



UNESCO

INTERNATIONAL MEMORY OF THE WORLD REGISTER

NOMINATION FORM

1.0 Title of item or collection being proposed

Click or tap here to enter text.

Keep the title short – maximum ten words is desirable.

2.0 Summary (max 200 words)

Click or tap here to enter text.

*Give a **brief description** of the documentary heritage being nominated, and the argument for its **world significance**, including its alignment with UNESCO's Global Priorities Gender Equality and Africa whenever relevant.*

*Write this section last, once you have completed all the other sections. Include all the essential points you have made in the nomination, especially the key arguments you have made in the statement of significance **as to why and how the nominated documentary heritage meets the criteria for the International Register.***

3.0 Nominator contact details

3.1 Name of nominator (person or organisation)

Click or tap here to enter text.

3.2 Relationship to the nominated material

Click or tap here to enter text.

3.3 Address

Click or tap here to enter text.

3.4 Telephone

Click or tap here to enter text.

3.5 Email

Click or tap here to enter text.

3.6 Co-nominators(s), if any

Click or tap here to enter text.

Provide the same details for each as listed in the previous section

4.0 Declaration of Authority

I certify that I have the authority to nominate the item, or items, described in this document to the Memory of the World Register.

Signature

Full name and position

Click or tap here to enter text.

Date

Click or tap here to enter text.

5.0 Legal information

5.1 Name of owner (person or organisation)

Click or tap here to enter text.

5.2 Address

Click or tap here to enter text.

5.3 Telephone

Click or tap here to enter text.

5.4 Email

Click or tap here to enter text.

5.5 Name and contact details of custodian IF DIFFERENT from the owner

Click or tap here to enter text.

5.6 Legal status

Click or tap here to enter text.

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

Any relevant supporting documents should be scanned and submitted with the application.

5.7 Copyright status

Click or tap here to enter text.

If the copyright status of the documentary heritage is known, it should be stated. However, the copyright status of a document or collection has no bearing on its significance, and is not taken into account when determining whether it meets the criteria for inscription.

Images supplied with the nomination must be accompanied by the signed 'Agreement Granting Non-Exclusive Rights' form available on the UNESCO Memory of the World website or at the end of this form.

5.8 Accessibility (note any restrictions, including cultural restrictions)

Click or tap here to enter text.

Describe how the item(s) or collection may be accessed.

If legal or cultural constraints limit access, describe the nature of these constraints.

Digitisation for access purposes is encouraged. Comment on whether this has already been done or is planned.

Describe how the item(s) or collection may be accessed.

If available, include a link to the item of documentary heritage.

6.0 Identity and description of the documentary heritage

Click or tap here to enter text.

6.1. Name and identification details of the items/collection being nominated

Click or tap here to enter text.

Give the exact title of the nomination and the contact details of all the institution(s) nominating it. These will appear on the inscription certificate if the nomination is successful.

6.2. Type of document

Click or tap here to enter text.

6.3. Catalogue or registration details

Click or tap here to enter text.

Examples could include Books, Codices, Digital, Drawings, Manuscripts, Maps, Music/Audio/Recordings, Papers, Photographs/Images, Postcards, Reports, Videos/Films, etc.

Give the catalogue or registration details for the item or collection.

Provide a physical description of the item(s) if it is relevant to their world significance.

A nominated collection or archival fonds must be finite, with clear beginning and end dates.

If the catalogue or registration details are too unwieldy, 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 refer to an online inventory.

6.4. Visual documentation (if available and appropriate)

Click or tap here to enter text.

Visual documentation includes photographic images or audiovisual material where relevant.

Attach photos as jpg files to be submitted with the application, or supply a CD, DVD or USB key for audiovisual material.

6.5. Provenance

Click or tap here to enter text.

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. You may not know all the details but give as comprehensive an account of the item or collection's provenance as you can.

6.5.1 Authenticity

Click or tap here to enter text.

Set out what you know about the authenticity of the item or collection.

Authenticity refers to the most original, uncorrupted version of a text. Usually, but not always, this will be the oldest version. Audiovisual media, in particular, are readily copied and originals may no longer exist. Has the document been manipulated or digitally altered?

6.6. Bibliography

Click or tap here to enter text.

