**Canada Memory of the World Register**

**Declaration of Interest**

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| **Instructions** |
| In this Declaration of Interest, you are asked to provide a concise introduction to the documentary heritage you wish to nominate to the Canada Memory of the World Register. The information you supply should describe the documentary heritage in brief, identify the custodian/owner, and indicate where the documentary heritage is located. The Declaration of Interest should also indicate the importance of the material for Canada, especially why it should be considered a significant and noteworthy representation of the subject or theme, place or time, or people and society it represents.  The Declaration of Interest can be **a written document**, **a video**, or **an** **audio recording**. To help you prepare your Declaration of Interest, please refer to the Evaluation Criteria for the Canada Memory of the World Register as well as the Nomination Form, both of which are available on the [CCUNESCO web page](https://en.ccunesco.ca/initiatives/memory-of-the-world).  ***Written declarations***   * Your written Declaration of Interest should consist of two parts:   1. A completed copy of the questionnaire provided below.   2. A cover letter that speaks to the three core criteria of **national significance**, **authenticity**, and **uniqueness and irreplaceability**. Note: You may also choose to address other evaluation criteria you feel are relevant to the documentary heritage you are nominating. However, you do not need to repeat information already entered in the questionnaire. * In total, the text making up these two parts should be between 500 and 1,500 words. If you choose to include information as appendices or attachments (for example, the catalogue entry for the documentary heritage), their content will be counted as part of the overall word limit. * Please do not provide sample images or videos. You will have the opportunity to provide them if you are invited to proceed to the nomination process. * If your Declaration of Interest includes materials from more than one institution or individual, you must demonstrate each participating institution/individual’s support by either:   + including letters of support from all participating institutions/individuals as appendices or attachments: the content of these letters will not be counted as part of the word limit; or   + ensuring that a representative from each institution/each participating individual signs the Declaration of Interest.   ***Video or audio recording***   * Please ensure that your video or audio recording answers the essential questions found in the questionnaire provided below. It should also speak to the three core criteria of **national significance**, **authenticity**, and **uniqueness and irreplaceability**. Note: You may also choose to address other evaluation criteria you feel are relevant to the documentary heritage you are nominating. * Your video or audio recording should be between five and eight minutes long. It can be submitted via hyperlink, via other common file sharing programs, or on a USB key. Please contact the Programme Officer for Communication and Information, Canadian Commission for UNESCO to discuss the best process for sending your video or audio recording so we can receive and access them easily. * If your recorded Declaration of Interest includes materials from more than one institution or individual, you must demonstrate each participating institution/individual’s support by either:   1. including letters of support from all participating institutions/individuals as appendices to your recorded submission;   2. including a cover letter signed by a representative from each institution/individual; or   3. ensuring that it is clearly expressed in the recording by a representative from each institution/individual. |

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| **Tips for developing your Declaration of Interest** |
| 1. Think of the Declaration of Interest as a first impression of your proposed nomination. It should provide a brief but compelling overview that helps the Canadian Advisory Committee assess whether the nomination sufficiently aligns with the goals and criteria of the Canada Memory of the World programme. 2. To help the Committee understand how the different parts of the documentary heritage you wish to nominate fit together, consider framing your submission around a unifying theme or narrative. For example, the archives of an industrial leader who spent most of their career outside of Canada may not seem relevant at first. However, the significance of these archives may become clearer if you show how the documents reveal this person’s long-standing commitment to sustainable business in Canada and the lasting impact of their work on Canadian society and everyday life. 3. You are encouraged to demonstrate how the documentary heritage you wish to nominate informs not only a specific aspect of Canadian life, but also larger social and cultural issues. 4. Keep your Declaration of Interest simple by being clear and succinct. Including too much detail about one criterion may limit your ability to adequately address other criteria. You will have an opportunity to expand further if you are invited to proceed in the nomination process. 5. In your cover letter, make sure to provide context for any links to existing catalogue records, descriptions and finding aids you may have included in the questionnaire. |

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## Declaration of Interest - Questionnaire

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| **Description of documentary heritage**  *This section should include enough detail to make clear precisely what collection, fonds, item, or other materials you are proposing.* | |
| **Name of the collection, fonds or item (include reference numbers when applicable):** |  |
| **Extent of the material (quantity, physical size and nature of materials):** |  |
| **Host institution(s) (where the material is located):** |  |

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| **Descriptive information**  *This information is essential to allowing the Committee to understand the nature and size of*  *the documentary heritage under consideration.* |
| **In the space below, please provide hyperlinks to currently available finding aids, catalogue entries, or other descriptive information about the documentary heritage being nominated. You may also wish to mention whether descriptive work for the nomination is planned or currently underway.** |

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| **Associated materials**  *This information allows the Committee to determine the “wholeness” of*  *the nominated materials and their relationship to other items in other jurisdictions.* | |
| Are any other documentary resources specifically created by the same creator or directly associated with the materials in question held in other institutions, whether in Canada or  internationally? | Yes  No |
| **If you answered “Yes”, please provide the names of the institutions and relevant reference information for the associated materials here (including collection or fonds names, and links to online descriptions, when available).** | |
| **If you answered “No”, please explain how this has been verified, or whether the search for this information is underway.** | |

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| **Legal Status** | Are you submitting this nomination as a representative for an organization (or organizations)/individual(s) with legal ownership and administrative responsibility for the preservation and management of the material in question? | Yes  No |
| **If you answered “No****”, please explain your connection to the material:** | | |

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| **Copyright or intellectual property rights** | Is the documentary heritage, in part or in its entirety, protected by copyright or intellectual property rights? This includes respecting the Intellectual Property rights of Indigenous people as recommended in the Truth and Reconciliation Commission Calls to Action #69, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Updated Set of Principles for the Protection and Promotion of Human Rights through Action to Combat Impunity (2005), more commonly known as the Joinet/Orentlicher Principles. | Yes  No |
| **If you answered “Yes****”, please provide further information about these rights:** | | |

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| **Cultural/Moral/Ethical/Spiritual Status** | Are any non-legal beliefs, customs, or relationships associated with the documentary heritage? For example, do any nations, communities, groups, or institutions, or members of the families of people recorded or documented, have a cultural, moral, ethical, or spiritual relationship with the documentary heritage? | Yes  No |
| **If you answered “Yes****”, please provide a brief explanation here. You will have the opportunity to provide further details if you are invited to proceed in the nomination process.** | | |

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| **Consultation with Cultural/Moral/Ethical/Spiritual Stakeholders** | In respecting the rights and entitlements of any communities directly associated with the documentary heritage under consideration, have stakeholders been contacted for consultation in the process of preparing this Declaration of Interest? | Yes  No |
| Is a plan being developed or is one already in place to specify how stakeholders’ inputs/points of view/beliefs will be incorporated? | Yes  No |
| **If you answered “Yes” to either question, please provide a brief explanation here. You will have the opportunity to provide further details if you are invited to proceed in the nomination process.** | | |

*Remember to submit a cover letter in addition to this questionnaire. The combined total for both documents should not exceed 1,500 words.*