REGULATION
on the National Committee of the UNESCO Memory of the World Programme of the Republic of Kazakhstan

1. GENERAL PROVISIONS

1.1. The National Committee of the UNESCO Memory of the World Programme of the Republic of Kazakhstan (hereinafter referred to as the "Memory of the World National Committee") is established under the National Commission of the Republic of Kazakhstan for UNESCO and ICESCO (hereinafter referred to as the "National Commission") as an expert and advisory body of the National Commission for the implementation of the UNESCO Memory of the World Programme (hereinafter referred to as the "Programme") in the Republic of Kazakhstan.

1.2. Within the framework of the Programme, documentary heritage of international, regional and national significance is recognized, a register is maintained, and an emblem is awarded for the purpose of its identification. The Programme promotes preservation and non-discriminatory access. Under the auspices of the Programme, information and awareness-raising activities are carried out to increase awareness among government authorities, the general public, business and other interested stakeholders of the important role of documentary heritage, the need to ensure its preservation, and the mobilization of resources.

1.3. In its activities, the Memory of the World National Committee shall be guided by the Constitution and laws of the Republic of Kazakhstan, international treaties to which the Republic of Kazakhstan is a party, other regulatory legal acts of the Republic of Kazakhstan, the Convention for the Protection of Cultural Property in the Event of Armed Conflict (1954 Hague Convention), acts of the President and Government of the Republic of Kazakhstan, the Regulations and regulatory documents of the National Commission, acts of the National Commission, and these Regulations.

1.4. The full and abbreviated names of the "Memory of the World" are:
in the state language – UNESCO-ның «Әлем жады» бағдарламасы;
in Russian – Программа ЮНЕСКО «Память мира»;
in English – UNESCO's Memory of the World Programme.

1.5. The Programme cooperates with international governmental and non-governmental organizations, national commissions and committees of foreign countries, as well as archives, libraries, museums, scientific and educational organizations, professional associations and other interested institutions.

1.6. The Memory of the World National Committee shall be reorganized and dissolved by decision of the National Commission.

1.7. The Memory of the World National Committee shall conduct its activities on the principles of professionalism, objectivity, openness, interdisciplinary cooperation, respect for cultural diversity, non-discrimination, and ensuring the preservation of documentary heritage.

2. ACTIVITIES OF THE MEMORY OF THE WORLD NATIONAL COMMITTEE

2.1. The Programme provides assistance and support to projects and activities that contribute to the achievement of the Programme's objectives.

2.2. Projects and activities may be carried out at the international, regional and national levels. All activities shall be carried out under the auspices of a body forming part of the Programme.

2.3. Main definitions:

a) "Memory of the World" means documentary heritage (the documented collective memory of the peoples of the world) that constitutes part of the world's cultural heritage.

b) The Programme covers the documentary heritage of humanity. A document is anything that "documents" or "records" information through a purposeful intellectual act.

For the purposes of the Programme, documentary heritage is defined as:
movable;
consisting of signs/codes, sounds and/or images;

preserved (information carriers are not living objects);
reproducible and transferable from one carrier to another;
the product of an intentional documentation process.
2.4. Main tasks of the Memory of the World National Committee:
1) promoting the implementation of the goals and objectives of the Programme in the Republic of Kazakhstan;
2) identifying, studying, documenting and promoting documentary heritage of national, regional and international significance;
3) promoting the preservation of documentary heritage, including its physical and digital preservation;
4) coordinating the preparation and consideration of nominations of the Republic of Kazakhstan for the inclusion of documentary heritage in the relevant national, regional and international registers of the Programme;
5) developing professional and international cooperation in the field of preservation and promotion of documentary heritage;
6) raising public awareness of the significance of documentary heritage and the need for its preservation for present and future generations.
2.5. In carrying out its activities, the Memory of the World National Committee shall take into account the interests of institutions and organizations that own, preserve and use documentary heritage, as well as relevant communities associated with the origin, creation, preservation and transmission of such heritage.

3. NATURE OF THE PROGRAMME

3.1. The Programme encompasses various fields of knowledge and academic disciplines.
3.2. The world's documentary heritage is considered in its entirety as the result of the creativity of people from different communities and cultures over many centuries, which do not necessarily correspond to present-day nation-states.
3.4. The Programme serves as a complementary and connecting link with other UNESCO programmes, recommendations and conventions. The World Heritage List identifies buildings and sites that may also contain documentary heritage or may be associated with its creation.
3.5. In implementing the Programme, contemporary forms of documentary heritage, including digital documents and digital collections, shall be taken into account, provided that they meet the established criteria of the Programme.

