**LITERARY ARCHIVES WRITERS’ WORKSHOP**  
**DATE: 12 & 13 OCTOBER 2015**  
**VENUE: NAMPOWER CONVENTION CENTRE, WINDHOEK**  
**FACILITATOR: DR. DAVID SUTTON**

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<th>Time</th>
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<td>08H30-08H45</td>
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<td>08H45-09H00</td>
<td>Opening and Welcoming Remarks</td>
<td>Ms. Veno V. Kauaria, Director: Namibia Library and Archives Service (NLAS)</td>
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<td>09H00-09h30</td>
<td>Introduction. The global significance of Archives, Personal Papers &amp; Manuscripts (APPM)</td>
<td>Dr. Deborah Jenkins, President of the Section Chairs, International Council on Archives</td>
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<td>10h00-10h30</td>
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| 10h30-11h30 | Why literary and cultural manuscripts are important for new collecting countries: some examples | Dr. David Sutton  
Director of Research Projects,  
University of Reading, United Kingdom |
| 11h30-12h30 | How to collect and what to collect, collecting guidelines for Namibia   | Dr. David Sutton  
Director of Research Projects,  
University of Reading, United Kingdom |
| 12h30-13h30 | Lunch                                                                  |                                                                                   |
| 13h30-14h30 | How to work with authors                                              | Dr. David Sutton  
Director of Research Projects,  
University of Reading, United Kingdom |
### Day 1

**14h30-15h00**

**How to catalogue and make literary work available (copyright issues and ownership)**

Dr. David Sutton  
**Director of Research Projects, University of Reading, United Kingdom**

**15h00-15h30**

**Tea break**

**15h30-16h30**

**Reflections and recap of the day**

With a presentation by  
Ms. Jennifer Toews,  
**University of Toronto, Canada**

**END OF DAY ONE**

### Day 2

**08H30-08H45**

**REGISTRATION**

**RESPONSIBLE PERSON**

**08H45-10H00**

**Role of the National Archives/National Library in the preservation of writer’s manuscripts**

Ms. Ndahambelela Hertha Lukileni –  
**Head of Archives, National Archives**;  
Mr. Charles Mlambo –  
**Chief Librarian, National Library of Namibia**

**10h00-10h30**

**Tea Break**

**10H30-11H30**

**Use of literary manuscripts**

Dr. David Sutton  
**Director of Research Projects, University of Reading, United Kingdom**

**11h30-12h30**

**Challenges of writing; challenges for Namibian writers; and some solutions**

Dr. David Sutton  
**Director of Research Projects, University of Reading, United Kingdom**

**12h30-13h30**

**Lunch**

**13h30-14h30**

**Issues of donation, purchase and deposit of literary manuscripts**

Dr. David Sutton  
**Director of Research Projects, University of Reading, United Kingdom**

**14h30-15h30**

**Reflections and recap of the day**

Dr. David Sutton  
**Director of Research Projects, University of Reading, United Kingdom**

**15h30-16h30**

**Recommendations**

**END OF DAY TWO**