UNESCO-ASEAN Member States (AMS) Action Plan for the Implementation of the UNESCO Recommendation on Documentary Heritage[1]

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Recommendation section 1: Identification of documentary heritage

What are the main challenges in your country and the ASEAN region for identifying documentary heritage?	What actions should governments take to address the challenge?	What actions should memory institutions (museums, libraries, archives) take to address the challenge?	What actions should be taken by others? (UNESCO, Memory of the World Committee for the Asia Pacific (MOWCAP), ASEAN Secretariat, professional associations, NGOs, private sector, community, individuals)
National registers of documentary heritage not yet developed in many ASEAN member states (AMS).	Governments to support the establishment of a Memory of the World (MOW) national committee which will implement the national MOW registers.	Museums, libraries, archives and any memory institutions to identify and nominate significant documentary heritage from their collections to MOW registers (national, regional, international).	UNESCO, MOWCAP, experts, MOW Committees to encourage institutions to nominate documentary heritage as well as provide training/guidance in establishing national registers. UNESCO, MOWCAP, experts, MOW Committees to provide training on promotion of national registers of documentary heritage.
There is often limited collaboration between national memory institutions to identify documentary heritage in the ASEAN region	Periodic meetings between institutions to be held/encouraged.	Joint online catalogues and programs between different memory institutes in the country.	MOW committees to provide an avenue/platform to bring all concerned stakeholders together (meetings, consultations, workshops etc.)

[1] Developed and adopted by delegates from 10 ASEAN Member States and Timor-Leste at the Consultation for the Implementation of the UNESCO Recommendation on Documentary Heritage 9-11 May 2017, Kuala Lumpur, Malaysia– Agenda

(making the task more difficult).	Joint programs between different agencies facilitated.	Sharing of facilities (infrastructure e.g. archival repositories, preservation facilities).	
Documentary heritage is often held in different locations with a variety of ownerships (individuals, governments, community groups etc.) making it difficult to identify.	Governments to engage with local government and communities to support and facilitate the identification of dispersed documentary heritages. Governments to support outreach and awareness raising initiatives to encourage identification of documentary heritage.	Memory institutions to undertake outreach and awareness raising initiatives to encourage identification of documentary heritage.	Universities/education/ research institutes to support the identification of documentary heritage in their respective region. MOW national committees to maintain a national and local directory of focal points for documentary heritage.
Collections in private/individual ownership.	Government to encourage private/individual voluntary identification/registry of documentary heritage. Encourage private holders to provide access to their collections	Memory institutions to seek out private collections and encourage voluntary identification of documentary heritage and support their preservation. Naming of private collections deposited with memory institutions as a way of acknowledging their contribution.	MOW committees to encourage nominations from private individuals and to share the MOW programme objectives with them. National MoW Committees to include individuals and representatives of private collections.
Documentary heritage of AMS is often located outside of the countries.	Encourage and fund bilateral or multilateral engagement for access to copies, and in certain cases repatriation.	Build relationships with their counterparts in other countries.	UNESCO and MOWCAP to promote joint nominations, cooperation and awareness raising.

Identifying born digital records for preservation is difficult in AMS.	To support the development of standards, guidelines and good practices, in line with international standards.	To apply international standards, guidelines and good practices e.g. UNESCO PERSIST	Disseminate the guidelines of UNESCO-PERSIST Available here: http://bit.ly/2q2YHoe
Identifying and safeguarding documentary heritage located in conflict and disaster areas.	Arranging safe passage and alternative storage in the event of collections being impacted by conflict or natural disasters. Governments to offer the option of temporary safe havens for documentary heritage at immediate risk, if requested.	Identifying impacted collections and taking relevant preservation actions. Accommodating affected collections where appropriate.	Promote the work of International Committee of the Blue Shield and the IFLA Risk Registers. UNESCO, professional associations and international organisations to provide expertise for the assessment of damage and safeguarding of affected collections.

