****

**ANNEX I**

**MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE CARIBBEAN**

**APPLICATION FORM 2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.0 Nominator** | |  | |  |
| **1.1 Name of the nominator (individual or organization)** | | | | |
| **1.2 Relationship with the nominated estate (indicate whether it is the owner, administrator or custodian of the nominated property)** | | | | |
| **1.3 Person(s) to contact (who provides information about this application~~)~~** | | | | |
| **1.4 Contact information** | | | | |
| **Name** | | | **Address** | |
| **Telephone** | | | **Email** | |
|  | **1.5. Authorization**  **I certify that I have the authority to nominate the documentary heritage described in this form addressed to the Regional Memory of the World Register.** | | | |
|  | **Full name (in mold letters) and title. Signature (scanned)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Institution (where appropriate)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date (day/month/year) Stamp (scanned)** | | | |

|  |
| --- |
| **2.0. Title of the Collection, documentary or bibliographic** **piece that is nominated** |

*The title can be the official name* *of the collection, documentary collection or bibliographic* *piece and must include the date of production, edition or extreme dates in which the documentation was generated.*

*It is recommended to choose a short title because it is the one that will appear in the Memory of the World Register.*

*You can* *also* *choose a title that specifies and describes the content of the collection, documentary collection or bibliographic* *piece, to explain if it is manuscripts, newspapers, photos, audiovisual recordings or books. The title may refer to a topic, to the person or institution that generated the collection, to its volume, era, date of publication or years covered by the documentation as a whole.*

*If the title describes a person's collection, it is recommended to include the extreme dates of birth and death.*

*It is optional to include in the title, the name of the institution that guards the collection, documentary collection or bibliographic* *piece because in the field 1.0 (nominator) it can* *also be mentioned.*

|  |
| --- |
| **3.0 Abstract (max 200 words**) |
| *Provide a brief description* *of the* *documentary* *heritage being nominated and the reasons for proposing it.*  *It is the "showcase" of the nomination and it is better to write it last. It must include all the essential points that you want to highlight, so that anyone who reads it will be able to understand your case even if they do not read the rest of the nomination.*  *Please do not exceed the 200-word limit.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **4.1 Identity and description of documentary heritage** | | | | |  |
|  | **4.1.1. Name and descriptive details of the items being nominated**  *If they are registered, the* *exact title and the name of the institution that must appear on the certificate that is delivered.*  *In this section of the form, you* *should describe the document or set in enough detail to make clear exactly what you are applying for. Any set must be finite, with a start and end* *date and closed.* | | | |  |  |
|  | **4.1.2. Cataloguing or registration details**  *Depending on what* *is being nominated, it might be useful to define a set by appending its* *corresponding catalogue. If this proves too voluminous and impractical, a lengthy description* *accompanied by examples of catalogue, access or registration numbers and other ways of establishing the size and character of a collection.* | | | |  |  |
|  | **4.1.3 Appropriate visual documentation (e.g. photographs or a DVD of the documentary heritage)**  *It is* *appropriate to attach photographs (and in cases of audiovisual materials, a compact disc, DVD as this provides complementary information* *that* *helps advisors to view or listen to the collection or the document.* | | | | |  |
|  | **4.1.4 History / provenance**  *Describe what is known about the history of the collection or document. The information may not be complete but provide the best description you can.* | | | | |  |
|  | **4.1.5 Bibliography**  *A bibliography demonstrates what others have said and written independently about the heritage being nominated. It* *is* *best to be able to cite academics from many countries, rather than just those from your own country, and if they are voices of authority clearly independent of both your institution and UNESCO.* | | | | |  |
|  | **4.1.6 Names, qualifications and coordinates of up to three independent persons or bodies, with the knowledge and expertise about the values and provenance of documentary heritage** | | | | |  |
|  | Name | | Ratings | Coordinates | |  |
|  | 1. | |  |  | |  |
|  | 2. | |  |  | |  |
|  | 3. | |  |  | |  |
|  | *Arbitrators who are summoned shall be invited to give their opinions. The MoWLAC may also contact other expert referees so that* *a good spectrum of opinions is obtained to carry out the evaluation. It is recommended that experts send a letter with their recommendations or* *technical or academic criteria, about the application.* | | | | |  |
| **5.0 Legal information** | | | | | |  |
| **5.1 The owner of the documentary heritage (names and coordinates)** | | | | | |  |
| Name | | Address | | | |  |
| Telephone | | Email | | | |  |
| **5.2 The custodian of the documentary heritage (name and coordinates in case they differ from** **those of the owner)** | | | | | |  |
| Name | | Address | | | |  |
| Telephone | | Email | | | |  |

