

REGULATIONS FOR APPLICATIONS TO THE MEMORY OF THE WORLD REGISTRY OF LATIN AMERICA AND THE CARIBBEAN

The **Regional Committee for Latin America and the Caribbean (MoWLAC)** of UNESCO's **Memory of the World (MoW)** Programme, based on its Guidelines, aims to encourage special protection of the documentary collections of Latin American and Caribbean countries, of regional significance, as well as their preservation and access. In this sense, the MoWLAC calls on the custodians of archives, libraries or museums, to apply for candidacies (document or documentary set, of an archival, bibliographic, audiovisual nature, of any type or support including digital and electronic documents) to be incorporated into the "Memory of the World Registry of Latin America and the Caribbean". The MoW/UNESCO Programme Guidelines, in Spanish and English, are available on the MoWLAC website – www.mowlac.org. For this purpose, it provides:

1. OBJECT

1.1.- These Regulations establish rules for the annual selection process of the candidatures of document or documentary set - of an archival or bibliographic nature, **both textual (manuscript or printed), as audiovisual (film, video, sound record), iconographic (photography, print, design) or cartographic, in conventional, digital or electronic support** - by member country of the Region, for incorporation into the "Memory of the World Registry of Latin America and the Caribbean". Digital and electronic documents or publications are added.

2. THEME

2.1 - The document or documentary set to be proposed must have relevance to the collective memory of Latin American and Caribbean society, in accordance with the guidelines issued by the MoW/UNESCO and in accordance with the criteria established therein. The written justification of this regional importance of the documentary or bibliographic heritage to be applied for is a requirement to participate in this call.

It is recommended to choose for the application, a short title that describes the documentary or bibliographic heritage to be evaluated and the extreme dates it covered.

2.2. - The candidatures of documentary sets of **archival nature** must respect the limits of the respective fund or collection, so that their organic formation and integrity are identifiable. In the case of candidates submitted in a group, these requirements will be relevant taking into account the constituent parts of the **proposed documentary set**.

3. APPLICATIONS AND THEIR HABILITATION

3.1 - Individuals or legal persons, under public or private law, may propose candidacies,

individually or in groups. The possibility of submitting joint applications, directed by more than one natural or legal person, seeks to stimulate the exchange between persons and institutions, being possible applications linked by a common theme to several different funds or collections, or when segments of the same fund or collection are in the possession of different depositaries.

3.2 - Each institution or natural or legal person, public or private, may only submit, individually, a single application per year, without losing the possibility of joining groups that present other candidatures collectively in the same call.

3.3 - The application that has as its object the entire collection, of an archival and bibliographic nature, of a custodial institution, public or private, will not be accepted when said candidacy includes various funds or collections.

3.4 - To formalize the application, it is **mandatory** to use the **Application Form**.

3.5 - The application documents must be completed in Spanish and English, working languages of the MoWLAC Committee.

3.6 - All forms must be submitted in electronic format. The complete file must consist of documents with the following characteristics: texts in PDF format; digitized images of documents and photographs in JPG or TIFF format at 300 dpi; moving images in MPEG format; audio in MP3 format. In the event that the total of these texts and images exceeds the memory capacity allowed to send via email, they may be sent through temporary storage services on the Internet, such as WeTransfer or Google Drive, as long as the Regional Committee authorizes it before the closing of the call.

4. DELIVERY OF THE APPLICATIONS

4.1 - The **Application Form** must be completed in Spanish and English, and sent to the Committee, **31 July 2023 at 23.59 hours, UTC-5 (Ecuador)**. THE SUBJECT LINE OF THE EMAIL SHOULD STATE CLEARLY "MoWLAC APPLICATION **2023**".

Applications should be emailed to:

The MoWLAC Secretariat: mowlac.secretariat@unesco.org,

This email **must be copied** to:

- The Mowlac Bureau: comiteregionalmowlac@gmail.com
- The [National MoW Committee in your country](#) (or the [National Commission for UNESCO](#) in your country if no National MoW Committee exists)

5. EVALUATION

5.1 - The evaluation and approval of the candidatures to be registered in the "Memory of the World Register of Latin America and the Caribbean", is the responsibility of the MoWLAC members.