4. FUNCTIONS OF THE MEMORY OF THE WORLD NATIONAL COMMITTEE

The Memory of the World National Committee shall perform the following functions:
maintains and administers the national Memory of the World register;
coordinates the preparation and submits proposals for nominations on behalf of the Republic of Kazakhstan for inclusion in the regional and international Memory of the World registers;
manages and coordinates projects within the competence of the Committee;
initiates, organizes and conducts meetings, conferences, seminars, training sessions, exhibitions, competitions and other events in the Republic of Kazakhstan dedicated to the Programme;
conducts continuous and systematic information, awareness-raising and explanatory activities among professional associations, government authorities, conference participants, universities and organizations engaged in the preservation of historical materials;
assesses documentary heritage for the purpose of its inclusion in the relevant registers;
prepares and considers nominations of documentary heritage for inclusion in regional or international registers, including transboundary documentary heritage or documentary heritage otherwise connected across borders;
coordinates information and awareness-raising activities at the national level and familiarizes the public with the Programme and documentary heritage;

submits annual reports to the National Commission on the activities of the Memory of the World National Committee and the implementation of the Programme in the Republic of Kazakhstan.
4.1. Within the established functions, the Memory of the World National Committee shall also:
1) consider proposals for the inclusion of documentary heritage items in the relevant registers of the Programme;
2) organize expert review of nomination materials;
3) establish and update a database of documentary heritage considered within the Committee's activities;
4) facilitate the development of recommendations on the preservation, digitization, restoration and provision of access to documentary heritage;
5) participate in the preparation of international and regional projects and initiatives in the field of documentary heritage;
6) cooperate with organizations holding documentary heritage collections on matters related to the preparation of nomination materials;
7) monitor the implementation of decisions and recommendations of the Committee;
8) perform other functions in accordance with the goals and objectives of the Programme, these Regulations and instructions of the National Commission.

5. COMPOSITION, STRUCTURE AND WORK OF THE MEMORY OF THE WORLD NATIONAL COMMITTEE

5.1. Members of the Memory of the World National Committee may be citizens of the Republic of Kazakhstan possessing relevant knowledge and/or being experts in the Programme, as well as representatives of interested governmental and public organizations, educational and cultural institutions, creative groups, research centres and institutes involved in the protection and promotion of the Memory of the World Programme, well-known media representatives covering documentary heritage, as well as well-known representatives of the mass media.
5.2. The Memory of the World National Committee shall consist of the Chairperson, one Deputy Chairperson, the Secretary and other members of the Committee. The composition of the Committee shall be approved by the National Commission for a term of three years.
Changes to the composition of the Memory of the World National Committee shall be approved by the National Commission upon the recommendation of the Chairperson of the Memory of the World National Committee.
5.3. The Chairperson of the Memory of the World National Committee shall be appointed to and dismissed from office by decision of the National Commission. The Chairperson shall be accountable to the National Commission and shall submit reports to it on their activities and decisions taken.
5.4. The Chairperson shall exercise day-to-day management of the work of the Memory of the World National Committee and, in their absence, one of the Deputy Chairpersons shall do so.
The Secretary of the Memory of the World National Committee shall assist the Chairperson or Deputy Chairpersons in conducting meetings of Committee members, maintain minutes, organize monitoring of the implementation of decisions, and organize advisory activities.
Representatives of the Secretariat of the National Commission and the UNESCO Cluster Office in Almaty may participate in meetings of the Memory of the World National Committee subject to agreement with the Chairperson of the Memory of the World National Committee.
5.5. Meetings of the Memory of the World National Committee shall be held at least twice a year and, where necessary, may be held in person or remotely.
A meeting of the Memory of the World National Committee shall have a quorum to consider matters and take decisions when at least one half of its approved membership is present, including one of the Deputy Chairpersons and the Secretary.
Decisions of the Memory of the World National Committee shall be adopted by a simple majority of the members present by open vote.

In the event of an equality of votes, the Chairperson of the Memory of the World National Committee shall have the casting vote, and in their absence, the Deputy Chairperson presiding over the meeting shall have the casting vote.

