

INTERNATIONAL STANDARD FOR ARCHIVAL DESCRIPTION

1.1 Reference code	UNHCR 16/7
1.2 Title	Records of the Nansen Medal
1.3 Dates of creation	1954-1992
1.4 Level	Sub-fonds
1.5 Extent (quantity)	2.4m
3.1 Scope and content	<p>Minutes of the Committee Meetings, certificates, seat plans , programs and speeches of the ceremony, correspondence, bills, arrangements for ceremony, lunches and dinners, Travel Claims. The Nansen Medal was instituted by the UN High Commissioner for Refugees Dr.van Heuven Goedhart. The Inaugural Meeting of the Nansen Medal Award took Place on 17th march 1955 in the Palais des Nations with the Adoption of the Rules of Procedure and the Approval of Statutes. The members of the Committee are – a member designated by the Norwegian Government; -a member designated by the Swiss Government; -the Secretary General of the Council of Europe; -the President of the Standing Conference of Voluntary Agencies working on behalf of refugees; -the UN High Commissioner. Revision of the Rules of Procedure in 1963. Creation of the Nansen Prize (or Nansen Fund) in 1979.</p>
3.3 Accruals	Accruals are expected
3.4 Arrangement	<p>Chronological by year.</p> <p>Folders (1-6) divide the content in (1) Committee - Minutes, correspondence between the members of the Committee, proposed awardees; (1a) Nansen Fund/Prize; (2) Awarde(es) – biographie(s), certificate(s), correspondence; (3)Ceremony – arrangements, program, seat plans, speeches; (4) Publicity – Press-Clips, Drafts, Correspondence, Press-Releases; (5)General Correspondence; (6) Administration – Finances, Medal, Pamphlet, Lunches, Invitation lists, Correspondence. In 1974 folder (7) Political Reactions.</p>
4.1 Conditions governing access	Records are subject to the Archives Access Policy of the UNHCR Archives
4.2 Conditions governing reproduction	Records are subject to the Copyright Policy of UNHCR
4.3 Language/scripts	Mainly English and French
4.4 Physical characteristics	Some photos (1965), Soundscriber Records (1968-1978) Microfiches (1986), disquettes
7.1 5.3 Related units of description	Fonds UNHCR 13. Records of the High Commissioner
7.2 Rules or conventions	Internal UNHCR rules
7.3 Date of description	25 January 2002