**CATALOGUE FORM (MULTI)CULTURAL ORGANISATIONAL ARCHIVES PROJECT**

**NEEACA/ Box 1 Collector: Tina Simbo, Freelancer cultural worker, 07930695746**

**CATALOGUING SYSTEM:**

**Collection – Organisation BECON**

**Box Number-1 BECON 1**

**Type BECON/1/3 = Box 1, Type 3**

**Photo 1, Document 2, Print Publicity 3 Audio-Video 4, Object 5, Art 6, Other 7**

**Only photos, documents and oral histories contributed**

**ACRONYMS:**

**SAN VAM PCS BECON NEEACA FREETHINK Durham CRE**

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| **Ref No.** | **Item**  **(Document, Photo, Print Publicity, Audio/Video/Music, Object, Other)** | **Date**  **Collected** | **Description** | **Format/Size** | **Source** | **Loan or Donation** | **Scanned or Digital?**  **(File name)** | **comments** |
| **1. Photos** |  |  |  |  |  |  |  |  |
| BECON 1/1/1 | photo | 09/03/2021 | BECON presentation to retiring chair | jpeg | Louise Evan Wong | Donation | Scanned and  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_1\_1 | Photo taken outside the assembly rooms in Newcastle |
| BECON  1/1/2 | photo | 09/03/2021 | BECON board of trustees/staff | jpeg | Louise Evan Wong | Donation | Scanned and Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_1\_2 | Photo taken outside the assembly rooms in Newcastle |
| **2. Document** |  |  |  |  |  |  |  |  |
| BECON 1/2/1-68 | Document | 09/03/2021 | Booklet published in 2011 to mark 10 years of BECONS existence | jpegs | Louise Evan Wong | Donation | Scanned and saved on to hard drive: Folder Louise Evan Wong BECON archive material, Folder BECON 1\_1\_1-68 | Extensive document featuring numerous accounts and photographs |
| BECON 1/2/69 | Document | 09/03/2021 | Global to local event bulletin 2002 | Word doc | Louise Evan Wong | Donation | Digital:  saved on to hard drive - Folder Louise Ewan Wong BECON archive material,  BECON1\_2\_69 | Promotion of a BECON, Regeneration Exchange, Community Champions, Northern Arts and the Home Office partnership event - interactive exhibition, by Sharron Lea Owens |
| BECON  1/2/70 | Document | 09/03/2021 | Commentary on Central government community cohesion agenda 19/04/2003 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_70 | Reflections and observations about Community cohesion agenda following riots |
| BECON  1/2/71 | Document | 09/03/2021 | BECON Newsletter content May 2003 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_71 | Content to be included within newsletter |
| BECON 1/2/72 | Document | 09/03/2021 | BECON AGM notes Sept 2003 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_72 | Address for AGM |
| BECON 1/2/73 | Document | 09/03/2021 | BECON strategy day notes 09/09/2003 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_73 | Summary of strategy day |
| BECON  1/2/74 | Document | 09/03/2021 | BECON handover notes 16/11/2003 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_74 | Handover notes written by chair |
| BECON  1/2/75 | Document | 09/03/2021 | BECON notes from co-chair Jan 2004 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_75 | New year address |
| BECON  1/2/76 | Document | 09/03/2021 | BECON board of trustee meeting minutes 12/01/2004 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_76 | Minutes of meeting taking place at Callerton House |
| BECON  1/2/77 | Document | 09/03/2021 | BECON newsletter content 7/4/2004 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_77 | Content to be included within newsletter |
| BECON  1/2/78 | Document | 09/03/2021 | BECON staff procedures 21/7/2004 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_78 | Details of staff procedures relating to various areas including health appointments, time keeping, language, funding bids, working hours, email and internet use etc. |
| BECON  1/2/79 | Document | 09/03/2021 | BECON “We Are Here! Going Where?”- Community Development Needs of Black and Minority Ethnic (BME) Community/Voluntary Organisations in Sunderland report summary | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_79 | Report into the profile of racially minoritized (Black and minority ethnic- BME) community organisations in Sunderland – profile, awareness of and involvement in regional partnerships and initiatives and development barrier |
| BECON  1/2/80 | Document | 09/03/2021 | BECON away day 28/07/2004 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_80 | Summary of an away day involving trustees, staff and advisors |
| BECON  1/2/81 | Document | 09/03/2021 | BECON trustee board 2005/2006 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_81 | Trustee board names and contact details |