5.2 - The evaluation will be made following the following selection criteria:

5.2.1 - **Relevance of the document or documentary set** for Latin American and Caribbean history, culture and society;

5.2.2 - **Authenticity of the document or documentary set.**

5.2.3 - **Uniqueness, uniqueness and integrity of the document or documentary set**, signifying, its loss or deterioration, an impoverishment of the cultural heritage of Latin America and the Caribbean;

5.2.4 - **Accessibility of the document or documentary set**, respecting the implicit limitations to its preservation and security;

5.2.5 - **Importance of the document or documentary set**, in the time and space of its production, taking into account the place, the individuals involved in its generation, the subject or subject treated, as well as its form and style.

5.3 - The MoWLAC may request the contest of *ad hoc* specialists, in the case of a large number of candidatures to be evaluated and provided that the thematic specificity of any application so requires.

5.4 - Nominations submitted by institutions established in UNESCO member countries in the Region may be approved. MoWLAC may not approve any candidacy, when they do not meet the criteria established in the Call and in these **Regulations**.

6. APPEALS

6.1 - Aspects related to possible appeals to the Committee's decisions shall be resolved by the Bureau.

7. RESULTS

7.1 - The candidatures approved to be incorporated into the "Memory of the World Register of Latin America and the Caribbean" will be announced within 30 days after the conclusion of the evaluation.

7.2 - The Minutes with the final result of the approved candidatures will be published on the websites <https://www.mowlac.org>, <https://en.unesco.org/fieldoffice/montevideo/>

7.3 - UNESCO and MoWLAC will deliver a Certificate to the owners or custodians of the document or documentary set that is registered in the "Memory of the World Registry of Latin America and the Caribbean".

8. ABOUT THE MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE CARIBBEAN

8.1 - The candidatures approved by the MoWLAC will be registered in the "Memory of the World Register of Latin America and the Caribbean" with the title consigned by the owner or custodian in the application.

8.2 - The natural or legal persons who own or hold the documents or documentary sets incorporated into the "Memory of the World Registry of Latin America and the Caribbean", will individually receive the official communication from the MoWLAC Board of Directors with the results.

8.3 - The certificates of the Memory of the World Register of Latin America and the Caribbean shall be signed by the President of MoWLAC and by the representative of UNESCO in charge of the Secretariat of the Committee.

8.4 - The information collected from the records will be integrated into **the Observatory for Documentary and Digital Heritage** of MoWLAC. It will be the responsibility of the owners and custodians to provide the information that complements and updates the register.

8.5 - The incorporation into the "Memory of the World Register of Latin America and the Caribbean" does not imply any type of award or commitment of MoWLAC and MoW/UNESCO to provide financial resources to the owners or custodians of the registered collections.

8.6 - The incorporation into the "Memory of the World Register of Latin America and the Caribbean" has no implications for possession nor does it mean an impediment to the transfer of ownership of the *acquis*. It requires, however, the commitment of owners or custodians for its preservation and the communication to the MoWLAC Committee of changes in ownership or custody and location of the registered collections.

8.7 - The incorporation of the document or documentary set to the "Memory of the World Register of Latin America and the Caribbean" does not invalidate or change the legal provisions emanating from other organizations, national or supranational.

8.8 - The MoWLAC will communicate the registers registered in the "Memory of the World Register of Latin America and the Caribbean" to the MoW national committees, when they exist, and to the International Committee of the MoW/UNESCO.

9. ADDENDA TO THE MEMORY OF THE WORLD REGISTER OF LATIN AMERICA AND THE CARIBBEAN

9.1 - The owner or custodian of an *acquis* registered in the "Memory of the World Register of Latin America and the Caribbean" may request, in subsequent calls, the integration of complementary parts to the original set by means of an addendum, using the application

form.

10. OGENERAL CONSIDERATIONS

10.1 - Failure to comply with any of the regulatory requirements will be grounds for the disqualification of the nomination to the "Memory of the World Register of Latin America and the Caribbean".

10.2 - Special cases will be resolved by the MoWLAC Bureau.

10.3 – Questions about this Call, its Regulations and other Annexes should be addressed to the MoWLAC Bureau, comiteregionalmowlac@gmail.com