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 up to three independent people or organisations with expert knowledge about values and provenance of the nominated material. Indicate if they have been contacted and agreed to be named as a referee.

Name: Click or tap here to enter text.

Experience with the subject: Click or tap here to enter text.

Contact details (email): Click or tap here to enter text.

Note that the names and contact details of these referees will not be disclosed on the Memory of the World Register, nor disclosed without their permission to any third party. Ensure that there is a gender-balanced representation among the referees. Other authoritative referees should also be contacted to obtain a broad spectrum of opinion for assessment purposes.

7.0 Assessment against the selection criteria

Historical context

Explain the historical context or background of the nominated documents as far as needed to understand their significance.

Click or tap here to enter text.

7.1 Primary criteria - significance value to the world. Comment on one or more of the following significance criteria

Not all the criteria will apply to your documentary heritage. Choose only those criteria that are relevant to your nomination.

7.1.1 Historic significance

Click or tap here to enter text.

What does the documentary heritage tell us about the history of the world, including its contribution to gender equality? Does it deal with :

- *Political, economic, social or spiritual movements*
- *leading personalities in world history*
- *events of world-changing significance*
- *specific places of significance*
- *traditional customs*
- *relations with other countries or communities*
- *changing patterns of life and culture and challenging stereotypes*
- *a turning point in history, or a critical innovation*
- *an example of excellence in the arts, literature, science, technology, sport, or other parts of life and culture?*

7.1.2 Form and style

Click or tap here to enter text.

This criterion refers to the physical nature of the documentary heritage. Much documentary heritage is unremarkable in this respect, for example, manuscript or typescript paper records. However, some forms of documentary heritage display innovative qualities or high levels of artistry, and it is to these that this criterion applies.

- *Is the documentary heritage a particularly fine exemplar of its type?*
- *Does it have outstanding qualities of beauty and artisanship or artistry?*
- *Is it a new or unusual type of carrier?*
- *Or is it an example of a type of document that has now disappeared?*

7.1.3 Social, community or spiritual significance

Click or tap here to enter text.

This criterion refers to the attachment to the documentary heritage of a specific community in the present. You must show how this attachment is demonstrated, for example, a community may be strongly attached to the heritage of a beloved leader, or to the documentary evidence of a specific incident or site, or social movements, such as the promotion of women's rights, gender equality and inclusion. Or it may revere the documentary heritage associated with a spiritual leader or a saint. Provide information on how this attachment is expressed.

7.1.4 Gender equality

Click or tap here to enter text.

Gender equality is one of two Global Priorities of UNESCO. The proposed items or collection should include a gender analysis and if there are any specific aspects of the nomination that relate to gender equality and contribute to record the significant roles that women have played in the world's history, please describe them in detail, explaining what the nominated documentary heritage tells us about the lives of women and girls, and any impacts on women and girls and/or on gender equality.

If according to the gender analysis the proposed item and collection does not contribute to gender equality, the 'Do Not Harm' principle should be applied.

7.2 Comparative criteria. Comment on one or more of the following comparative criteria:

7.2.1 Rarity

Click or tap here to enter text.

Is the item or collection rare? Is it one of a kind (the only one ever created), or the last survivor of a form of documentary heritage that was once widespread? Do similar items or collections exist?

7.2.2 Completeness, condition

Click or tap here to enter text.

*Is the documentary heritage complete, or are sections or pages missing? Has part of the documentary heritage become lost, or are supplementary parts being preserved elsewhere? If so, give details.
What condition is it in?*

7.3 Statement of international significance

Click or tap here to enter text.

Summarize the points you have made in 7.1 and 7.2. What has been the impact of this documentary heritage material on world history and culture?

What has been its impact on life and culture beyond the boundaries of a nation, state or region?

State why the documentary heritage is important to the memory of the world, and why its loss would impoverish the heritage of humanity.

If relevant, findings from the gender analysis should be included indicating how the documentary heritage contributes to UNESCO Global Priority Gender Equality.

8.0 Consultation with stakeholders

8.1 Provide details of consultation with relevant stakeholders ensuring a gender-balanced representation about this nomination

Click or tap here to enter text.

