

| | | |
|------|------------------------------|----------|
| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|



Ghana National Committee for UNESCO

Memory of the World

**Ghana National Committee
UNESCO Memory of the World Program
(GhNCU-MoW)**

NOMINATION FORM

(Nominations must be received by 31st December and 30th June for consideration for inscription in a particular year)

| Office Use Only | |
|----------------------|---------------------------------|
| ID code: | Item or collection short title: |
| Institution / Owner: | Country or countries |

Introduction

Information on the Ghana National Memory of the World Committee Programme can be found at www.unescoghana.gov.gh

This Form should be completed to nominate documentary heritage to the Ghana National Register of the Memory of the World. It sets out the range of information needed. Nominations should be clearly expressed and flow in easy-to-understand language. The Nomination should be made in not more than twenty(20) A4 pages.

Before you start filling in the nomination form, read the **Memory of the World Ghana National Register Guidelines** document available on the website of the Ghana National Memory of the World Committee (www.unescoghana.gov.gh).

Completed nomination forms must be submitted to the Ghana National Memory of the World Committee through the UNESCO National Commission in Ghana. The completed form should be sent by email to mow@unescoghana.gov.gh . The Secretary will confirm receipt of nominations by email.

www.unescoghana.gov.gh

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

Contact the Ghana National Memory of the World Committee mow@unescoghana.gov.gh if you need to provide large files such as those for moving images.

Please note that no material you submit to Ghana National Memory of the World Committee will be returned. All nomination documents will be retained as part of the Archive.

Please contact the Ghana National Committee if you have any questions or further information by email – mow@unescoghana.gov.gh .

Please ensure that you keep a copy of your Nomination Form for your records in case the Ghana National Committee needs to contact you.

Note 1: The title and a short description of all nomination forms accepted for assessment will be put on the Ghana National Committee website prior to a decision being made about whether or not they will be inscribed on the register. The Ghana National Committee will provide copies of admissible nomination forms on request.

Note 2: If inscribed, the nomination form will be posted on the Ghana National Committee website with the personal details of the expert referees removed.

Note 3: Please carefully read Section D of the **Memory of the World Ghana National Register Guidelines** document on Admissibility before you begin to fill in the Nomination Form.

Helena Asamoah-Hassan
**Chairperson, Ghana National Committee
Of the Memory of the World Programme**

| | | |
|------|------------------------------|----------|
| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|

Memory of the World National Register Nomination Form

1.0 Title of Documentary Heritage Item or Collection (max 10 words)

The title will be used for such activities as publicity and certificates of inscription.

2.0 Summary (max 200 words)

Give a brief description of the documentary heritage being nominated, and the reasons for proposing it. Include the type of document heritage such as manuscripts, papers, film etc. Highlight the nature, uniqueness and significance of the nominated documentary heritage.

3.0 Nominator/s Contact details

3.1 Name of nominator/s (person/s or organisation/s)

3.2 Relationship to the nominated documentary heritage

3.3 Contact person/s Address

3.4 Contact details

Telephone

Email

| | | |
|------|------------------------------|----------|
| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|

4.0 Declaration of Authority

I certify that I/we have the authority to nominate the documentary heritage described in this document to the Ghana National Memory of the World Register. All nominators must sign here. (A signed support letter from the nominators' National Commissions is required when the nomination is from two or more Member States. See Section **K** in the **Guidelines** document for more details)

| | |
|---------|----------|
| Name | Position |
| Address | Email |

Signature/s of nominator/s.....

5.0 Legal Information

5.1 Owner/s of the documentary heritage (name and contact details, if different from the nominator/s). Please ensure to acknowledge the owners and traditional practitioners of Indigenous/community knowledge, oral literature and oral history.

| | |
|---------------|-------------|
| 5.1 Name | 5.2 Address |
| 5.3 Telephone | 5.4 Email |

5.5 Custodian/s of the documentary heritage (name and contact details if different from the owner/s)

| | |
|-----------|---------|
| Name | Address |
| Telephone | Email |

Please note: Written permission for nomination of this item from the Owners and/or Custodian/s if different from the nominator, **must be attached** to this Nomination Form.

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

5.6 Legal status

Provide details of the legal and administrative powers for the preservation of the documentary heritage.

5.7 Copyright status

Describe the copyright status of the item(s) / collection, if known.

The answer to this question is not taken into account when determining whether the nominated documentary heritage meets the criteria for inscription.

5.8 Accessibility

Describe how the documentary heritage may be accessed

Any access restrictions should be explicitly stated below (for instance if advance permission is required, or if general access is not permitted by tradition or custom of the originating community).

6.0 Identity and Description / Details of the Nominated Documentary Heritage

6.1 Exact title of the documentary heritage

Give the exact title of the nominated documentary heritage and the exact name of the nominating institution/s.

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

6.2 Type of documentary heritage

Describe the type/s of documentary heritage. Examples include papers, photos, digital, maps, manuscripts, film etc.

6.3 Catalogue or registration details

Give the catalogue or registration details for the item or collection.

