

<b>FORMAT</b>		
1. Name of resource	<b>These Museums Helped Welcome Immigrants and Refugees to their Community, and Yours Can Too!</b>	
2. Location	<a href="https://www.aam-us.org/2021/08/19/these-museums-helped-welcome-immigrants-and-refugees-to-their-community-and-yours-can-too/">https://www.aam-us.org/2021/08/19/these-museums-helped-welcome-immigrants-and-refugees-to-their-community-and-yours-can-too/</a>	
3. Alternative location		
4. Author[s]	American Alliance of Museums	
5. Publisher/producer/host	American Alliance of Museums	
6. Year	2018	
7. Suggested citation	American Alliance of Museums (2018), American Alliance of Museums, <a href="https://www.aam-us.org/2021/08/19/these-museums-helped-welcome-immigrants-and-refugees-to-their-community-and-yours-can-too/">https://www.aam-us.org/2021/08/19/these-museums-helped-welcome-immigrants-and-refugees-to-their-community-and-yours-can-too/</a>	
8. Languages in which available	English, web pages translate automatically	
9. Geographic area resource relates to	US, but with global relevance	
10. Does the resource relate to a specific time frame?		
<b>11. Type</b>	Report	
	Toolkit/Framework/Roadmap	Yes
	Sign-post to other resource (database)	Yes
	Case studies	
	Other	Yes, blog post, posters
12. If this is part of an initiative, what is the initiative?		
<b>COLLECTIONS AND COLLECTIONS-BASED INSTITUTIONS</b>		
13. Explicit links to collections	No	
14. Explicit links to museums/libraries/archives	Yes	
<b>15. Types of institutions the resource covers</b>	Museums	X
	Archives	X
	Libraries	X
	Other	X
	<b>Arts, humanities and social sciences: philosophy, psychology,</b>	X

16. Does the resource relate to specific disciplines?	religion, social sciences, law, politics, language, arts and recreation, architecture, literature, history, geography and ethnology, anthropology, archaeology	
	Science, natural history, technology, medicine, engineering, manufacturing	
17. If no explicit links to collections, justification for inclusion	The resource can help inform education, participation and partnership activities to support refugees and asylum seekers to make use of museum services.	
<b>HOW IT CONTRIBUTES TO SUSTAINABLE DEVELOPMENT</b>		
<b>18. Collections-related activities the resource relates to (mark all that apply)</b>		
<b>Develop collections to protect and safeguard wider cultural and natural heritage more effectively</b> , for example by targeting collecting to threatened forms of heritage in strategic ways		
<b>Use collections to promote learning and educational opportunities that contribute to sustainable development more effectively</b> , for example education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development and/or skills development relating to collections		
<b>Use collections to promote cultural participation/social inclusion more effectively</b> , for example by reducing barriers to participation, to ensure no-one is 'left behind'	X	
<b>Use collections to promote sustainable tourism more effectively</b> , for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in relation to collections		
<b>Use collections to support research that contributes to sustainable development</b> (including all forms of personal and self-directed research at all levels that make use of stored collections) more effectively, for example by providing effective facilities, collections and information to meet researchers' needs		
<b>Make decisions around collections that contribute to sustainable development more effectively</b>		
i. employment (recruiting, staff training, staff safety)		
ii. energy consumption, greenhouse gas emissions, reduction, monitoring and reporting		
iii. waste management and reduction of waste		
iv. transport (forms of transport, energy use)		