Recommendation section 2: Preservation of documentary heritage

What are the main challenges in your country and the ASEAN region for preserving documentary heritage?	What actions should governments take to address the challenge?	What actions should memory institutions (museums, libraries, archives) take to address the challenge?	What actions should be taken by others? (UNESCO, MOWCAP, ASEAN Secretariat, NGOs, private sector, individuals)
There is a variety of type of documentary heritage materials which are specific to the ASEAN region and this poses challenges for preservation (e.g. metals, wood, paper, leaves etc.)	Government to consider this preservation need, and to support consultations amongst experts/scientists to address preservation challenges.	Memory institutions to organise preservation training, webinars/online training by type of materials explaining how to do the preservation, and raise public awareness.	UNESCO, MOWCAP to facilitate the networking of specialised preservation experts.
Lack of knowledge on traditional methods of preservations.	Government to support research in this area, including replacement of modern chemicals with traditional methods.	Memory institutions to conduct research, promote and apply traditional preservation methods (where appropriate).	UNESCO, MOWCAP to conduct/support research and raise awareness about traditional methods of preservation.

Preservation of digital heritage still an emerging field in many ASEAN Member States.	Governments to develop policies on the preservation of digital heritage.	Museums, libraries, archives to develop and implement policies for digital heritage including the UNESCO-PERSIST Guidelines.	UNESCO and professional associations to conduct/support training on the preservation of digital heritage, such as the UNESCO/ PERSIST Guidelines and specifically 'Management of long-term digital preservation and Metadata'
Lack of infrastructure and resources (human, financial, technological).	Government to provide adequate financial support for the preservation of documentary heritage (annual budget, grant scheme) through the proper mechanisms. Governments to facilitate collaboration among institutions for the bulk purchase of preservation materials.	Memory institutes to encourage public-private partnerships and fund-raising to boost resources. Memory institutions to pursue capacity building opportunities to support preservation efforts. To raise public awareness about the importance of preservation.	UNESCO and MOWCAP to raise the profile/awareness through the MOW programme, and thereby encourage support. ASEAN to explore possible partnership with ASEAN Dialogue Partners.
Capacity building required for preservation methods given the variety of materials and environmental conditions in the ASEAN region.	Governments to provide the resources and a supportive environment to develop preservation capabilities.	Memory institutions to proactively support capacity building training for their staff and community groups.	International organisations such UNESCO, MOWCAP, ICA, IFLA etc. to provide training. UNESCO/MOWCAP to advertise training opportunities they conduct as well as those by international organizations.
In many AMS there is a shortage of qualified human resources for preservation and this is related to the lack of higher education courses related to documentary heritage.	Develop academic curricula for courses related to documentary heritage (including preservation) in the region and provide scholarship opportunities.	Should encourage continuous learning as part of career development and allocate budgets accordingly.	UNESCO, MOWCAP, and professional associations to develop training modules specific to the region.

Trafficking of documentary heritage	Government to formulate and/or enforce legislation concerning the trafficking of documentary heritage.	Memory institutions to undertake due diligence and maintain inventories/registers of documentary heritage, including photographs.	UNESCO and ASEAN to promote the UNESCO Conventions (1954, 1970) on illicit trafficking of cultural heritage.
While the region is vulnerable to disasters, there is often a lack of disaster management plans for documentary heritage, in particular for privately owned collections.	Governments to require public institutions to develop disaster management plans and encourage their development for private collections.	To develop disaster management plans, train staff and also provide training for community archives.	UNESCO and professional associations e.g. Blue Shield, IFLA, ICA, Co-ordinating Council of Audiovisual Archives Associations (CCAAA) to share guidelines, models etc. and provide training
To ensure that all digital archives/databases are adequately backed up	Government should provide infrastructure, and promote standards	Institutions ensure adequate backup	Professional associations to promote standards

Recommendation section 3: Access to documentary heritage

What are the main challenges in your country and the ASEAN region for identifying documentary heritage?	What actions should governments take to address the challenge?	What actions should memory institutions (museums, libraries, archives) take to address the challenge?	What actions should be taken by others? (UNESCO, MOWCAP, ASEAN Secretariat, NGOs, private sector, individuals)
Difficult to access documentary heritage owned by private individuals/institutions, communities.	Develop innovative plans, partnerships, and strategies, provide incentives, raise awareness, support 'community archiving'.	Collaborate and assist, register private collections and seek long-term arrangements, and support community archiving.	Facilitate links between governments, institutions, and individuals. Support community archiving National MOW committees to involve private individuals/institutions and communities in their activities.
Digital connectivity is not evenly spread or accessible throughout many AMS.	Governments to support the development of information technology infrastructure.	Promote alternative access options.	

