is in the public domain. It is a good idea to cite the works of scholars from outside your own country, as well as local scholars, to demonstrate this influence.

6.7 Names, qualifications and contact details of experts

Provide the details of two to three independent people with expert knowledge about the values and provenance of the documentary heritage who may be contacted by ARCMoW for further information on your nomination. Note that the Register Sub Committee (RSC) may also contact other experts.

The names and contact details of your referees will not be publicly disclosed by ARCMoW nor disclosed without their permission to any third party.

Name	Qualifications	Address Email Phone
Name	Qualifications	Address Email Phone
Name	Qualifications	Address Email Phone

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I certify that the above-named experts have given their written permission for their names and contact details to be used in connection with this nomination to the Memory of the World Africa Regional Register.

Signature

Full name (Please PRINT)

Date

7 Authenticity and Integrity

7.1 Authenticity and Integrity

Is the documentary heritage what it appears to be? For example, has its identity and provenance been reliably established; are supplementary parts being kept elsewhere and not included in the nomination; has it been altered or damaged; are sections or pages missing; is part of the documentary heritage lost?

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8 Primary criteria: Regional Significance

More details on what is required for each criterion are provided in the **ARCMoW Register Guidelines** document available on the ARCMoW website

You only need to provide information for criteria that are relevant to your nomination

8.1 Historical Significance

What does the documentary heritage tell us in relation to the history of the Africa region as a whole, or to a sub-region such as Central Africa, East Africa, Southern Africa, West Africa?

8.2 Form and Style Significance

Is the document an outstanding example of its type?

This criterion refers to the physical nature of the documentary heritage. Is the documentary heritage a particularly fine exemplar of its type; does it have outstanding qualities of beauty and craftsmanship; is it a new or unusual type of carrier or is it an example of a type of document that is now obsolete or superseded?

8.3 Social Community or Spiritual Significance

Is the documentary heritage attached to a specific existing community and demonstrably significant? Information should be provided on what the nominated item represents and how this attachment is expressed. If there are any, ensure to mention any relation to Gender, Indigenous and other minority or marginalised groups.

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9 Regional Significance: Comparative criteria

The item or collection should be compared to similar items or collections, whether on any of the Memory of the World registers or not. The comparison should outline the similarities between the nominated documentary heritage has with others as well as the differences, and the reasons that make the nominated documentary heritage stand out. The comparative analysis should aim to explain the importance of the nominated documentary heritage in its national, regional and even international context (if applicable). Consulting successful inscriptions to both regional and international registers is highly encouraged for this endeavour in order to ascertain and demonstrate uniqueness or intercultural connections.

The purpose of the comparative analysis is to show that the nominator has tried to find any existing duplicates or other similar examples of the item or collection, and to demonstrate that there is room for this item or collection to be included on the ARCMoW Regional Register.

9.1 Uniqueness or Rarity

Provide the results of the comparative analysis. Can the documentary heritage be described as unique (the only one of its kind ever created) or rare (one of a few survivors from a larger number)?

10 Gender

Gender equality is one of two global priorities of UNESCO. If there are any specific aspects of the nomination that relate to gender equality, please describe them in detail, explaining what the nominated documentary heritage tells us about the lives of women and girls in Africa, and any impacts on women and girls or on gender equality in the region.

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11 Statement of Significance

Provide a summary of the points made under the primary and comparative criteria, and the test of authenticity and integrity. Why is the documentary heritage important to the world and what has its impact been beyond the boundaries of a single African state?

The summary should be about 300-600 words

12 Risk Assessment

12.1 Condition

Describe the physical condition of the documentary heritage.

12.2 Threat/Risk

Detail the nature and scope of threats to the nominated documentary heritage. For example, poor storage, climate, control of access.

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13 Preservation and Access Management Plan

Management Plan

Are there management plans to preserve and provide access to the nominated documentary heritage?

YES

NO

If YES, describe or attach a summary of the plan or plans.

If NO, provide details about any proposed preservation, storage and access strategies and plans.

Is there a disaster risk management plan in place to support the preservation and safeguarding of the nominated documentary heritage?

YES

NO

If YES, describe or attach a summary of the disaster risk management plan or plans (if not included in the management plan).

If NO, provide details about any proposed disaster risk management strategies and plans. This is an opportunity to express any need for technical support/assistance.

14 Consultation with Stakeholders

Provide details of consultation with stakeholders about this nomination. Stakeholders include communities with an involvement in the documentary heritage, owners and custodians of the documentary heritage and scholars who research the documentary heritage

15 Other Information to Support the Nomination

Please provide any other information that supports the inclusion of this documentary heritage collection on the Memory of the World Africa Regional Register.

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Check List

- ARCMoW website reviewed

- ARCMoW Register Guidelines read

- Short title provided (section 1)

- Summary completed (maximum 200 words) (section 2)

- Name and contact details of nominator/s completed (section 3)

- Authority to nominate completed (section 4)

- Authority provided by each National Commission when the nomination is from two or more Member States (section 5)

- Name and contact details of Owner/s or Custodian/s completed (section 5.1, 5.2)

- Details of legal status completed (section 5.3)

- Details of accessibility and any limitations completed (section 5.4)

- Details of copyright status completed (section 5.5)

- Identity of documentary heritage recorded (6.1-6.5)

- Bibliography completed (section 6.6)

- Names, qualifications and contact details of two to three independent experts recorded (section 6.7)

- Certification that experts have agreed to be contacted about the nomination (section 6.7)

- Evidence presented of authenticity (section 7)

- Evidence presented of regional significance (section 8)

- Comparative analysis completed (section 9)

- Information presented on uniqueness or rarity (section 9)

- Gender analysis completed (section 10)

- Statement of Significance completed (section 11)

- Risk assessment section completed (section 12)

- Preservation and access management section completed and relevant documents attached (section 13)

- Details of consultation with stakeholders provided (section 14)

- Other relevant information provided - if applicable (section 15)
