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INTRODUCTION

The Museums Association of Namibia (MAN) is a Section 21 Company not for Gain and was launched in 1990 after Namibia's independence as an Association representing the interests of museums in Namibia. Since 2002 it has been given responsibility by the Government of Namibia to facilitate local and regional museum development and receives an annual grant-in-aid from the Ministry of Youth, National Service, Sports and Culture.

The Museums Association of Namibia manages regional museum development grants, organises planning workshops for individual museums and national training workshops on specialist areas of museum work. MAN also organises an Annual General Meeting and Conference which gives an opportunity for colleagues from museums and heritage institutions all over Namibia to meet and discuss the latest developments in the heritage sector. MAN produces a bi-annual newsletter that is distributed to heritage institutions throughout Namibia and also to all the important international museum networks.

1. Mission Statement

The **Mission Statement** of the Museums Association of Namibia reads as follows:

"The Museums Association of Namibia (MAN) is a facilitating organisation for museums and other institutions in the heritage sector. It aims to establish, maintain and strengthen relations between all concerned with the study, practice, preservation, protection, dissemination and promotion of national heritage in Namibia in co-operation with regional and international organizations for the benefit of all Namibians."

2. According to Article 3 of the constitution MAN represents

1. Museums in Namibia,
2. Conservation institutes and exhibition galleries permanently maintained by libraries and archive centres,
3. Natural, archeological and ethnographical monuments, gravesites, sites and historical monuments and sites of a museum nature, which include and practice acquisition, conservation and communication activities,
4. Institutions displaying live specimens such as botanic, and zoological gardens, aquaria, vivaria, etc.,
5. Nature reserves,
6. Science centres and planetariums,
7. Institutions of education and learning, collecting, documentation, and archival exhibitions for informing, communicating or conservation,
8. Traditional/Religious sites,
9. Cultural Villages.
10. Reference Libraries

The functions of MAN are described in Article 4 of the constitution:

1. To promote the meaningful use of museums in Namibia by publicising their existence and role in national development.
2. To establish, maintain and strengthen relations between all concerned with the study, practice, preservation, protection, dissemination and promotion of national heritage in Namibia.
3. To promote efforts relating to the protection and preservation of cultural and natural heritage.
4. To develop and improve professional standards by initiating and coordinating training programmes and workshops for museum personnel.
5. To promote cooperation between national, regional and international institutions concerned with the use of museums as research, educational and recreational resources.
6. To seek the return of cultural property expatriated from Namibia.
7. To facilitate communication and cooperation between members of MAN by arranging meetings on a scheduled basis.
8. To represent the interests of museums and museum personnel before the Government of Namibia.
9. To forge partnerships between local museums, institutions and government bodies with international museums, bodies and institutions.

Structure of the Organisation

The Museums Association of Namibia has four full time staff members. The Project Planning and Training Officer, the Operations Manager, the Finance Officer and the Administrative Officer. (As of April 2014)



The Executive Committee

The Executive Committee is the decision making body of the Museums Association of Namibia. The Committee provides leadership and overall strategy for the organisation as well as assuring everyone that the organisation's finances are sound, its operations are legal and that its procedures work. The EC represents the membership of the organisation and oversees the long-term development of MAN.

The Organisation is led and managed in line with its governing documents. The role of an Executive Committee of the Museums Association of Namibia is a voluntary one. Individual committee members have no power as individuals.

MEMBER	POSITION	YEAR ELECTED	YEAR TERM EXPIRES
Aaron Nambadi	Chairperson	2013	2016
Martha Akawa	Vice Chairperson	2013	2016
Kletus Likuwa	Ordinary member	2013	2015
Stella Imalwa	Ordinary member	2013	2015
Goodman Gwasira	Ordinary member	2013	2014
Grace Pujatura	Ordinary member	2013	2014

The term of office for each member shall be for three years from the time of his or her election at the annual general meeting. The Chairperson and Vice-Chairperson are elected by AGM to serve a three year term.

**In 2013 the individuals who made up the four ordinary members of the Executive Committee drew straws in order to determine terms thus two members stepped down in 2014 and two will step down in 2015*

Achievements and Highlights.