Limitation of access to documentary heritage particularly state/government records.	Government to consider creating legislation and updating relevant regulations in line with international standards for access to public information.	Memory institutions to formulate access policy, in line with international standards, for the public release of state/ government records.	UNESCO and MOWCAP to promote good practices for access to information of documentary heritage. UNESCO to advocate and support for the participation of memory institutions and civil society in developing or updating legislation/policies.
Documentary heritage in minority language and old languages are often not accessible and not visible in memory institutes.	Government to develop policy to support the maintenance of minority languages and enhance their visibility.	Memory institutions to develop expertise in the languages and promote the availability of relevant documents including in digital form.	UNESCO to promote the safeguarding of endangered languages through the Atlas program, education initiatives, and standards (e.g. Unicode)

Recommendation section 4: Policy measures for the preservation of and access to documentary heritage

What are the main challenges in your country and the ASEAN region for identifying documentary heritage?	What actions should governments take to address the challenge?	What actions should memory institutions (museums, libraries, archives) take to address the challenge?	What actions should be taken by others? (UNESCO, MOWCAP, ASEAN Secretariat, NGOs, private sector, individuals)
Documentary heritage often not considered as an asset and subsequently not included as a priority in national develop agendas.	Governments to define documentary heritage as a national asset (good governance, tourism, national identity and history etc.) and to invest in it accordingly.	Memory institutions to collectively advocate for the value of documentary heritage within the national development agenda.	UNESCO to strengthen the Memory of the World programme and support AMS implement the UNESCO Recommendation on documentary heritage.
Awareness amongst policy makers and the public on the need for the preservation of and access to documentary heritage is low	Governments to support the translation of the UNESCO Recommendation on documentary heritage in to the AMS languages.	Translation of the UNESCO Recommendation and guidelines in to the AMS languages. Memory institutions to advocate for the preservation/access through public events, celebration of international and	Translation of the Recommendation and guidelines in to the AMS languages. UNESCO, MOWCAP and professional associations to advocate for the preservation/access through public events, celebration of international days etc.

		national days etc. and develop educational and outreach programs for schools and the public.	
Out-dated copyright laws inhibit the sharing of information and access to, and preservation of documentary heritage.	Review copyright laws to maximise access to orphan works and promote open access policies and permit preservation action wherever necessary regardless of access restrictions.	Memory institutions should implement open access polices and promote and undertake preservation action wherever necessary regardless of access restrictions.	UNESCO, MOWCAP to encourage comparisons across ASEAN of all copyright laws.
Maintaining control of and access to digital collections.	To advocate for the use of open source software.	Memory institutions to use open source software whenever possible.	UNESCO to continue advocating for the use of free and open source software (http://en.unesco.org/foss)

Recommendation section 5: National and international cooperation

What are the main challenges in your country and the ASEAN region for identifying documentary heritage?	What actions should governments take to address the challenge?	What actions should memory institutions (museums, libraries, archives) take to address the challenge?	What actions should be taken by others? (UNESCO, MOWCAP, ASEAN Secretariat, NGOs, private sector, individuals)
Many AMS are yet to establish a National MoW Committee, or existing National MoW Committees are not active	Support the formation and activities of National MOW Committees	Participate in the formation and activities of National MOW Committees	To support national level stakeholder's meetings for the establishment of National Committees. UNESCO/MOWCAP to provide training(s) on establishing national committees. UNESCO/MOWCAP to update contact lists of national committees of AMS.
Very few joint nominations for MOW registers.	Government to support the development of joint nominations to the MOW Registers, especially through bilateral and	Memory institutions identify documentary heritage for joint nominations.	UNESCO to provide training(s) on nominating joint documentary heritages and platforms for expert meetings on identifying thematic areas for joint nominations.

	multilateral arrangements.		
Cooperation with MOWCAP to be enhanced, particularly for countries with no National MOW Committees.	Government to encourage the creation of National MOW Committees where they do not yet exist.	Memory institutions to collaborate with UNESCO and MOWCAP to support the establishment of National MOW Committees.	UNESCO/MOWCAP to encourage the participation of all AMS National MOW Committees and/or representative in the MOWCAP meetings. MOWCAP to support the formation of National MOW Committees for AMS.