A nominated collection or archival fonds must be finite, with clear beginning and end dates. If the catalogue or registration details are too long, provide a description of the contents with sample catalogue entries, accession or registration numbers. **Or** you can add the catalogue/registration details as an appendix, or provide a link to an online inventory.

6.4 Visual documentation/ Images of the documentary heritage (if applicable).

Three to six digital images of the documentary heritage should be provided as attachments to this form in JPG or PNG format. By providing the images you are agreeing that they can be used by GhNCU-MoW for the purpose of promoting Memory of the World e.g. newsletters, website etc. To enhance the visibility of the proposed item in the fields of education, research, and culture, we suggest that the image(s) be attributed a Creative Commons CC-BY-SA license. This mechanism ensures attribution of the image(s) to its/their owner(s) and thus protects the rights of the image's owner(s). Please clearly note on this form if you do not wish GhNCU-MoW to use the images for publicity or promotional purposes (for instance if not permitted by tradition or custom of the originating community).

6.5 History/Origin/Background/Provenance

Set out the history of the item or collection - its 'life story' or provenance - from the time when it was created to its place in your institution. This is critical to the item or collection's authenticity. You may not know all the details, but give as comprehensive an account of the item or collection's provenance as you can.

| | | |
|------|------------------------------|----------|
| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|

6.6 Bibliography

Provide a list of at least 3 published sources that have been produced using the nominated documentary heritage.

A bibliography provides evidence that the documentary heritage has been used by scholars, and knowledge of its impact and influence is in the public domain. It is a good idea to cite the works of scholars from outside your own country, as well as local scholars, to demonstrate this influence.

6.7 Names, qualifications and contact details of experts

Provide the details of two to three independent people with expert knowledge about the values and provenance of the documentary heritage who may be contacted by GhNCU-MoW for further information on your nomination. Note that the Register Sub Committee (RSC) may also contact other experts.

The names and contact details of your referees will not be publicly disclosed by GhNCU-MoW nor disclosed without their permission to any third party.

| | | |
|------|----------------|-------------------------------|
| Name | Qualifications | Address Email Phone |
| Name | Qualifications | Address Email Phone |
| Name | Qualifications | Address Email Phone |

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

I certify that the above-named experts have given their written permission for their names and contact details to be used in connection with this nomination to the Memory of the Ghana National Register.

Signature

Full name (Please PRINT)

Date

7.0 Authenticity and Integrity/Assessment against the selection criteria

Is the documentary heritage what it appears to be? For example, has its identity and provenance been reliably established; are supplementary parts being kept elsewhere and not included in the nomination; has it been altered or damaged; are sections or pages missing; is part of the documentary heritage lost?

More details on what is required for each criterion are provided in the **GhNCU-MoW Register Guidelines** document available on the GhNCU-MoW website

7.1 Primary criteria – significance value to the world. Comment on one or more of the following significance criteria

Not all criteria will apply to your documentary heritage. You only need to provide information for criteria that are relevant to your nomination

7.1.1 Historic significance

What does the documentary heritage tell us in relation to the history of Ghana as a whole, or to the regions in Ghana?

7.1.2 Form and Style

Physical Nature and Form of the Documentary Heritage

This criterion refers to the physical nature of the documentary heritage.

Is the document an outstanding example of its type?

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

Is the documentary heritage a particularly fine exemplar of its type?

Does it have outstanding qualities of beauty and craftsmanship?

Is it a new or unusual type of carrier?

Is it an example of a type of document that is now obsolete or superseded?

Concluding Statement

7.1.3 Social Community or Spiritual Significance

Is the documentary heritage attached to a specific existing community and demonstrably significant? Information should be provided on what the nominated item represents and how this attachment is expressed. If there are any, ensure to mention any relation to Indigenous and other minority or marginalised groups.

Attachment of a Living Community to the Documentary Heritage

Attachment to a Beloved Leader and Royal Lineage

Attachment to Place and Collective Memory

Intergenerational Knowledge Transmission

Attachment through Ritual, Law, and Custom

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

Expression of Attachment in Public and Institutional Life

Concluding Statement

7.1.4 Gender equality (if applicable)

Gender Analysis of the Documentary Heritage

Gender equality is one of two global priorities of UNESCO. If there are any specific aspects of the nomination that relate to gender equality, please describe them in detail, explaining what the nominated documentary heritage tells us about the lives of women and girls in Ghana, and any impacts on women and girls or on gender equality in the region.

Women in Resistance and Exile

Cultural and Educational Transmission

Impacts on Women and Gender Equality

Concluding Statement

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

7.2 Comparative criteria

The item or collection should be compared to similar items or collections, whether on any of the Memory of the World registers or not. The comparison should outline the similarities between the nominated documentary heritage has with others as well as the differences, and the reasons that make the nominated documentary heritage stand out. The comparative analysis should aim to explain the importance of the nominated documentary heritage in its national, regional and even international context (if applicable). Consulting successful inscriptions to both regional and international registers is highly encouraged for this endeavour in order to ascertain and demonstrate uniqueness or intercultural connections.