v.	commercial activities including copyright and IP	
vi.	governance and management	
vii.	security, disaster preparedness and risk reduction	
<b>Direct external leadership, partnerships and collaborations towards sustainable development more effectively</b> , for example by developing impactful partnerships		X
<b>19. Does the resource relate clearly to any international conventions (mark all that apply)?</b>		
Culture conventions:		
1952, 71	Protection of Copyright and Neighbouring Rights	
1954	Protection of Cultural Property in the Event of Armed Conflict	
1970	Fighting Against the Illicit Trafficking of Cultural Property	
1972	Protection of the World Cultural and Natural Heritage	
2001	Protection of the Underwater Cultural Heritage	
2003	Safeguarding of the Intangible Cultural Heritage	
2005	Protection and Promotion of the Diversity of Cultural Expressions	
Rio Conventions:		
Convention on Biological Diversity (CBD), Convention to Combat Desertification (UNCCD), Framework Convention on Climate Change (UNFCCC)		
<b>AIMS AND CONTENT</b>		
<b>20. What issues does the resource aim to address?</b>	<p><b>“Welcoming America’s annual Welcoming Week enlists organizations around the country to welcome new immigrants and refugees into their new communities. This year, AAM is a national partner of Welcoming Week and is calling on museums to get involved on September 10 to 19. Use your spaces and resources to unite your community and show that not only are we stronger together, but the future depends on our unity!</b></p> <p><b>For inspiration, look no further than the museums below, which are all past or future Welcoming Week participants. From hosting multicultural entertainments to leading a Twitter chat on inclusivity, they’ve found creative ways to do what museums do best in service of this important cause.</b></p> <p><b>Ready to get involved? See this link for a toolkit on hosting an event, and print one of our special signs below to display at your museum.”</b></p>	
21. Intended audience of resource	[Museums wanting to welcome new immigrants and refugees]	
22. Process of development		

<p>23. Organisation/structure/contents</p>	<p>[Introduction, link to toolkit, case studies]</p> <p>The toolkit is organized as follows:</p> <ul style="list-style-type: none"> <li>Overview &amp; Contact</li> <li>About Welcoming Week</li> <li>Ways to get involved</li> <li>Theme</li> <li>Background</li> <li>Messaging &amp; Talking Points</li> <li>Messaging Resources</li> <li>Hosting an event</li> <li>COVID-19 considerations (with Delta variant guidance)</li> <li>Developing Your Event</li> <li>Event Examples</li> <li>Examples from around the world</li> <li>Planning Checklist</li> <li>Issue a Welcoming Week Proclamation or Resolution</li> <li>Communications Tools &amp; Templates</li> <li>Visual Assets</li> <li>Communications Timeline (recommended)</li> <li>Social Media Tips</li> <li>Social Media Templates</li> <li>For Twitter</li> <li>For Facebook/Instagram</li> <li>For LinkedIn</li> <li>Sample Press Release</li> </ul>
<p><b>FRAMEWORKS</b></p>	
<p>24. Framework structure</p>	<p>The toolkit checklist can be considered as a framework:</p> <p><b>AGENDA</b></p> <p>Identify the setting and an agenda that ensures key audiences and partners feel welcomed. Set the speakers list, including local VIPs and champions</p> <p><b>PRE-EVENT LOGISTICS</b></p> <p>Secure and confirm location for event Set time and date of event Recruit volunteers Secure or create all materials and props needed (e.g. microphone, speakers, podium, paper plates, paint brushes, etc.) (if an in-person event) Order Welcoming Week merchandise at <a href="http://welcomingweek.org">welcomingweek.org</a></p> <p><b>CREATE A TURN-OUT PLAN</b></p> <p>Post and share Facebook event Add your event to the Welcoming Week event map</p>

Create a schedule of social media posts to get people excited and wondering how they can participate. (Sample social media for Welcoming Week can be found [here](#)). Identify organizational partners, allies, donors, etc. and send invitations

Send out reminder with clear roles and logistics to volunteers

#### GET THE WORD OUT

Send a media advisory a week before your event, and follow up with journalists a couple of days in advance.

Make media follow-up/turn-out calls

Send out the press release day of the event. (You can find a template release [here](#)).

Assign a press contact person - this person should be available at the event

Use #WelcomingWeek2021 to live tweet and in all social media posts

#### ASSIGN DAY-OF ROLES

Confirm your photographer/videographer (you will also want to be sure they are collecting signed release forms)

Confirm master of ceremonies or moderator (if applicable)

Confirm volunteer coordinator (if applicable)

#### COLLECT YOUR EVENT MATERIALS

Clipboards and pens

Sign-in sheets

Evaluations

Welcoming banner

Video/photo release forms

Download and print signs from [welcomingweek.org](http://welcomingweek.org) (available in various languages)

#### AFTER THE EVENT

Send thank you emails or notes

Post and tag pictures on your website, blog, and Facebook page - please note for which photos/videos you have release forms and tag Welcoming America so that we can share

Share your best stories from Welcoming Week with us on social media or send them to [communications@welcomingamerica.org](mailto:communications@welcomingamerica.org).

