

**Convention
for the Safeguarding of the Intangible
Cultural Heritage**

Basic Texts

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Introduction

As soon as I arrived at UNESCO in 1999, I made the safeguarding of intangible cultural heritage one of the priorities of the Organization. Indeed, I felt it was urgent to act to preserve a fragile heritage that was often under threat of extinction and which had not, until then, enjoyed sufficient sustained attention from our Organization.

A two-fold strategy was initiated. The Proclamation of Masterpieces of the Oral and Intangible Heritage of Humanity was conceived as an immediate initial measure to raise awareness about the importance of safeguarding such heritage. In addition, considering that existing international agreements concerning cultural and natural heritage needed to be effectively enriched and supplemented by means of new provisions relating to intangible cultural heritage, on 17 October 2003, at its 32nd session, the General Conference of UNESCO adopted the Convention for the Safeguarding of the Intangible Cultural Heritage. The adoption of the Convention was the culminating point of the Organization's lengthy quest for the promotion of the function and values of cultural expressions and practices, and of monuments and sites.

The importance of the Convention in the eyes of the international community was demonstrated by the unprecedented rapid pace of ratification over the following months and years. By signing up, States are committed to ensure the safeguarding of intangible cultural heritage present in their territories, as well as to identify and define this living heritage with the participation of communities, groups and relevant non-governmental organizations. Indeed, the Convention underscores that intangible cultural heritage is a mainspring of cultural diversity and a guarantee of sustainable development. Communities, in particular indigenous communities, groups and, in some cases, individuals, play an important role in the production, safeguarding, maintenance and re-creation of intangible cultural heritage, thus helping to enrich cultural diversity and human creativity.

However, the Convention also recalls that processes of globalization and social transformation, alongside the conditions they create for renewed dialogue among communities, may give rise, as does the phenomenon of intolerance, to threats of deterioration and disappearance of intangible cultural heritage, in particular owing to a lack of resources for safeguarding such heritage. Intangible heritage helps communities grapple with the challenges of globalization, not only by preserving the values and practices that define their identity, but also in promoting respect for other cultural traditions and mutual understanding. Culture – both tangible and intangible – offers a unique opportunity to engage with differences while building social harmony, both nationally and internationally.

The Convention entered into force on 20 April 2006, and the General Assembly of the States Parties to the Convention met shortly afterwards to select the members of the Intergovernmental Committee, thus launching the start of the Convention's effective implementation at the international level. On 19 June 2008 a new chapter commenced in the short, but already rich story of the Convention, with the adoption by the General Assembly of the Operational Directives. The Directives were prepared by the Committee in a series of four meetings, held between November 2006 and February 2008. At these meetings, the Committee recalled the link of intangible cultural heritage with biological diversity, and held that sharing and disseminating this heritage encourages cultural exchange and understanding between peoples, constituting an asset for harmony and peace among human beings.

The Directives lay out, *inter alia*, the criteria, procedures and timetables for inscribing intangible heritage on the lists of the Convention, for selecting programmes, projects and activities in safeguarding, for providing advisory assistance to the Committee, granting international assistance as well as for reporting by States to the Committee. They do not provide guidance yet to States Parties for their efforts to implement the Convention at the national level. They do, however, reflect throughout the importance given by the Committee and the General Assembly to Article 15 of the Convention that calls for the widest possible participation and active involvement in safeguarding intangible cultural heritage of the communities, groups and, where appropriate, individuals that create, maintain and transmit it. They are, as stressed by the Committee recalled in its session, at the core of the safeguarding of intangible cultural heritage and are therefore of prime concern for the Convention.

This first edition of the Operational Directives is subject to be improved, on the basis of the needs of the States Parties when safeguarding their heritage, and of the experience acquired by the Committee in guiding the Convention's implementation. This evolving aspect of the Directives will provide the Convention with the necessary flexibility to adapt to a fast changing world and an always evolving living heritage.