Relevant stakeholders include:

- *Owners/custodians of the documentary heritage*
- *Communities with involvement in the documentary heritage*
- *Scholars who research the documentary heritage*

9.0 Risk assessment

9.1 Detail the nature and scope of threats to the nominated material

Click or tap here to enter text.

Is the documentary heritage at risk from:

- *Climatic conditions*
- *Poor storage*
- *Economic issues*
- *Potential political interference*

If your documentary heritage is at risk, say so - UNESCO needs to know its true situation.

10.0 Preservation and access management plan

10.1 Describe, or attach as a scanned document, any existing plans. If no plans exist, provide details about proposed conservation, storage and access strategies.

Click or tap here to enter text.

11.0 Any other information that may support the nomination

11.1 Note below or attach scanned documents as appropriate.

Click or tap here to enter text.

This may include statements from supporters, plans for promoting the documentary heritage if it is inscribed, or scanned news items relating to the documentary heritage.

How do you see this documentary heritage being used for education and research?

12.0 Checklist

<input type="checkbox"/>	Summary completed (section 2)
<input type="checkbox"/>	Nomination and contact details completed (section 3)
<input type="checkbox"/>	Declaration of Authority signed and dated (section 4)
<input type="checkbox"/>	If this is a joint nomination, section 4 is appropriately modified, and all Declarations of Authority obtained
<input type="checkbox"/>	Legal information (section 5)
<input type="checkbox"/>	Details of custodian if different from owner (section 5)
<input type="checkbox"/>	Details of legal status completed (section 5)
<input type="checkbox"/>	Details of accessibility completed (section 5);
<input type="checkbox"/>	Copyright permission for images completed (section 5)
<input type="checkbox"/>	Catalogue and registration information (section 6)
<input type="checkbox"/>	History/provenance completed (section 6)
<input type="checkbox"/>	Bibliography completed (section 6)
<input type="checkbox"/>	Independent referees identified (section 6)
<input type="checkbox"/>	Significance – primary criteria (section 7)
<input type="checkbox"/>	Significance – comparative criteria (section 7)
<input type="checkbox"/>	Statement of significance (section 7)
<input type="checkbox"/>	Details of consultation with stakeholders completed where relevant (section 8)
<input type="checkbox"/>	Assessment of risk completed (section 9)

<input type="checkbox"/>	Summary of Preservation and Access Management Plan completed, or strategy proposed (section 10)
<input type="checkbox"/>	Any other information provided – if applicable (section 11)
<input type="checkbox"/>	Additional scanned documents, including suitable reproduction quality photographs identified to illustrate the documentary heritage (300dpi, jpg format, full-colour preferred*)

*** Please fill out the “Agreement Granting Non-exclusive Rights” form at the last page for any images that will be used by UNESCO to promote the nominated documentary heritage.**



AGREEMENT GRANTING NON-EXCLUSIVE RIGHTS

Reference:

1. a) I, the undersigned, copyright-holder of the media object(s) mentioned below:

Title(s)

Video:

Audio:

Photo:

(Resolution minimum 600 dpi)

hereunder referred to as the 'Work(s)', hereby grant to UNESCO free of charge the nonexclusive right to exploit, publish, reproduce, diffuse, communicate to the public in any form and on any support, including digital, all or part of the media object(s).

- b) These rights are granted to UNESCO for the legal term of copyright throughout the world.
- c) The name of the author(s) will be cited whenever his/her Work is used in any form.

2. I certify that:

- a) I am the sole copyright holder of the Work and am the owner of the rights granted by virtue of this agreement and other rights conferred to me by national legislation and pertinent international conventions on copyright and that I have full rights to enter into this agreement.
- b) The Work is in no way whatever a violation or an infringement of any existing copyright or licence, and contains nothing obscene, libellous or defamatory.

Name, Address, affiliation, email, telephone number

Date:

Signature:

(Please sign and return to UNESCO two copies of the Agreement by Post (or) a scanned copy by e-mail and retain the original for yourself)

Mailing address: Mr Fackson Banda, Unit for Documentary Heritage, Division for Digital Inclusion, Policies and Transformation (CI/DPT/DHE), Communication and Information Sector, UNESCO, 7, place de Fontenoy, 75007 Paris, France; Telephone: +33 (0)1 4568 09 08; e-mail: f.banda@unesco.org (copying) mowsecretariat@unesco.org