

THE MEMORY OF THE WORLD  
PROGRAMME (UNESCO-MoW)

STATUTES OF THE GHANA NATIONAL  
COMMITTEE FOR UNESCO MEMORY  
OF THE WORLD PROGRAMME.



Ghana National Committee for UNESCO

*Memory of the World*

**STATUTES FOR THE NATIONAL  
MEMORY OF THE WORLD COMMITTEE**

**GHANA NATIONAL COMMITTEE  
FOR UNESCO MEMORY OF THE  
WORLD PROGRAMME**



# STATUTES FOR THE GHANA NATIONAL COMMITTEE for UNESCO MEMORY of the WORLD PROGRAMME (GNCU-MoW)

## **1.0 PREAMBLE**

The UNESCO Memory of the World Programme (MoW) aims to facilitate the preservation of the world's documentary heritage, support universal access to documentary heritage and raise awareness of its existence and importance. One of its major instruments is the International Memory of the World Register, which inscribes documentary heritage from various countries and regions of the world recognised as having universal significance and value.

Through the [Memory of the World Programme UNESCO has closely cooperated with Member States to identify, preserve and promote access to the world's documentary heritage, to make it available to all, including future generations.](#)

Member states are to set up National Memory of the World Committees which will contribute to the success of the Programme which relies heavily on the drive, initiative and enthusiasm of such national committees. It is envisaged that the National Memory of the World Committees' work will specifically

emphasise the importance of documentary heritage as the primary means of knowledge creation, expression, and communication and promote the sharing of knowledge for greater understanding and dialogue while striving always to promote peace globally.

## **2.0 NAME**

The Committee, known as the Ghana National Committee for UNESCO Memory of the World Programme (GNCU-MoW), will be the focal body to liaise with the UNESCO Memory of the World Programme and will operate within the framework and objectives specified in the Memory of the World General Guidelines.

## **3.0 MEMBERSHIP**

3.1. The GNCU-MoW shall be composed of not more than fifteen (15) members.

3.2. Members shall as much as possible reflect the relevant sectors relating to documentary heritage within Ghana.

3.3. Members shall be appointed by the Secretary General of the Ghana Commission for UNESCO and serve in their personal capacities.

3.4 Members shall be chosen based on their technical knowledge of the field and on their ability to contribute to the achievement of the Programme's objectives.

#### **4.0 COMPOSITION OF COMMITTEE**

4.1 The membership of the committee shall be made up of the following experts:

I. A former Ghanaian member of the IAC or Africa Regional Memory of the World Committee (if available)

II. An archival professional from Public Records and Archives Administration Department

III. An Archival professional from universities in Ghana

IV. A Library professional from Ghana Library Authority

V. A Library professional from universities in Ghana

VI. A Museum professional from Ghana Museums and Monuments Board

VII. A Museum/Heritage professional from universities in Ghana

VIII. A Conservation/Preservation professional

IX. A representative from the National Commission on Culture

X. A representative from the National Folklore Board

XI. A representative from the Ghana Commission for UNESCO

XII. A Legal practitioner of not less than 10 years standing.

XIII. A Photographic/Cinematographic Historian

XIV. A representative of the print/electronic media

XV. One other person with relevant specialised skills or experience.

## **5.0 TERM OF OFFICE**

5.1 To ensure continuous innovation and continuity, the first committee shall serve a term of four years. Thereafter, half the members may serve a further term of two years and the other half may serve a further term of four years.

5.2 Subsequently committee members shall serve a term of four (4) years with an option to renew and no member shall serve more than three consecutive terms.

5.3. In the event of vacancy as a result of death, retirement, incapacitation, or such other situation, where a member was appointed from an institution, the affected institution shall officially notify the GNCU-MoW Secretariat and subsequently nominate a replacement. In all other cases, the Secretary-General shall appoint a replacement.

## **6.0. TERMINATION OF MEMBERSHIP**

6.1. If a member fails to attend three consecutive meetings without any acceptable reasons, that specific member will lose his or her membership, and a replacement will be made.

## **7.0 ROLES & FUNCTIONS**

### **7.1. The GNCU-MoW shall:**

I. Serve as an advisory body for the Government of Ghana on all documentary heritage-related research and educational matters.