1. Regional Museum Development Grants (Round 1)

The Museums Association of Namibia's RMD Grant Committee recommended nine grants. A total of nine contracts were drawn up and signed during the first six months of the financial year with grants of up to N\$20,000 being awarded to the Helvi Mpingana Kondombolo Cultural Village, the Cheetah Conservation Fund, the Ombalantu Baobab Tree Heritage Centre, the City of Windhoek Museum, the Onandjokwe Medical Museum, Gobabeb Desert Research Institute, Grootfontein Museum and TransNamib Museum and the Windhoek Underwater Federation. As a significant increase in the grant-in-aid from the Ministry was received at the end of the last financial year it has been agreed that the maximum size of grants will be increased to N\$100,000 and that a second round of grants will be awarded before the end of December, 2013.

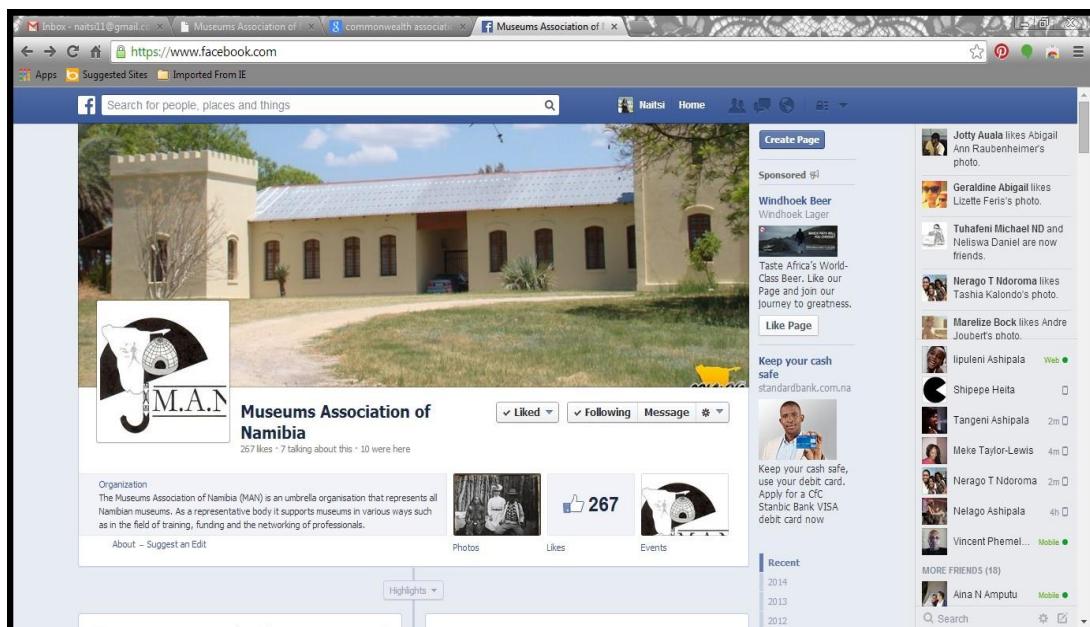
Museum/Institution	Item
Helvi Mpingana Kondombolo Cultural Village	Exhibition Development
Cheetah Conservation Fund	Educational Panels of new exhibition for cheetah museum
Ombalantu Baobab Tree Heritage Centre	Exhibition Development
Windhoek City Museum	Collection of Photographs
Gobabeb Research and Training Centre	Further Development of Topnaar Research and Exhibition
Grootfontein Museum	Surveillance Cameras (CCTV)
TransNamib Museum	Laptop and accessories
Onandjokwe Medical Museum	Camera and Lamination Machine

2. Museums Association of Namibia Web Site.

The Museums Association of Namibia have been working with Omalaeti Enterprises to develop a new web site that will promote Namibian museums and provide resources for M.A.N. members, such as training handbooks. M.A.N. has already established a Facebook Page that will also be linked to the new web site.



The MAN website



The MAN Facebook page

3 Tourism Expo

MAN participated at the annual Tourism Expo for the first time. The Museums Association of Namibia won a Silver Award from the Expo organisers for the quality of its stand. The Museums Association of Namibia took the opportunity to conduct a survey amongst tour operators and the hospitality sector to seek their views on the ways in which museums might interact better with the tourism industry. The Expo took place at the Windhoek Show Grounds from 29th May to 1st June. The stall was used to promote the Museums Association of Namibia, our member museums and heritage products.