|  |
| --- |
| **5.3 Legal status** |
| *Provide details of legal and administrative responsibility for* *the preservation of documentary heritage*. |

|  |
| --- |
| **5.4 Accessibility** |
| *Describe how items / collections are accessed.*  *All access* *restrictions must be explained below.*  *Stimulating access is a basic objective of the Memory of the World Programme. Consequently*, *digitalization that makes access possible* *is stimulated and we* *must comment on whether it is being done or will be done. Legal or cultural factors restricting access should also be noted.* |

|  |
| --- |
| **5.5 Copyright** |
| *Describe the copyright status of the item or collection.*  *When the situation of rights is known, it* *must be formulated. However, the status of the rights of an item or collection* *has no bearing on its significance and is not taken into account when determining whether it meets the criteria for registration.* |

|  |
| --- |
| **6.0 Evaluation according to selection criteria** |
| |  | | --- | | **6.1 Authenticity**  *Is the documentary item* *what it appears to be? Have the* *identity and provenance* *been reliably established?* | | **6.2 Regional significance**  *Is the heritage item unique and irreplaceable? Would its disappearance constitute a harmful impoverishment to the heritage of humanity? Will it have had a great influence (positive or negative) in the course of history?* |   **6.3 Comparative criteria**  *Does the estate* *meet any of the following tests? (You must meet at least one of them).*  **1. Time**  *Does it represent a new discovery? Or is it the "first of its kind"?*  **2. Place**  *Does the document contain crucial information about a locality important to the history and culture of the world? For example*, *was the place itself an influence on the facts or phenomena depicted in the document? Does it* *describe the physical environment, cities, or institutions that have since been missing?*  **3. People**  *Is it that the cultural context of the creation of the document reflects significant aspects of* *human behavior, or of social, industrial, artistic, or political development? Or, rather, does it capture the essence of great movements, transitions? Does it illustrate the lives of prominent individuals in the fields indicated?*  **4. Subject and theme**  *Does the subject matter and subject of the document represent a particular development of a historical or intellectual nature in the natural, social and human sciences? Or, does it do so in the political, ideological, sporting or artistic domain?*  **5. Shape and style**  *Does the document have* *outstanding* *value* *of an aesthetic, stylistic or linguistic* *nature, or is it rather a* *typical* *example of a mode of presentation, custom or socio-cultural environment? Will it be an example of a missing* *or disappearing support or format?*  **7.0 Social /spiritual/ community significance:**  *The application of this criterion must reflect living significance: does documentary heritage have an affective impact on people who are alive? Is it revered as sacred or for its mystical qualities, or revered because of its association with people and events of significance? (Once those who revered documentary heritage for its social / spiritual / community significance, no longer do so, or no longer live, lose this specific significance and will eventually be able to acquire historical significanc).*   |  | | --- | | **8.0 Contextual information** | | **8.1 Rarity**  *Does the documentary good that is postulated be unique in its kind? Does it* *have* *special* *attributes, such as later manuscripts that denote their owners, addenda or notes resulting from the observation of them?*  **8.2 Integrity**  *Is the documentary good that is being applied for complete?* | |

|  |
| --- |
| **9.0 Consultation with interested parties** |
| **9.1 Please provide** **details of the consultation about this nomination with interested parties as to its significance and preservation**  *In addition to* *the nominating institution itself, have you consulted with other organizations or groups in preparing this nomination, and if so, how has the reaction been: did they support* or *contradict them*? *Or did they make helpful comments? Please mention the people or institutions that were consulted.* |
| **10.0 Risk assessment** |
| *Specify the nature and extent of the threats to documentary* *heritage*.  *Append a separate statement if space is not enough.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **11.0 Management plan for preservation and access** | | | | |
| **11.1 Is there a management plan for this documentary heritage?** | | | | |
| YES | NO |  |  |  |
| *If the answer is yes, attach that plan. Otherwise, append details about the current storage and custody of documents.* | | | | |

|  |
| --- |
| **12.0 Any other information** |
| *Put the details of the information that supports the inclusion of this documentary heritage to the Regional Register for Latin America and the Caribbean. If the application is successful,* *how will you use that fact to promote the Memory of the World Program?*  *Add a separate declaration if the space is insufficient.* |