Consider becoming a Welcoming Network member or participating in Certified Welcoming.

Identify how you and your community will continue to welcome throughout the year.

	<p>FOR VIRTUAL EVENTS</p> <p>Review virtual event platforms. See the top webinar platforms <a href="#">HERE</a>.</p> <p>Select an event host to guide the event. This person would do the main introduction and closing for webinars or live streaming.</p> <p>Create a schedule and script for event participants.</p> <p>Make sure to include ways for attendees to interact. Ask them to live tweet using the hashtags #WelcomingWeek #BelongingBeginsWithUS or enable live commenting.</p> <p>Determine your audience. With a virtual event, you can now reach a much larger audience.</p> <p>Consider time zones so your event is readily accessible to a broad range of people.</p> <p>Optimize the quality of your event environment (lighting, sound)</p> <p>Test, test, test! Do a dry run with your event panelists to make sure your event runs smoothly.</p>
25. Relevant policy considerations	No
26. Resources for implementation identified	Yes
27. Specific assessment points/indicators/milestones/action plan for monitoring	Yes
<b>28. ASPECTS OF SUSTAINABILITY COVERED BY RESOURCE (mark all that apply)</b>	
People (social sustainability)	X
Planet (environmental sustainability)	
Prosperity (economic sustainability)	X
Peace	X
Partnerships	X
<b>29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply)</b>	
Gender perspectives	
North and South perspectives	X
<b>HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs</b>	
<b>HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE</b>	
30. SDGs and Agenda 2030 specifically mentioned?	No
31. SDGs specifically mentioned?	No

32. SDG targets specifically mentioned?	No
33. SDG indicators specifically mentioned?	No
<b>SDGs AND SDG TARGETS AND LINKAGES</b>	
34. Comments on SDG linkages	The resource can support collections-based institutions to support a number of SDG targets, including 1.4 (ensuring equal access to basic services), 3.4 (promote health and wellbeing), 10.2 (promote universal social, economic and political inclusion), 10.3 (reducing inequalities of outcome), 10.4 (policies for greater equality), 10.7 (safe, regular and responsible migration), 11.5 (reduce the impact of disasters), 11.7 (safe and welcoming public places), 11.B (integrated plans for inclusion and Disaster Risk Reduction), 16.10 (protect the right to information and other fundamental freedoms) and 16.B (promote and enforce non-discriminatory laws and policies for sustainable development).
<b>35. SDGs and SDG targets the resource helps advance</b>	
<b>SDG 1: End poverty in all its forms everywhere</b> 1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance	Numbers and proportions of people from particular groups using collections in comparison with demographics in broader society.  Numbers of people accessing collections.  Number of targeted programmes that aim to enhance access to collections by disadvantaged groups.  Sustainable tourism that enhances local communities' access to basic services, ownership and control over land and other forms of property (including cultural and natural heritage), as well as to technology and markets.  Involvement of people from disadvantaged groups in decision-making activities and processes relating to collections and collections-based institutions.
<b>SDG 3: Ensure healthy lives and promote well-being for all at all ages</b> 3.4 By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment	Plans, policies and procedures in place for the safe use of collections, notably in relation to chemical, physical, biological and other forms of hazard.  Proportion of users of collections facilities reporting positive well-being during and as a result of activities relating to collections.

