



Useful Tips and FAQ

Memory of the World Programme in Asia and the Pacific

Practical advice on submitting a nomination to the MOWCAP Regional Register

- **Step-by-step tips* on completing the [MOWCAP Nomination Form](#)**

- *Title:*
Keep it simple, using 3-5 words, maximum 10 words
- *Summary:*
The summary highlights the nature, uniqueness and significance of the proposed item or collection in about 200 words.

Write it after the criteria and statement of significance have been addressed on the Nomination Form.

- *Details of the nominated documentary heritage:*
 - **Catalogue or registration details:**
This can be added as an appendix if it involves a long list. A URL link to an online inventory can also be shared. A physical description of the item or collection can be added if relevant to its significance.
 - **Images:**
Photos should be submitted electronically as attachments in JPG format with the Nomination Form.
 - **History/origin/background/provenance:**
Provide a comprehensive account of the item or collection's history from the time it was created to its current placement. This is critical to establishing authenticity.
 - **Bibliography:**
Show evidence that your item or collection has been used by scholars, establishing its impact and influence in the public domain. Citing international scholarly works, in addition to local, helps to demonstrate wider influence.
- *Authenticity and integrity:*
Ensure that the identity and provenance can be established. Mention any parts of the item or collection that have been altered, or are damaged, missing or lost.
- *Regional significance — primary criteria:*
Address criteria (historical; form and style; social, community and spiritual) that is relevant, mentioning only those that apply to your item or collection. Information



provided should pertain to the Asia-Pacific region or a sub-region as a whole.

- *Regional significance — comparative criteria:*
Outline similarities, not the differences. Explain the importance of the item or collection in its national, regional or international context if applicable, and its rarity or uniqueness as a one-of-a-kind item or survivor of a once widespread form of documentary heritage.
- *Gender:*
See below: *Applying the Gender Equality lens to the Memory of the World Programme.*
- *Statement of significance:*
Summarize the main points on authenticity and integrity, and regional and comparative criteria. Then, explain the item or collection's significance to, and impact and influence on the history and culture of, the Asia-Pacific region and the wider world. It is advised to use the entire 600-word allowance.
- [Download the original presentation with examples of Indigenous Peoples-related collections from Australia](#) for more detailed tips on completing each field in the MOWCAP Nomination Form.

- **Applying the Gender Equality lens to the Memory of the World Programme**

- *Why do we apply a Gender Equality lens to the Memory of the World Programme?*

To increase the visibility of women and girls in documentary heritage to ensure that their contribution to history is not underestimated

As of now, only seven out of the 426 International Register inscriptions relate directly to women, only one in Asia-Pacific.

- *How do we apply the Gender Equality Lens to documentary heritage?*
Adaptation of UNESCO's Gender Equality Marker (GEM) to the Memory of the World inscriptions:
 - GEM0: The documentary heritage has no discernible effect on gender relations or equality.
 - GEM1: The documentary heritage is "gender-sensitive" in identifying and acknowledging inequalities between men and women.
 - GEM2: The documentary heritage is "gender-responsive" in acknowledging existing gender differences and inequalities, and describing historical events that led to policies/actions that resulted in improvements.



- GEM3: The documentary heritage is “gender-transformative” in demonstrating as having had a transformative effect in history and society for gender equality.
- [Download the original presentation for more detailed tips on applying the Gender Equality lens to the Memory of the World Programme in Asia and the Pacific.](#)

Frequently Asked Questions

[About the MoW Programme and MOWCAP](#)

About the MOWCAP Regional Register nomination process

- *Is the ‘Regional significance — comparative criteria’ an absolute criterion?*
While a nominator does not have to address all the criteria, as they will not all necessarily apply, this exercise does require the nominator to make comparisons with other examples, in order to ascertain the item’s relative degree of significance. Examples included can be both those listed on the MoW registers and those that are not yet inscribed, using online register and catalogues to aid in the search. It is also expected that nominators search for unregistered similar examples, especially in their own country and region.
- *Can images be submitted via USB key?*
The images must be submitted electronically via email. They can be added as appendices or attachments. For moving image files, please contact the Secretary-General at mowcapinfo@gmail.com before submitting.
- *Should the Gender Equality lens be applied for every documentary heritage/inscription being nominated to the MOWCAP register?*
A description of gender equality or women’s empowerment is not mandatory when the subject of the nominated item is not directly related to gender or women. This is to provide another perspective for nominators to examine the significance of their nominated item, and describe findings (if any) in the “Gender” field of the Nomination Form.
- *The statement of significance mentions writing up to 600 words. Is that the maximum number of words?*
That is the maximum number of words, the minimum being 300 words. It is preferable to use the entire 600-word allowance.



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Memory of the World

For more information on the Memory of the World Committee for Asia and the Pacific (MOWCAP), visit their website: <http://www.mowcapunesco.org> or write to m.linh-anh@unesco.org.

*Extracted from [presentation delivered by Dr Roslyn Russell](#) during the online workshop “Expert Tips and Practical Advice: How to Prepare Memory of the World Nominations for Asia and the Pacific” on 7 April 2022