

**AFRICA REGIONAL COMMITTEE OF THE  
MEMORY OF THE WORLD PROGRAMME [ARCMOW]  
DRAFT STATUTES**

**Article 1: Name and status**

- (1) The name of this Committee shall be the Africa Regional Committee of the Memory of the World Programme in these statutes.
- (2) ARCMOW is a subsidiary body of the International Advisory Committee (IAC) of Memory of the World (MOW), created in accordance with the General Guidelines of the MOW Programme.

**Article 2: Objectives**

- (I.) To promote, facilitate and monitor the M.O.W Programme within the African region.
- (II.) To represent the African region at the international level.
- (III.) To support, and facilitate nominations from Africa.
- (IV.) To encourage adequate representation of the African region's documentary heritage in the International M.O.W Register.
- (V.) To support and complement the work of the National M.O.W Committees of member countries.
- (VI.) To seek to raise awareness of the M.O.W Programme and of the documentary heritage of Africa in the African region.

**Article 3: Terms of Reference**

ARCMOW shall be responsible for the following functions:

- (i.) To increase awareness of the importance of documentary heritage, improve its accessibility and use
- (ii.) To promote resource sharing and optimal use of resources in the region
- (iii.) To mobilize political, social and economic support for the MOW Africa Program, in the AU (NEPAD) structures.

- (iv.) To encourage cross country linkages of valuable collections with multi-country cultural significance
- (v.) To encourage the establishment of National MOW Committees
- (vi.) To maintain the African Regional Register of MOW documentary heritage
- (vii.) To discuss the selection criteria and any other matters determined by the M.O.W Programme, and make recommendations.
- (viii.) To mobilize resources and support for MOW projects/activities within the Africa region.

#### **Article 4: Membership**

- (1) ARCMOW shall be composed of UNESCO's National MOW Committees in member states in the Africa region, represented by their appointed delegates.
- (2) For the purposes of these statutes, the definition of a National MOW Committee includes sub-committees of UNESCO National Commissions and sub-regional or multi-national committees, provided these operate consistently with the relevant provisions of the MOW General Guidelines.
- (3) An obligation of membership is the submission of an annual report in terms established by the Executive. The right to vote at ARCMOW meetings is conditional on the timely submission of these reports.

#### **Article 5: Voting**

- (1) Each Country representative in the Executive shall have the right to exercise one vote at ARCMOW Meetings.
- (2) In the case of a tie, the President shall have a deciding vote.

## **Article 6: Session**

- (1) ARCMOW shall meet in general session once every two years. It may meet in extraordinary session, if it decides to do so, or if summoned by the Executive of the M.O.W Programme.
- (2) The Executive shall draw up the agenda for the meetings of ARCMOW and shall circulate it to members at least two months in advance of the meeting.
- (3) Meetings shall normally be in-person gatherings at a specified place but, if warranted by circumstances, they may be conducted virtually by electronic means, where possible.

## **Article 7: Quorum**

- (1) If a simple majority of Executive Committee members are present or represented at a meeting of ARCMOW a quorum is established.
- (2) A member may assign its proxy to another member in a form prescribed by the Executive.

## **Article 8: Observers**

The President, on the recommendation of the Executive, may invite or admit observers at specified sessions of ARCMOW. Observers shall not have the right to vote.

## **Article 9: The Executive**

- (1) ARCMOW shall elect a President, one or more Vice-Presidents (as need requires) and a Secretary General to comprise its Executive. The Secretary Generals of the NATCOM of member countries shall be ex officio members of the Executive. If required the Executive may establish additional positions and appoint Special Advisors whose continued term in office shall be subject to confirmation at the next ARCMOW meeting.

- (2) The term of office of Executive members shall normally be four years – that is, twice the interval between general meetings of ARCMOW. A new Executive shall be elected at every second general meeting of ARCMOW.
- (3) The Executive shall establish its Rules of Procedure which shall be submitted to ARCMOW for approval.
- (4) Executive members, when acting in that capacity, serve as individuals representing the interests of the whole membership of ARCMOW, and NOT as representatives of a particular country or National MOW Committee.

#### **Article 10: Amendment**

- (1) Amendments to the statutes may be made at a general meeting of ARCMOW if two thirds of the members present and represented so decide.
- (2) Proposed amendments must be circulated to all members in writing at least one month in advance of the meeting where they are to be presented for decision.

#### **Article 11: Effectivity**

These statutes take effect at the conclusion of the first ARCMOW meeting (15 June 2007)