5.6. The Memory of the World National Committee shall conduct its activities as follows:

includes matters on the agenda and considers them at meetings of Committee members;

prepares and approves a two-year action plan and monitors its implementation;

assigns the preparation of technical opinions, documents and other materials to Committee members and other advisory bodies or temporary expert groups established to perform the tasks assigned to the Committee.

5.7. In its activities, the Memory of the World National Committee shall seek to ensure the broadest possible participation of interested communities, groups and, where appropriate, individuals engaged in the preservation and transmission of documentary heritage.

5.8. Powers of the Memory of the World National Committee

To perform the tasks assigned to it, the Memory of the World National Committee shall have the right to:

1) request, in accordance with the established procedure, information and documents from government authorities, organizations and institutions necessary for considering matters within the competence of the Committee;

2) invite representatives of government authorities, organizations, institutions, professional associations, the scientific and expert community, as well as other interested persons, to meetings of the Committee;

3) engage specialists and experts in the preparation of opinions, recommendations and nomination materials;

4) establish temporary working and expert groups for specific areas of activity, nominations and projects;

5) initiate research, scientific and practical events, consultations and expert discussions;

6) participate in international, regional and national events related to the implementation of the Programme;

7) develop recommendations on the preservation, study, digitization and promotion of documentary heritage;

8) perform other actions necessary to implement the goals and objectives of the Committee within its competence.

5.9. Consideration of nominations

Nominations shall be considered in the following order:

1) receipt and registration of nomination materials;

2) preliminary verification of the submitted documents for compliance with the established requirements;

3) submission of materials for expert review;

4) consideration of the expert opinion and nomination materials by the Memory of the World National Committee;

5) adoption of a decision or preparation of an appropriate recommendation;

6) submission of materials to authorized bodies or relevant Programme structures in accordance with the established procedure.

6. EXPERT COUNCIL

6.1. The Memory of the World Expert Council (hereinafter referred to as the “EC”) shall be established by the Memory of the World National Committee from among persons possessing relevant competence and experience in the field of the Programme.

In its work, the EC shall be guided by these Regulations and other acts and instructions of the National Commission and the Memory of the World National Committee, as well as the Operational Guidelines for the implementation of the Programme.

6.2. The functions of the EC shall include:

conducting expert examination of documentary heritage items proposed for inclusion in the National List;
reviewing and analyzing submitted applications for compliance with UNESCO criteria applicable to the inclusion of documentary heritage items in the relevant registers of the Programme;
- preparing expert opinions on the submitted nomination materials;
- assessing the completeness, reliability and substantiation of the submitted materials;
- preparing recommendations to the Memory of the World National Committee on matters concerning the preservation and presentation of documentary heritage;
- participating in the consideration of controversial and complex matters requiring specialized knowledge;
- conducting consultations with organizations that own and preserve documentary heritage;
- participating in the development of methodological recommendations and proposals for improving the activities of the Memory of the World National Committee.
6.3. The composition of the EC, the procedure for its formation, the terms of office of experts and the procedure for conducting expert work shall be determined by the Memory of the World National Committee, taking into account the requirements of these Regulations.
6.4. Expert opinions of the EC shall be advisory in nature and shall be taken into account by the Memory of the World National Committee when considering relevant matters.

7. ORGANIZATIONAL AND FINANCIAL SUPPORT FOR THE ACTIVITIES OF THE MEMORY OF THE WORLD NATIONAL COMMITTEE

7.1. Financing of the activities of the Memory of the World National Committee shall be provided from the state budget funds allocated by the Ministry of Culture and Information of the Republic of Kazakhstan, state programmes in the field of cultural heritage, grants, local budget funds, as well as other sources not prohibited by the legislation of the Republic of Kazakhstan.
7.2. Financing of events of the Memory of the World National Committee may be provided through sponsorship, grants and UNESCO programmes, as well as other sources of financing, provided that this does not contradict the applicable legislation of the Republic of Kazakhstan.

8. FINAL PROVISIONS

8.1. Matters not regulated by these Regulations shall be resolved in accordance with the legislation of the Republic of Kazakhstan, the international obligations of the Republic of Kazakhstan, UNESCO documents and acts of the National Commission.
8.2. Amendments and additions to these Regulations shall be introduced upon the proposal of the Chairperson of the Memory of the World National Committee, members of the Committee or the National Commission and approved in accordance with the established procedure.
8.3. In the event of changes to international documents governing the activities of the Programme, these Regulations shall be subject to corresponding review in accordance with the established procedure.