Above: MANs stall at the Tourism Expo received a Silver Award from the organisers



Above: Dr Silverster with some of the UNAM History Society Students who assisted during the Expo

4. MAN Vehicle

The increased grant-in-aid from the MYNSSC enabled M.A.N. to achieve one of the strategic goals that the organisation had set to achieve by 2015, obtaining a vehicle. MAN was able to purchase its first vehicle, a double cab bakkie. The vehicle will be used to conduct site visits and provide transport for MAN activities



The twin cab bakkie has been branded with the Museums Association of Namibia's official logo

5. Annual Planning Workshop

The Annual Planning Workshop took place on 28th June, 2013. As M.A.N. had received a significant increase in its budget at the end of the 2012-2013 financial year the priority for the meeting was to revise the activity-based budget for 2013-2014 to fit a budget of N\$4.6 million. An activity-based budget for 2013-2014 and Action Plan was developed as a result of the workshop and provided the basis for planning and activities organised by MAN during the year.

6. Annual General Meeting and Conference, Omaruru

The two day Conference and AGM of the Museums Association of Namibia took place on 6th-7th June, 2013. The keynote speaker at the Conference was Mr Mark Sole, the President of the South African Museum Association and he discussed the potential for co-operation and collaboration between Namibian and South African Museums. The theme of the Conference was 'Museum Challenges' and there were four sessions which focused on four issues of shared concern to Namibian museums: Panel One: - *Collecting*: How do we build our Collections? Panel Two - *Governance*: What is the Best System of Governance for our Museums? Panel Three - *Marketing*: How do we attract more Visitors to our Museum? Panel Four: *Intangible Cultural Heritage* - How can we Include ICH in our Museum?



Above: Participants who attended the AGM



Above: During the Post AGM Tour, participants visited the Omaruru Museum (left) and Omuntu Gardens (right) as well as a small winery and chocolate factory.

7. National Training Workshop on Emergency Planning for Namibian Museums.

A three day national training workshop on Disaster Preparedness and Management for Museums was held in Windhoek (24th – 26th July). The workshop was facilitated by Ms Denise Crous, Executive Director of Iziko Museums of South Africa and Mr Erasmus Nyanga, Deputy Director of the National Archives of Namibia. The workshop was supported by the National Commission for UNESCO. When selecting participants priority was given to institutions that held important collections of Namibia's tangible heritage. All participating institutions received a specialised 'Disaster Preparedness Kit' containing materials that could be used in the event of an emergency to protect staff and visitors and then to assist with the salvage and recovery of artifacts and the restoration of museum services. Participating institutions were also provided with a First Aid kit.



Above: Participants receive First Aid Kits from Dr Jeremy Silvester,
MAN's Project Planning and Training Officer



Above left: Participants also received a Disaster Preparedness Kit for their Museums
Above right: Noah Nikanor of the National Art Gallery receives his Certificate of Participation from the
workshop Facilitators, Denise Crouse and Erasmus Nyanga

8. ICOM 2013.

MAN staff attend the ICOM (International Council of Museums) Triennial Conference in Rio de Janeiro, Brazil from the 10 -14th August. The theme proposed by ICOM Namibia was confirmed as the theme for International Museum Day, 2014 throughout the world. The theme will be '*Museum Collections Make Connections*'. MAN staff participating at the International Committee of Museums of Ethnography Conference (ICME) that took place at the time successfully proposed that ICME should seek funding from ICOM for a project to map collections from Namibia that are held in European museums.



Above: The Namibian Team. From left to right, Mr Joshua Amukugo, Manager: Corporate Communications & Customer Care, City of Windhoek, Dr Jeremy Silvester ICOM Namibia Chairperson, Ms Naitsikile Izyenda, ICOM Namibia Membership Secretary and Mr Aaron Nambadi, Curator, City of Windhoek



Above: Dignitaries attending the opening ceremony of the ICOM Rio 2013 Conference

9. EEASA.

MAN delegates attended the Environmental Education Association of Southern Africa (EEASA) Conference in Lilongwe, Malawi, 10th-12th September. Namibia successfully bid to host the EEASA 2014 Conference. M.A.N's Project Planning & Training Officer was requested to serve on the Planning Committee for EEASA Namibia 2014.