II. Have the responsibility for the overall management and monitoring of the Programme in Ghana

III. Support the implementation of the 2015 UNESCO Recommendation GNCU-MoW concerning the Preservation of, and Access to, documentary heritage

including in the digital form.

IV. Be responsible for planning the activities of the national GNCU-MoW programmes, defining its priorities, and co-ordinating its execution.

V. Encourage, receive, and assess nominations of documentary heritage for inclusion in the Ghana National Register for the Memory of the World

VI. Coordinate and propose nominations from Ghana to the African and the International Memory of the World Registers.

VII. Work in close collaboration with the Public Records and Archives Administration Department and other relevant governmental and non-governmental organisations and individuals in Ghana in developing, establishing, and maintaining the Ghana Memory of the World Register and contributing to the regional and international Registers.

VIII. Raise awareness, knowledge and goodwill of the importance of documentary heritage in Ghana.

IX. Promote the preservation, accessibility, and use of documentary heritage in Ghana.

X. Encourage and seek government and private sector



sponsorship for specific Memory of the World projects and activities in Ghana.

XI. Work in close collaboration with the Ghana Commission for UNESCO, the International Advisory Committee (IAC) of the Memory of the World (MoW) Programme, and the African Regional Memory of the World Committee (ARCMoW) created in accordance with the General Guidelines of the UNESCO MoW Programme.

XII. Work closely with other relevant national committees and international programs.

XIII. Be responsible for coordinating responses to international surveys on documentary heritage in Ghana.

XIV. Represent Ghana at the African and global levels on Memory of the World Programme matters.

## **8.0. NATIONAL MEMORY OF THE WORLD REGISTER**

The Committee shall compile the Register in collaboration with the Public Records and Archives Administration Department (PRAAD), the Ghana Museums and Monuments Board, and other Institutional and Individual Holders of documentary heritage. Any original public records will be retained

by PRAAD which subject to the Public Records and Archives Administration Act, 1997 (Act 535) shall provide the GNCU-MoW with electronic access/copies. Electronic access to the National Memory of the World Register will be provided through the GNCU-MoW's website.

## **9.0 MEETINGS AND WORKING PROCEDURES**

### **9.1. OFFICERS**

9.1.1 The Chairperson shall be appointed from among members of the GNCU-MoW

9.1.2 The Chairperson shall preside over all meetings.

9.1.3 The Ghana Commission for UNESCO shall provide a secretary for the Committee. The Secretary shall act as the liaison between the GNCU-MoW and the Secretariat to organize meetings, coordinate correspondence, and generally assist the GNCU-MoW administratively.

### **10.0. FINANCIAL MATTERS**

10.1. The Committee shall manage its own funds which will be used primarily for raising awareness and promotion of the memory of the world programme and accounted to the Ghana Commission for UNESCO.

As required, it may manage projects or tasks delegated by the National Commission, the Regional Memory of the World Committee or the International Advisory Committee (IAC)

## **11.0. MEETINGS**

11.1. The GCU-MoW shall meet at least two (2) times each year. Emergency meetings may be called when necessary.

11.2. The Chairperson of the Committee shall convene and preside over all meetings. In his/her absence, the Chairperson shall designate a member to act.

11.4. The Committee shall arrive at decisions by consensus.

11.5. In any case, where the Committee is unable to reach a decision by consensus, votes will be taken, and a decision made by a simple majority of members present. In case of a tie, the Chairperson shall have the deciding vote.

11.6. Dates and Venue of meetings

Apart from emergency meetings, the dates and venues of all meetings shall be communicated to members at least one (1) week prior to the meeting.

## 11.7. Quorum

A simple majority of members at a meeting of the National Committee as well as its sub-committees shall constitute a quorum.

## 11.8 Minutes

Minutes of all meetings shall be taken and circulated among the members of the GNCU-MoW and the Ghana Commission for UNESCO.

## **12.0 SUB-COMMITTEES (Technical committees)**

12.1. The Committee shall establish not more than five (5) technical committees including,

- Registers sub-committee.
- Preservation sub-committee
- Marketing & Communications sub-committee
- Technology sub-committee

12.2. In performing its functions, the Committee may constitute sub-committees made up of experts and committee members.

12.3. The Committee may nominate the chairpersons

of the sub-committees.