At the time of writing the introduction to this volume, more than 100 Member States of UNESCO have already ratified the Convention. Many others will soon join them. Today, only five years after the adoption of the Convention, intangible heritage and its safeguarding is recognized again as an essential part of our cultural heritage, providing us with a sense of identity and continuity. It has been my privilege, as Director-General of UNESCO, to lead the work for international recognition of this priority area. I am convinced that the Convention will continue benefitting from increasing support from its States Parties and become, day by day, even more successful in its objective of safeguarding the rich diversity of the world's living heritage.



Koïchiro Matsuura
Director-General of UNESCO

Convention for the Safeguarding of the Intangible Cultural Heritage

Paris, 17 October 2003

The General Conference of the United Nations Educational, Scientific and Cultural Organization hereinafter referred to as 'UNESCO', meeting in Paris, from 29 September to 17 October 2003, at its 32nd session,

Referring to existing international human rights instruments, in particular to the Universal Declaration on Human Rights of 1948, the International Covenant on Economic, Social and Cultural Rights of 1966, and the International Covenant on Civil and Political Rights of 1966,

Considering the importance of the intangible cultural heritage as a mainspring of cultural diversity and a guarantee of sustainable development, as underscored in the UNESCO Recommendation on the Safeguarding of Traditional Culture and Folklore of 1989, in the UNESCO Universal Declaration on Cultural Diversity of 2001, and in the Istanbul Declaration of 2002 adopted by the Third Round Table of Ministers of Culture,

Considering the deep-seated interdependence between the intangible cultural heritage and the tangible cultural and natural heritage,

Recognizing that the processes of globalization and social transformation, alongside the conditions they create for renewed dialogue among communities, also give rise, as does the phenomenon of intolerance, to grave threats of deterioration, disappearance and destruction of the intangible cultural heritage, in particular owing to a lack of resources for safeguarding such heritage,

Being aware of the universal will and the common concern to safeguard the intangible cultural heritage of humanity,

Recognizing that communities, in particular indigenous communities, groups and, in some cases, individuals, play an important role in the production, safeguarding, maintenance and re-creation of the intangible cultural heritage, thus helping to enrich cultural diversity and human creativity,

Noting the far-reaching impact of the activities of UNESCO in establishing normative instruments for the protection of the cultural heritage, in particular the Convention for the Protection of the World Cultural and Natural Heritage of 1972,

Noting further that no binding multilateral instrument as yet exists for the safeguarding of the intangible cultural heritage,

Considering that existing international agreements, recommendations and resolutions concerning the cultural and natural heritage need to be effectively enriched and supplemented by means of new provisions relating to the intangible cultural heritage,

Considering the need to build greater awareness, especially among the younger generations, of the importance of the intangible cultural heritage and of its safeguarding,

Considering that the international community should contribute, together with the States Parties to this Convention, to the safeguarding of such heritage in a spirit of cooperation and mutual assistance,

Recalling UNESCO's programmes relating to the intangible cultural heritage, in particular the Proclamation of Masterpieces of the Oral and Intangible Heritage of Humanity,

Considering the invaluable role of the intangible cultural heritage as a factor in bringing human beings closer together and ensuring exchange and understanding among them,

Adopts this Convention on this seventeenth day of October 2003.

I. General provisions

Article 1 - Purposes of the Convention

The purposes of this Convention are:

- a. to safeguard the intangible cultural heritage;
- b. to ensure respect for the intangible cultural heritage of the communities, groups and individuals concerned;
- c. to raise awareness at the local, national and international levels of the importance of the intangible cultural heritage, and of ensuring mutual appreciation thereof;
- d. to provide for international cooperation and assistance.