| BECON  1/2/82 | Document | 09/03/2021 | BECON Grievance and disciplinary policy and procedures  16/06/2005 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_82 | Details of the policy and procedures |
| BECON  1/2/83 | Document | 09/03/2021 | BECON Complaints policy written 02/04/2004 and modified 1/03/2006 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_83 | Details of the policy |
| BECON 1/2/84 | Document | 09/03/2021 | BME forum working group notes  09/06/2006 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_84 | Views of the working group on the idea of a BME forum in Newcastle |
| BECON 1/2/85 | Document | 09/03/2021 | Evaluation report on BECON for One North East by MET (Management and Equality training)  2007 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_85 | An independent evaluation of the effectiveness and sustainability of the Strengthening the Black and Minority Ethnic and Community Sector Leadership project |
| BECON  1/2/86 | Document | 09/03/2021 | North East Equalities Coalition presentation  07/05/2008 | Powerpoint | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_86 | Presentation delivered by Louise Ewan Wong and Anne Bonner on the structure, purpose and practices of the management group |
| BECON  1/2/87 | Document | 09/03/2021 | BECON sustainability options  16/09/2008 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_87 | Sustainability Options for BECON:  A Paper for BECON Trustee Board |
| BECON  1/2/88 | Document | 09/03/2021 | BECON away day notes  03/07/2010 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_88 | Summary of away day |
| BECON  1/2/89 | Document | 09/03/2021 | BECON project draft evaluation by LGBT Federation North East  08/04/2011 | Word doc | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Evan Wong BECON archive material, BECON 1\_2\_89 | An evaluation into BECON led projects established with the aim of empowering of regional BME organisations and facilitating their ability to influence regional and sub-regional policy and practice. |
| BECON  1/2/90 | Document | 09/03/2021 | BECON narrative  06/03/2021 | Pdf | Louise Evan Wong | Donation | Digital  saved on to hard drive: Folder Louise Ewan Wong BECON archive material, BECON 1\_2\_90 | BECON narrative for website written by LEW |
| **4. Audio-Video, music, etc** |  |  |  |  |  |  |  |  |
| BECON  1/4/1 | Oral history | 05/03/2021 | Raw footage of oral history interview - Q1 Part 1 | MP4 | Louise Evan Wong | n/a | Digital:  Saved on Blackboard, multiciultural organisational archive project, oral history recordings, Louise Evan Wong | Conducted by Tina Simbo via Blackboard  6:27 (mins,secs) |
| BECON  1/4/2 | Oral history | 05/03/2021 | Raw footage of oral history interview - Q1 park 2 | MP4 | Louise Evan Wong | n/a | Digital:  Saved on Blackboard, multiciultural organisational archive project, oral history recordings, Louise Evan Wong | Conducted by Tina Simbo via Blackboard  2:28 (mins, secs) |
| BECON  1/4/3 | Oral history | 05/03/2021 | Raw footage of oral history interview Q2  Part 1 | MP4 | Louise Evan Wong | n/a | Digital:  Saved on Blackboard, multiciultural organisational archive project, oral history recordings, Louise Evan Wong | Conducted by Tina Simbo via Blackboard  634 (mins,secs) |
| BECON  1/4/4 | Oral history | 05/03/2021 | Raw footage of oral history interview - Q2  Part 2 | MP4 | Louise Evan Wong | n/a | Digital:  Saved on Blackboard, multiciultural organisational archive project, oral history recordings, Louise Evan Wong | Conducted by Tina Simbo via Blackboard  1:46 (mins,secs) |
| BECON  1/4/5 | Oral history | 05/03/2021 | Raw footage of oral history interview - Q3 | MP4 | Louise Evan Wong | n/a | Digital:  Saved on Blackboard, multiciultural organisational archive project, oral history recordings, Louise Evan Wong | Conducted by Tina Simbo via Blackboard  3:35 (mins, secs) |
| BECON  1/4/6 | Oral history | 05/03/2021 | Raw footage of oral history interview - Q4 & 6 | MP4 | Louise Evan Wong | n/a | Digital:  Saved on Blackboard, multiciultural organisational archive project, oral history recordings, Louise Evan Wong | Conducted by Tina Simbo via Blackboard  11:04 (mins,secs) |
| BECON  1/4/6 | Oral history | 05/03/2021 | Audio from oral history interview Q1-6 | Wav | Louise Evan Wong | n/a | Digital:  Saved on hard drive, Folder – Louise Evan Wong BECON interview audio, BECON 1\_4\_6 | Recorded by Louise Evan Wong  36:41 (mins, secs) |
| BECON  1/4/7 | Oral history | 19/06/2021 | Raw footage of oral history interview | MP4 | Justine King | n/a | Sharepoint: Tina, oral history recordings, 007-008 | Conducted by Tina Simbo and Filmed by Moises Bedroissan  007 - 27:40 (mins,secs)  008- 14:57 (mins,secs) |

**KB&SA9thJune,2021**