The purpose of the comparative analysis is to show that the nominator has tried to find any existing duplicates or other similar examples of the item or collection, and to demonstrate that there is room for this item or collection to be included on the Ghana National Register

Comment on one or more of the following comparative criteria

7.2.1 Uniqueness or Rarity

Provide the results of the comparative analysis. Can the documentary heritage be described as unique (the only one of its kind ever created) or rare (one of a few survivors from a larger number)?

7.2.2 Integrity, Completeness, Condition

7.3 Statement of Significance

Provide a summary of the points made under the primary and comparative criteria, and the test of authenticity and integrity. Why is the documentary heritage important to the world and what has its impact been beyond the boundaries of Ghana?

The summary should be about 300-600 words

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>8.0 Consultation with stakeholders</p> |
| <p>Provide details of the consultation with stakeholders about this nomination. Stakeholders include communities with an involvement in the documentary heritage, owners and custodians of the documentary heritage and scholars who research the documentary heritage.</p> |
| <p>9.0 Risk Assessment</p> |
| <p>9.1 Condition</p> <p>Describe the physical condition of the documentary heritage.</p> |
| <p>9.2 Threat/Risk</p> <p>Detail the nature and scope of threats to the nominated documentary heritage. For example, poor storage, climate, and control of access.</p> |

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

10.0 Preservation and Access Management Plan

Management Plan

Are there management plans to preserve and provide access to the nominated documentary heritage?

YES

NO

If YES, describe or attach a summary of the plan or plans.

If NO, provide details about any proposed preservation, storage and access strategies and plans.

Is there a disaster risk management plan in place to support the preservation and safeguarding of the nominated documentary heritage?

YES

NO

If YES, describe or attach a summary of the disaster risk management plan or plans (if not included in the management plan).

If NO, provide details about any proposed disaster risk management strategies and plans. This is an opportunity to express any need for technical support/assistance.

11.0 Additional / Other Information to Support the Nomination

Please provide any other information that supports the inclusion of this documentary heritage collection on the Memory of the World Ghana National Register.

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|

11.1 Note below or attach scanned documents as appropriate.

12.0 Check List

- GhNCU-MoW website reviewed

- GhNCU-MoW Register Guidelines read

- Short title provided (section 1)

- Summary completed (maximum 200 words) (section 2)

- Name and contact details of nominator/s completed (section 3)

- Authority to nominate completed (section 4)

- Name and contact details of Owner/s or Custodian/s completed (section 5.1, 5.2, 5.3, 5.4)

- Details of legal status completed (section 5.6)

- Details of copyright status completed (section 5.7)

- Details of accessibility and any limitations completed (section 5.8)

- Identity of documentary heritage recorded (6.1-6.5)

- Bibliography completed (section 6.6)

- Names, qualifications and contact details of two to three independent experts recorded (section 6.7)

- Evidence presented of authenticity (section 7)

- Evidence presented of national significance (section 7.1)

- Gender analysis completed (section 7.1.4)

- Comparative analysis completed (section 7.2)

- Information presented on uniqueness or rarity (section 7.2.1)

- Statement of Significance completed (section 7.3)

- Details of consultation with stakeholders provided (section 8.0)

- Risk assessment section completed (section 9.0)

- Preservation and access management section completed and relevant documents attached (section 10.0)

- Other relevant information provided - if applicable (section 11.0)

| Year | Name of documentary heritage | Page no. |
|------|------------------------------|----------|
|------|------------------------------|----------|



Ghana National Committee for UNESCO

Memory of the World

AGREEMENT GRANTING NON-EXCLUSIVE RIGHTS

Reference:

1. a) I, the undersigned, copyright-holder of the media object(s) mentioned below:

Title(s)

Video:

Audio:

Photo:

(Resolution minimum 600 dpi)

hereunder referred to as the 'Work(s)', hereby grant to UNESCO free of charge the nonexclusive right to exploit, publish, reproduce, diffuse, communicate to the public in any form and on any support, including digital, all or part of the media object(s).

b) These rights are granted to UNESCO for the legal term of copyright throughout the world.

c) The name of the author(s) will be cited whenever his/her Work is used in any form.

2. I certify that:

a) I am the sole copyright holder of the Work and am the owner of the rights granted by virtue of this agreement and other rights conferred to me by national legislation and pertinent international conventions on copyright and that I have full rights to enter into this agreement.

b) The Work is in no way whatever a violation or an infringement of any existing copyright or licence, and contains nothing obscene, libellous or defamatory.

Name, Address, affiliation, email, telephone number

Date:

Signature:

(Please sign and return to UNESCO Ghana Commission two copies of the Agreement by a scanned copy by e-mail and retain the original for yourself)

Mailing address: Ms Joan Agyekum Nsowah, MoW Office, Ghana Commission for UNESCO, Ministry of Education, P. O. Box GP2739, Accra, Ghana; Telephone: +233201377597; e-mail: mow@unescoghana.gov.gh

www.unescoghana.gov.gh