Article 2 - Definitions

For the purposes of this Convention,

1. The 'intangible cultural heritage' means the practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage. This intangible cultural heritage, transmitted from generation to generation, is constantly recreated by communities and groups in response to their environment, their interaction with nature and their history, and provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity. For the purposes of this Convention, consideration will be given solely to such intangible cultural heritage as is compatible with existing international human rights instruments, as well as with the requirements of mutual respect among communities, groups and individuals, and of sustainable development.
2. The 'intangible cultural heritage', as defined in paragraph 1 above, is manifested inter alia in the following domains:
 - a. oral traditions and expressions, including language as a vehicle of the intangible cultural heritage;
 - b. performing arts;

- c. social practices, rituals and festive events;
 - d. knowledge and practices concerning nature and the universe;
 - e. traditional craftsmanship.
3. 'Safeguarding' means measures aimed at ensuring the viability of the intangible cultural heritage, including the identification, documentation, research, preservation, protection, promotion, enhancement, transmission, particularly through formal and non-formal education, as well as the revitalization of the various aspects of such heritage.
 4. 'States Parties' means States which are bound by this Convention and among which this Convention is in force.
 5. This Convention applies mutatis mutandis to the territories referred to in Article 33 which become Parties to this Convention in accordance with the conditions set out in that Article. To that extent the expression 'States Parties' also refers to such territories.

Article 3 - Relationship to other international instruments

Nothing in this Convention may be interpreted as:

- a. altering the status or diminishing the level of protection under the 1972 Convention concerning the Protection of the World Cultural and Natural Heritage of World Heritage properties with which an item of the intangible cultural heritage is directly associated; or
- b. affecting the rights and obligations of States Parties deriving from any international instrument relating to intellectual property rights or to the use of biological and ecological resources to which they are parties.

II. Organs of the Convention

Article 4 - General Assembly of the States Parties

1. A General Assembly of the States Parties is hereby established, hereinafter referred to as 'the General Assembly'. The General Assembly is the sovereign body of this Convention.

2. The General Assembly shall meet in ordinary session every two years. It may meet in extraordinary session if it so decides or at the request either of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage or of at least one-third of the States Parties.
3. The General Assembly shall adopt its own Rules of Procedure.

Article 5 - Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage

1. An Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage, hereinafter referred to as 'the Committee', is hereby established within UNESCO. It shall be composed of representatives of 18 States Parties, elected by the States Parties meeting in General Assembly, once this Convention enters into force in accordance with Article 34.
2. The number of States Members of the Committee shall be increased to 24 once the number of the States Parties to the Convention reaches 50.

Article 6 - Election and terms of office of States Members of the Committee

1. The election of States Members of the Committee shall obey the principles of equitable geographical representation and rotation.
2. States Members of the Committee shall be elected for a term of four years by States Parties to the Convention meeting in General Assembly.
3. However, the term of office of half of the States Members of the Committee elected at the first election is limited to two years. These States shall be chosen by lot at the first election.
4. Every two years, the General Assembly shall renew half of the States Members of the Committee.
5. It shall also elect as many States Members of the Committee as required to fill vacancies.
6. A State Member of the Committee may not be elected for two consecutive terms.

7. States Members of the Committee shall choose as their representatives persons who are qualified in the various fields of the intangible cultural heritage.

Article 7 - Functions of the Committee

Without prejudice to other prerogatives granted to it by this Convention, the functions of the Committee shall be to:

- a. promote the objectives of the Convention, and to encourage and monitor the implementation thereof;
- b. provide guidance on best practices and make recommendations on measures for the safeguarding of the intangible cultural heritage;
- c. prepare and submit to the General Assembly for approval a draft plan for the use of the resources of the Fund, in accordance with Article 25;
- d. seek means of increasing its resources, and to take the necessary measures to this end, in accordance with Article 25;
- e. prepare and submit to the General Assembly for approval operational directives for the implementation of this Convention;
- f. examine, in accordance with Article 29, the reports submitted by States Parties, and to summarize them for the General Assembly;
- g. examine requests submitted by States Parties, and to decide thereon, in accordance with objective selection criteria to be established by the Committee and approved by the General Assembly for:
 - (i) inscription on the lists and proposals mentioned under Articles 16, 17 and 18;
 - (ii) the granting of international assistance in accordance with Article 22.