10. Namibian Heritage Week

Heritage Week took place on 24th-28th September. The Heritage Week Team was chaired by the National Heritage Council and MAN focused on providing funding to regional museums to organise activities in the regions to make sure that the event was national. The Museums Association of Namibia also assisted with the photograph that was used for this year's poster. This year's theme was 'Heritage; Namibia's Knowledge Bank'. More institutions than ever before were involved in this year's Namibian Heritage Week with increased involvement from the tourism sector Activities took place in 21 institutions this year, a significant increase on previous years.





Above: Nakambale Museum and Rest Camp at Olukonda invited a group of skilled, local craftworkers who were based at the museum throughout the week. Visitors were able to see demonstrations of traditional skills such as basket weaving, pottery making and mahangu pounding and how to make oil from the marula fruit.



Above left: Swakopmund Museum invited school groups to come and view their exhibitions. Entrance fees were not charged. **Above right:** The UNAM History Society operated a 'kapana stand' and invited spoken word poets to perform at their event.

11. Donation of 'Missionaries as Photographers' Exhibition.

Successful negotiations with the Finnish Mission Museum led to the donation of a photograph exhibition to Nakambale Museum. Initial contact was made when MAN facilitated a visit to Nakambale Museum during the ICME Conference in 2013. The exhibition contains 32 framed photographs showing some of the earliest images of northern Namibia (taken by early Finnish missionaries). MAN is planning to work in partnership with the Embassy of Finland and UNAM History Society to mount the exhibition at the National Art Gallery of Namibia so that people in Windhoek can view the photographs before they travel to the north.



The Museums Association of Namibia
and the Embassy of Finland present:

A photographic exhibition **Black and White:**

Duration
14 May 2014 to
30 May 2014

Finnish Memories of Northern Namibia

Venue
Upper Gallery of the National
Art Gallery of Namibia
c/o John Meinert Street &
Robert Mugabe Avenue

Times:
Mondays - Fridays 08h00 - 17h00
Saturdays 09h00 - 14h00

For more info:
P 0 Box 994 Tel. 264 61 231160
Fax. 264 61 240930 pro@nagn.org.na
or visit www.nagn.org.na



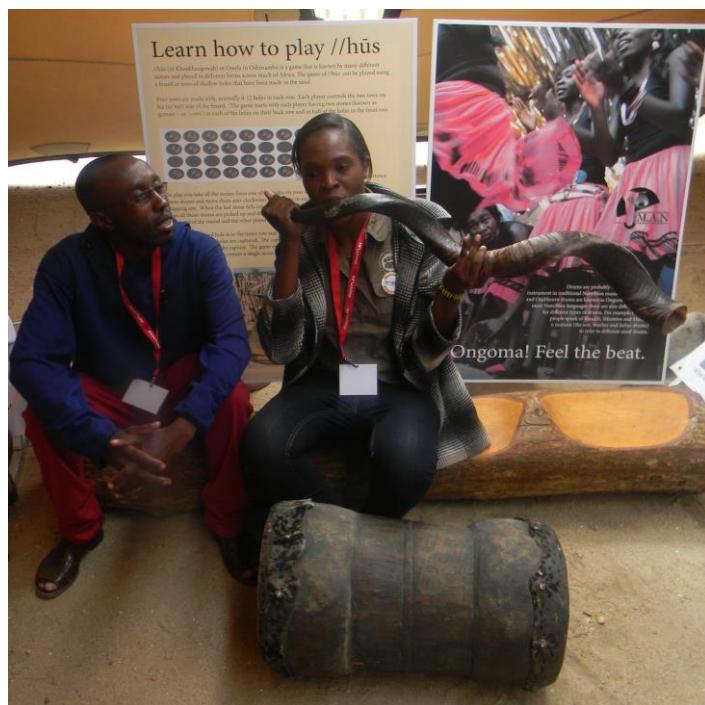
The Promotional Poster advertising the exhibition

12. Adventure Travel World Summit.

MAN staff created materials, including a new MAN brochure, to promote Namibian Museums at the ATWS that took place in Swakopmund on 29th-31st October.



The Minister of Environment and Tourism, Hon. Herunga playing Owela (or //Hus) with the Director of Tourism, Mr Sem Shikongo at the MAN stand



People who visited the stand also had the opportunity to blow the Kudu Horn and tried out the drums.