<p>and promote mental health and well-being</p>	<p>Number and proportion of programmes relating to collections that incorporate wellbeing considerations and perspectives.</p> <p>Number of targeted programmes drawing on collections that address issues relating to non-communicable diseases, supporting prevention and treatment.</p>
<p><b>SDG 10. Reduce inequality within and between countries</b> 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status</p>	<p>Collections development to ensure that collections effectively meet the needs of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.</p> <p>Numbers and proportions of people making use of collections in relation to the demographic of the local population.</p> <p>Numbers and proportions of people involved in focused programmes aimed at promoting social, economic and political inclusion.</p> <p>Numbers and proportions of people from different demographic groups involved in decision-making processes relating to collections and collections-based institutions.</p> <p>Number and types of partnerships that build relationships with marginalized groups, individuals and communities.</p>
<p><b>SDG 10. Reduce inequality within and between countries</b> 10.3 Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard</p>	<p>Identification of discriminatory policies and practices, with clear plans to address these, to ensure equal opportunity for all and reduce inequalities of outcome.</p>
<p><b>SDG 10. Reduce inequality within and between countries</b> 10.4 Adopt policies, especially fiscal, wage and social protection policies,</p>	<p>Number and proportion of policies that proactively address equality issues relating to fiscal, wage and social protection considerations.</p>



<p>and progressively achieve greater equality</p>	
<p><b>SDG 10. Reduce inequality within and between countries</b> 10.7 Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies</p>	<p>Collections development that supports a variety of uses relating to migration and that enables migrants and refugees to access their heritage.</p> <p>Numbers and proportions of people making use of collections who are from migrant backgrounds.</p> <p>Numbers and proportions of people involved in focused programmes supporting migrants and refugees.</p> <p>Use of collections for a variety of purposes (education, awareness-raising, research, partnerships) that address issues relating to migration, mobility, and refugees.</p> <p>Numbers and proportions of people and groups from different migrant backgrounds in decision-making processes relating to collections and collections-based institutions.</p>
<p><b>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable</b> 11.5 By 2030, significantly reduce the number of deaths and the number of people affected and substantially decrease the direct economic losses relative to global gross domestic product caused by disasters, including water-related disasters, with a focus on protecting the poor and people in vulnerable situations</p>	<p>Collections-based research that supports the understanding and management of disasters of all kinds.</p> <p>Plans in place for public education and awareness drawing on collections and collections-based institutions to reduce exposure and vulnerability to disasters of all kinds.</p> <p>Plans in place to ensure collections-based institutions steadily work to reduce their contributions to disaster risk, for example by reducing pollution and waste of all kinds.</p> <p>Plans in place to ensure collections-based institutions, and people related to them (including workers) are protected from economic losses as a result of disasters.</p> <p>Plans in place to provide special support/protection to poor and vulnerable people and groups in and following disasters.</p>
<p><b>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable</b> 11.7 By 2030, provide universal access to safe,</p>	<p>Numbers of people accessing collecting institutions from different demographic groups, notably women, children, older people and persons with disabilities.</p>

<p>inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities</p>	<p>Increases in numbers of people accessing collecting institutions from different demographic groups.</p> <p>Measures taken to remove barriers to access green and public spaces.</p> <p>Extent of green space provided by collections institutions.</p>
<p><b>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable</b>  11.B By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, holistic disaster risk management at all levels</p>	<p><b><i>11.B.1 Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030a</i></b></p> <p>Disaster Risk Reduction strategies and plans in place, in line with the Sendai Framework for Disaster Risk Reduction, to ensure collecting institutions and collections are factored into planning, and contribute effectively to Disaster Risk Reduction.</p>
<p><b>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</b>  16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements</p>	<p>Adopt and implement constitutional, statutory and/or policy guarantees for public access to information.</p> <p>Plans in place, and plans implemented to enhance public access to information relating to collections.</p> <p>Plans in place, and plans implemented to support fundamental freedoms, in line with human rights, national and international agreements and legislation.</p> <p>Plans and procedures in place for public access to information relating to the operation and management of collections-based institutions.</p> <p>Complaint mechanism in place for public to use where public access to information and fundamental freedoms not supported or fulfilled.</p>

<p><b>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</b></p> <p>16.B Promote and enforce non-discriminatory laws and policies for sustainable development</p>		<p><b><i>16.B.1 Proportion of population [audience/users/non-users] reporting having personally felt discriminated against or harassed in the previous 12 months on the basis of a ground of discrimination prohibited under international human rights law</i></b></p> <p>Number and proportion of policies that incorporate sustainable development considerations, in the full sense of recognizing all three of social, economic and environmental considerations.</p>			
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	