Article 8 - Working methods of the Committee

1. The Committee shall be answerable to the General Assembly. It shall report to it on all its activities and decisions.

2. The Committee shall adopt its own Rules of Procedure by a two-thirds majority of its Members.
3. The Committee may establish, on a temporary basis, whatever ad hoc consultative bodies it deems necessary to carry out its task.
4. The Committee may invite to its meetings any public or private bodies, as well as private persons, with recognized competence in the various fields of the intangible cultural heritage, in order to consult them on specific matters.

Article 9 - Accreditation of advisory organizations

1. The Committee shall propose to the General Assembly the accreditation of non-governmental organizations with recognized competence in the field of the intangible cultural heritage to act in an advisory capacity to the Committee.
2. The Committee shall also propose to the General Assembly the criteria for and modalities of such accreditation.

Article 10 - The Secretariat

1. The Committee shall be assisted by the UNESCO Secretariat.
2. The Secretariat shall prepare the documentation of the General Assembly and of the Committee, as well as the draft agenda of their meetings, and shall ensure the implementation of their decisions.

III. Safeguarding of the intangible cultural heritage at the national level

Article 11 - Role of States Parties

Each State Party shall:

- a. take the necessary measures to ensure the safeguarding of the intangible cultural heritage present in its territory;
- b. among the safeguarding measures referred to in Article 2, paragraph 3, identify and define the various elements of the intangible cultural heritage present in its territory, with the participation of communities, groups and relevant non-governmental organizations.

Article 12 - Inventories

1. To ensure identification with a view to safeguarding, each State Party shall draw up, in a manner geared to its own situation, one or more inventories of the intangible cultural heritage present in its territory. These inventories shall be regularly updated.
2. When each State Party periodically submits its report to the Committee, in accordance with Article 29, it shall provide relevant information on such inventories.

Article 13 - Other measures for safeguarding

To ensure the safeguarding, development and promotion of the intangible cultural heritage present in its territory, each State Party shall endeavour to:

- a. adopt a general policy aimed at promoting the function of the intangible cultural heritage in society, and at integrating the safeguarding of such heritage into planning programmes;
- b. designate or establish one or more competent bodies for the safeguarding of the intangible cultural heritage present in its territory;
- c. foster scientific, technical and artistic studies, as well as research methodologies, with a view to effective safeguarding of the intangible cultural heritage, in particular the intangible cultural heritage in danger;
- d. adopt appropriate legal, technical, administrative and financial measures aimed at:
 - (i) fostering the creation or strengthening of institutions for training in the management of the intangible cultural heritage and the transmission of such heritage through forums and spaces intended for the performance or expression thereof;
 - (ii) ensuring access to the intangible cultural heritage while respecting customary practices governing access to specific aspects of such heritage;
 - (iii) establishing documentation institutions for the intangible cultural heritage and facilitating access to them.

Article 14 - Education, awareness-raising and capacity-building

Each State Party shall endeavour, by all appropriate means, to:

- a. ensure recognition of, respect for, and enhancement of the intangible cultural heritage in society, in particular through:
 - (i) educational, awareness-raising and information programmes, aimed at the general public, in particular young people;
 - (ii) specific educational and training programmes within the communities and groups concerned;
 - (iii) capacity-building activities for the safeguarding of the intangible cultural heritage, in particular management and scientific research; and
 - (iv) non-formal means of transmitting knowledge;
- b. keep the public informed of the dangers threatening such heritage, and of the activities carried out in pursuance of this Convention;
- c. promote education for the protection of natural spaces and places of memory whose existence is necessary for expressing the intangible cultural heritage.

Article 15 - Participation of communities, groups and individuals

Within the framework of its safeguarding activities of the intangible cultural heritage, each State Party shall endeavour to ensure the widest possible participation of communities, groups and, where appropriate, individuals that create, maintain and transmit such heritage, and to involve them actively in its management.