12.4. Sub-committees may co-opt experts for information that they may need to enhance their work.

12.5. Members of sub-committees shall not be more than five (5).

12.6. Members shall be made up of persons with diverse expertise in the required specialized fields.

12.7. Each sub-committee shall have a chairperson and a secretary.

12.8. The Committee shall meet as and when necessary.

12.9. All sub-committees established shall be standing committees.

12.10. The work of the committee shall be voluntary and as such attract no professional fee.

### **13.0 AD HOC COMMITTEES**

13.1. The Committee may also constitute such ad hoc committees as may be necessary to perform specific functions. An ad hoc committee shall cease to exist after the execution of its task and submission of a

report to the GNCU-MoW.

13.2. The Committee may nominate the chairperson of an ad hoc committee.

13.3. Ad hoc committees may co-opt experts that they may need to enhance their work.

13.4. Members of ad hoc committees shall not be more than five (5).

13.5. The term of office for an ad hoc committee shall be determined upon its establishment by the GNCU-MoW.

13.6. Ad hoc committees shall have a chairperson and a secretary.

13.7. Ad hoc committees shall meet as and when necessary.

13.8. The work of ad hoc committees shall be voluntary and as such attract no professional fee.

#### **14.0. SECRETARIAT**

14.1 There shall be established in the host institution a Secretariat of the GNCU-MoW.

14.2 The Secretariat shall provide support to the GNCU-MoW in its work.

14.3 The Secretariat shall be responsible for the provision of documents relevant to the activities of the Ghana National Committee, and for the preparation and distribution of official documents of the Ghana National Committee.

14.4 The Secretariat shall coordinate the work of the Ghana National Committee and fix the dates, hours, and order of business of meetings in consultation with the Secretary of the Ghana National Committee

14.5 The Secretariat shall undertake any other function that the GNCU-MoW may assign to it.

14.6 The host institution shall provide support staff for the Secretariat.

## **15.0 ACCOUNTABILITY**

15.1 The GNCU-MoW shall be accountable to the Ghana Commission for UNESCO

15.2 A formal annual report of the activities of the Ghana National Committee for UNESCO Memory of the World Programme will be provided to the Secretariat of the Ghana Commission for UNESCO.

## **16.0 RULES OF PROCEDURE**

16.1 The GNCU-MoW and all its sub and ad hoc

committees shall establish its rules of procedure in accordance with Article 54 of the Regulations for the general classification of the various categories of meetings convened by UNESCO.

16.2 The GNCU-MoW shall establish its code of ethics.

16.3 The Secretary to the GNCU-MoW shall draw up the agenda of the meetings of the Committee in consultation with the Chairperson of the Ghana National Committee

16.4 After each meeting, GNCU-MoW shall compose a report on its work and its recommendations which shall be presented at the next meeting of the GNCU-MoW.

## **17.0 CONFIDENTIALITY**

17.1 The Chairperson and Members of the GNCU-MoW shall maintain the confidentiality of information.

17.2 The duty to maintain confidentiality shall continue after membership of the GNCU-MoW ceases.

17.3 The duty to maintain confidentiality shall also apply to other persons besides those mentioned in Section 4.0 who are involved in carrying out any task



of the GNCU-MoW.

17.4 At the expiration of the tenure of membership of any member of the GNCU-MoW or any sub or ad hoc committees, the members shall return all documents in their possession concerning the works related to the GNCU-MoW to the Secretary.

17.5 A member of the GNCU-MoW who infringes on the provisions of this section shall be sanctioned under the relevant laws of the Republic of Ghana.

## **18. LEGAL STATUS**

The GNCU-MoW is not a legal entity and shall not enter into any contractual or other legal arrangements with the owners and custodians of documentary heritage and commercial organizations.

## **19.0 AMENDMENTS**

16.1 This statute may be reviewed every two years as necessary.

16.2 The GNCU-MoW may amend these provisions upon the votes of two-thirds of the members of the Committee.

These rules take effect from the conclusion of the GNCU-MoW meeting dated: 22nd June 2023



Secretary General  
Ghana National Commission for UNESCO  
Ministry of Education, Accra

W: [www.unescoghana.org](http://www.unescoghana.org)  
E: [info@unescoghana.org](mailto:info@unescoghana.org)  
Tel.: 0302 666 042