13. South African Museums Association and SADC Heritage Association

MAN remained committed to reinforcing cross-border partnerships within Southern Africa. A member of MAN's Executive Committee attended the AGM of SAMA in Kimberley on 4th-6th November, 2013. The Project Planning and Training Officer continued to serve as a member of the four member regional Task Team that was appointed to develop a museum and heritage network for Southern Africa to replace SADCAMM (which ceased to function). In this capacity he attended a meeting in Gaborone on 17th-18th February, 2014. The meeting saw the establishment of a SADCHA Office and small secretariat in a building provided by Botswana National Museums and Monuments near the SADC Secretariat.

14. Intangible Cultural Heritage Conference.

MAN's Project Planning and Training Officer, Dr Silvester, was invited to be one of ten guest speakers at a Conference about Intangible Cultural Heritage and Museums. The presentations have been published in a bilingual Conference volume in Korean and English. The opportunity was also taken to meet with the editors of the International Journal of Intangible Cultural Heritage.





15. Museum Matters Issue 23/24

A two in one issue of Museum Matters was distributed in December. The issue highlighted MANs activities during 2014 and contained many interesting articles from members.

16. Regional Museum Development Grants (Round 2)

A second round of RMDG Grants were awarded at the beginning of 2014 with a signing ceremony taking place, for the first time, at the Polytechnic of Namibia. A total of NS467,500.00 was allocated to eight successful applicants.

Keetmanshoop Museum received a new Nikon DSLR 3100 camera and camera bag to help the museum to document its collection and to record local events of significance. The curator of the Keetmanshoop Museum, Ms Kleintjies, participated in a training workshop that MAN provided to train museum workers to take good portrait photographs of museum artifacts so we know that she will be able to make good use of the new camera.

Nakambale Museum and Rest Camp. Nakambale Museum received a camera, a Fuji Finepix SL1000 and camera bag. Nakambale Museum will also receive an External Hard Drive. The hard drive should be used to store back-up copies of all the museum's photographs and documents. We would like to urge EVERY Namibian museum to obtain an external hard drive to save its materials because our responsibility as museums is to preserve knowledge and we do not want a computer crash to destroy years of hard work. Nakambale Museum also received a new laptop computer, a Projector with a screen and a flipchart stand and paper. The museum will use these for their Board meetings, but also for educational activities at the museum.

Outapi War Museum. Outapi War Museum is located in part of an old military base and is visited by many ex-combatants from both sides in the liberation struggle. It is important for museums to collect not only objects, but also the 'Intangible' – things that can't be

touched or held, such as the stories of those who participated in the conflicts of the past. The museum is, therefore, being provided with a video camera to assist it to record the stories of old soldiers. The museum also applied, successfully, for a set of cabinets to help it display and protect the objects in their collection. Further funding will be provided to improve the museum's exhibitions and marketing including the provision of road signs.

Onandjokwe Medical Museum

Onandjokwe Medical Museum (OMEM) is one of the newest museums in Namibia and MAN wants to ensure that the curator is properly equipped so that the museum can fulfil its responsibilities. MAN is therefore providing OMEM with a Desktop Computer and an A3 Printer that the curator can use to print new photographs for the museum. MAN will also assist OMEN with developing a marketing strategy and materials.

Ombalantu Baobab Tree Heritage Centre. The Centre owns a large piece of land in Outapi, but only a part of it has been developed to date. Whilst the centre is located next to a tree of major historical importance it only has a very small office and no space to mount exhibitions. The site contains the remains of a number of old buildings and a feasibility study conducted to see whether one of these might be restored to create a new 'Baobab Museum'. The community want the new museum to show the unique use of Baobab trees (*Omukwa*) as forts in the historical kingdom of Ombalantu, explain the amazing qualities of the Baobab and also provide environmental education about issues such as the dangers of deforestation. The grant will enable the Centre to obtain the services of a professional architect to produce a detailed plan of the proposed museum. The museum will then be able to obtain a detailed costing for the building work and to assist with fund-raising. MAN will also be assisting to develop a detailed exhibition plan and to help the new museum to start collecting information, images and objects for the new museum.