IV. Safeguarding of the intangible cultural heritage at the international level

Article 16 - Representative List of the Intangible Cultural Heritage of Humanity

1. In order to ensure better visibility of the intangible cultural heritage and awareness of its significance, and to encourage dialogue which respects cultural diversity, the Committee, upon the proposal of the States Parties concerned, shall establish, keep up to date and publish a Representative List of the Intangible Cultural Heritage of Humanity.
2. The Committee shall draw up and submit to the General Assembly for approval the criteria for the establishment, updating and publication of this Representative List.

Article 17 - List of Intangible Cultural Heritage in Need of Urgent Safeguarding

1. With a view to taking appropriate safeguarding measures, the Committee shall establish, keep up to date and publish a List of Intangible Cultural Heritage in Need of Urgent Safeguarding, and shall inscribe such heritage on the List at the request of the State Party concerned.
2. The Committee shall draw up and submit to the General Assembly for approval the criteria for the establishment, updating and publication of this List.
3. In cases of extreme urgency - the objective criteria of which shall be approved by the General Assembly upon the proposal of the Committee - the Committee may inscribe an item of the heritage concerned on the List mentioned in paragraph 1, in consultation with the State Party concerned.

Article 18 - Programmes, projects and activities for the safeguarding of the intangible cultural heritage

1. On the basis of proposals submitted by States Parties, and in accordance with criteria to be defined by the Committee and approved by the General Assembly, the Committee shall periodically select and promote national, subregional and regional programmes, projects and activities for the safeguarding of the heritage which it considers best reflect the principles and objectives of this Convention, taking into account the special needs of developing countries.

2. To this end, it shall receive, examine and approve requests for international assistance from States Parties for the preparation of such proposals.
3. The Committee shall accompany the implementation of such projects, programmes and activities by disseminating best practices using means to be determined by it.

V. International cooperation and assistance

Article 19 - Cooperation

1. For the purposes of this Convention, international cooperation includes, inter alia, the exchange of information and experience, joint initiatives, and the establishment of a mechanism of assistance to States Parties in their efforts to safeguard the intangible cultural heritage.
2. Without prejudice to the provisions of their national legislation and customary law and practices, the States Parties recognize that the safeguarding of intangible cultural heritage is of general interest to humanity, and to that end undertake to cooperate at the bilateral, subregional, regional and international levels.

Article 20 - Purposes of international assistance

International assistance may be granted for the following purposes:

- a. the safeguarding of the heritage inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding;
- b. the preparation of inventories in the sense of Articles 11 and 12;
- c. support for programmes, projects and activities carried out at the national, subregional and regional levels aimed at the safeguarding of the intangible cultural heritage;
- d. any other purpose the Committee may deem necessary.

Article 21 - Forms of international assistance

The assistance granted by the Committee to a State Party shall be governed by the operational directives foreseen in Article 7 and by the agreement referred to in Article 24, and may take the following forms:

- a. studies concerning various aspects of safeguarding;
- b. the provision of experts and practitioners;
- c. the training of all necessary staff;
- d. the elaboration of standard-setting and other measures;
- e. the creation and operation of infrastructures;
- f. the supply of equipment and know-how;
- g. other forms of financial and technical assistance, including, where appropriate, the granting of low-interest loans and donations.

Article 22 - Conditions governing international assistance

1. The Committee shall establish the procedure for examining requests for international assistance, and shall specify what information shall be included in the requests, such as the measures envisaged and the interventions required, together with an assessment of their cost.
2. In emergencies, requests for assistance shall be examined by the Committee as a matter of priority.
3. In order to reach a decision, the Committee shall undertake such studies and consultations as it deems necessary.

Article 23 - Requests for international assistance

1. Each State Party may submit to the Committee a request for international assistance for the safeguarding of the intangible cultural heritage present in its territory.
2. Such a request may also be jointly submitted by two or more States Parties.

3. The request shall include the information stipulated in Article 22, paragraph 1, together with the necessary documentation.

Article 24 - Role of beneficiary States Parties

1. In conformity with the provisions of this Convention, the international assistance granted shall be regulated by means of an agreement between the beneficiary State Party and the Committee.
2. As a general rule, the beneficiary State Party shall, within the limits of its resources, share the cost of the safeguarding measures for which international assistance is provided.
3. The beneficiary State Party shall submit to the Committee a report on the use made of the assistance provided for the safeguarding of the intangible cultural heritage.

