



United Nations  
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Organización  
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para la Educación,  
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Организация  
Объединенных Наций по  
вопросам образования,  
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منظمة الأمم المتحدة  
للتربية والعلم والثقافة

联合国教育、  
科学及文化组织

## The Assistant Director-General for Culture

To the States Members of the  
Intergovernmental Committee for the  
Safeguarding of the Intangible Cultural  
Heritage

3 September 2013

Ref.: CLT/CEH/ITH/13/5032

Subject: Eighth session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage, Baku, Republic of Azerbaijan, 2 to 7 December 2013

Dear Minister,

On behalf of the Director-General, I have the honour to invite you to the eighth session of the Intergovernmental Committee for the Safeguarding of Intangible Cultural Heritage, which will take place at the JW Marriott Absheron Hotel ([www.jwmarriottbaku.com](http://www.jwmarriottbaku.com)) in Baku (Republic of Azerbaijan), from 2 to 7 December 2013. The official opening ceremony for the meeting will be held in the early evening of Sunday, 1 December 2013. A cultural program is planned for 8 December.

Please find enclosed the provisional agenda for the session. Documents corresponding to items inscribed on this agenda will be published on the website of the Convention <http://www.unesco.org/culture/ich/en/8COM/> no later than 4 November 2013, in the two working languages of the Committee (English and French - Rule 42 of the Rules of Procedures of the Intergovernmental Committee). General information concerning practical arrangements for the session also is posted on the same website. The debates will be interpreted in English and French, as well as in Arabic and in Azeri, thanks to the generous support of the Abu Dhabi Tourism and Culture Authority and of the Government of Azerbaijan.

Out of concern for the environment and in order to cut costs, hard copies of the documents will not be sent unless they are specifically requested. In the event you are unable to download the documents, you are invited kindly to send an e-mail to the Secretariat of the Convention, at [ichmeetings@unesco.org](mailto:ichmeetings@unesco.org). You may wish to know that the debates of the meeting will be transmitted by webcast and available in real time on the website of the Convention indicated above.

Expenses incurred by participants will be borne by the government they represent. The costs of participation of representatives of developing States Members of the Committee may, however, be borne by the Fund of the Intangible Cultural Heritage, subject to the availability of resources and provided that such persons are intangible cultural heritage experts. The Fund will consider only one request per Member State.

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Requests for such assistance must reach the Secretariat of the Convention at least four weeks before the session concerned (Rule 5.5 of the Rules of Procedure of the Committee). Nevertheless and in accordance with UNESCO's regulations, in the case of travel to meetings and conferences or other events where dates are set well in advance and are not likely to change, tickets should be booked no later than three weeks prior to the departure date. Therefore, I invite eligible States to send their request to the e-mail address of the Secretariat of the Convention indicated above as soon as possible and, in any event, before 1 November 2013, together with the *curriculum vitae* of the proposed expert, a valid scan copy of his/her passport and his/her travel itinerary.

For all enquiries concerning visas and other formalities required to enter the Republic of Azerbaijan, participants are requested to contact directly the consulate or the diplomatic mission of Azerbaijan in their own country. The present letter, together with a letter from you stating the names of your country's representative(s), may be used when applying for a visa. In case your country does not have Azerbaijan diplomatic representation, I advise you to send requests to the e-mail address of the Secretariat of the Convention at the address indicated earlier. The Secretariat will transmit such requests to the host country. However, please bear in mind that only the Azerbaijan authorities may determine whether a visa is granted.

I should be grateful if you would confirm your participation at this Committee session, as well as the participation of the expert proposed for financial assistance where relevant, by registering online as soon as possible on the Convention's web page at the above-mentioned address. In the event you encounter technical difficulties, kindly send an e-mail to the Convention Secretariat.

As is customary, the NGO Forum will take place on the eve of the opening session, from 11 a.m. to 5 p.m. on Sunday, 1 December 2013. Further information on the agenda for that meeting is available on the following website: <http://ngoforum.pbworks.com/>.

Yours sincerely,

p.p. 

Francesco Bandarin

Enc: Provisional Agenda

cc: Chairperson of the Intergovernmental Committee  
Permanent Delegation of Azerbaijan to UNESCO  
Permanent Delegation of the countries concerned  
National Commissions of the countries concerned