Namibia Scientific Society. The Namibia Scientific Society has one of the most important archives of historical photographs, documents and publications in Namibia. This documentary heritage is very fragile, but crucial to museums when they develop exhibitions and displays about Namibia's past. In order to help preserve this important collection the RMD grant from MAN to the Namibia Scientific Society will pay for the purchase of two important pieces of equipment. The first is an Overhead Scanner. This is a specialised piece of equipment that can be used to produce high definition copies of historical documents by shining light from above. This means that the document or image is less likely to be damaged and that larger documents can be scanned. In Namibia we also have a lot of images that were taken as 'slides' (little pieces of film) and a special scanner is needed to make good digital copies of these. Many slide collections have not been archived or digitalised and a special scanner for slides has been provided that now make this possible and gives us new images of Namibia's past. MAN has ensured that our member museums will be able to benefit from the equipment if they approach the Namibia Scientific Society with a request.

Swakopmund Museum and the Sam Cohen Library. One of the most important challenges facing a large museum or archive is to provide adequate storage space for objects that are not on display. MAN has provided a whole set of strong steel shelving units

as it is our responsibility, as museums, to protect our collection, including objects that may not be in areas that are accessible to the public.

UNAM History Society. For the first time a student society has been awarded a grant by the Museums Association of Namibia. One of the issues that concerns MAN is the importance of keeping our museums dynamic. We want to make sure that when people visit a museum it does not look exactly the same as it did ten years previously. MAN has, therefore, been seeking to support the development of new mobile exhibitions. We are also keen to encourage young people to get actively involved in supporting and developing Namibian museums. It is for these reasons that MAN awarded a grant to UNAM History Society to research and design a new mobile exhibition about the //Kaianaxab prison camp outside Mariental. The camp was used from the late 1970s to the early 1980s to house PLAN and MPLA prisoners. We will, by the end of the year, have a new mobile exhibition that will be available to be shown in our museums.



Regional Museums Development Grant Recipients

17. Restructuring and Appointment of New Staff

The receipt of a generous increase in our Government grant-in-aid at the start of the 2013-2014 financial year meant that MAN was able to review the staffing. An external consultant was employed to review both the salaries and the staffing structure in relation to the responsibilities and workload of the organisation. The consultant concluded that the existing salaries and staffing levels were inadequate for the organisation. It was recommended that the staffing component of the Secretariat should be increased from 1 full-time and 1 part-time staff member to four full-time staff members. The position of Project Planning and Training Officer was upgraded from a part-time to a full-time post and

a recruitment process was started for the new positions of Finance Officer and Administrative Officer. Over 500 applications were received. Interviews for the 6 shortlisted candidates (for each position) were held on the 21st February, 2014. The two successful candidates accepted the offers made by MAN and started work on the 1st April, 2014.

18. Workshop on Marketing for Namibian Museums

A Workshop on Marketing for Namibian Museums took place on the 27th and 28th February. The workshop was facilitated by Ms Grace Pujatura, Section Head; Tourism at the City of Windhoek and Dr Jeremy Silvester. The workshop provided useful information for museums to assist them improve their marketing strategies and tools. MAN will produce a *Handbook on Marketing for Namibian Museums* which will summarise the information provided at the workshop and be distributed to all member museums.



Workshop Participants



Participants worked in pairs and in groups during some of the workshop sessions and then had an opportunity to report back to the rest of the workshop

19. New MAN Office and Resource Centre

MAN signed a new contract with the Namibia Scientific Society and moved to a larger office space. The new office at 112 Robert Mugabe Avenue is conveniently located and contains a board room as well as two offices and a small kitchen and toilet. The lease also includes two small storage rooms for MAN's archives and merchandise.



The entrance to the new office which is situated in Robert Mugabe directly opposite the National Art Gallery of Namibia

20. 'Introduction to Museum Studies' – Commonwealth Association of Museums

As many Namibian museums are understaffed the Executive Committee decided to support online training for MAN members. A one year internet-based course was advertised and ten MAN members successfully applied for bursaries. The course is evaluated by the Commonwealth Association of Museums from its headquarters in Canada, whilst MAN's Project Planning and Training Officer is serving as a local tutor to provide support and advice. Students were provided with two text books and readings for each of the seven units. The group have established a closed Facebook page where they can discuss their work.