VI. Intangible Cultural Heritage Fund

Article 25 - Nature and resources of the Fund

1. A 'Fund for the Safeguarding of the Intangible Cultural Heritage', hereinafter referred to as 'the Fund', is hereby established.
2. The Fund shall consist of funds-in-trust established in accordance with the Financial Regulations of UNESCO.
3. The resources of the Fund shall consist of:
 - a. contributions made by States Parties;
 - b. funds appropriated for this purpose by the General Conference of UNESCO;
 - c. contributions, gifts or bequests which may be made by:
 - (i) other States;
 - (ii) organizations and programmes of the United Nations system, particularly the United Nations Development Programme, as well as other international organizations;
 - (iii) public or private bodies or individuals;

- d. any interest due on the resources of the Fund;
 - e. funds raised through collections, and receipts from events organized for the benefit of the Fund;
 - f. any other resources authorized by the Fund's regulations, to be drawn up by the Committee.
- 4. The use of resources by the Committee shall be decided on the basis of guidelines laid down by the General Assembly.
 - 5. The Committee may accept contributions and other forms of assistance for general and specific purposes relating to specific projects, provided that those projects have been approved by the Committee.
 - 6. No political, economic or other conditions which are incompatible with the objectives of this Convention may be attached to contributions made to the Fund.

Article 26 - Contributions of States Parties to the Fund

- 1. Without prejudice to any supplementary voluntary contribution, the States Parties to this Convention undertake to pay into the Fund, at least every two years, a contribution, the amount of which, in the form of a uniform percentage applicable to all States, shall be determined by the General Assembly. This decision of the General Assembly shall be taken by a majority of the States Parties present and voting which have not made the declaration referred to in paragraph 2 of this Article. In no case shall the contribution of the State Party exceed 1% of its contribution to the regular budget of UNESCO.
- 2. However, each State referred to in Article 32 or in Article 33 of this Convention may declare, at the time of the deposit of its instruments of ratification, acceptance, approval or accession, that it shall not be bound by the provisions of paragraph 1 of this Article.
- 3. A State Party to this Convention which has made the declaration referred to in paragraph 2 of this Article shall endeavour to withdraw the said declaration by notifying the Director-General of UNESCO. However, the withdrawal of the declaration shall not take effect in regard to the contribution due by the State until the date on which the subsequent session of the General Assembly opens.

4. In order to enable the Committee to plan its operations effectively, the contributions of States Parties to this Convention which have made the declaration referred to in paragraph 2 of this Article shall be paid on a regular basis, at least every two years, and should be as close as possible to the contributions they would have owed if they had been bound by the provisions of paragraph 1 of this Article.
5. Any State Party to this Convention which is in arrears with the payment of its compulsory or voluntary contribution for the current year and the calendar year immediately preceding it shall not be eligible as a Member of the Committee; this provision shall not apply to the first election. The term of office of any such State which is already a Member of the Committee shall come to an end at the time of the elections provided for in Article 6 of this Convention.

Article 27 - Voluntary supplementary contributions to the Fund

States Parties wishing to provide voluntary contributions in addition to those foreseen under Article 26 shall inform the Committee, as soon as possible, so as to enable it to plan its operations accordingly.

Article 28 - International fund-raising campaigns

The States Parties shall, insofar as is possible, lend their support to international fund-raising campaigns organized for the benefit of the Fund under the auspices of UNESCO.

VII. Reports

Article 29 - Reports by the States Parties

The States Parties shall submit to the Committee, observing the forms and periodicity to be defined by the Committee, reports on the legislative, regulatory and other measures taken for the implementation of this Convention.

Article 30 - Reports by the Committee

1. On the basis of its activities and the reports by States Parties referred to in Article 29, the Committee shall submit a report to the General Assembly at each of its sessions.
2. The report shall be brought to the attention of the General Conference of UNESCO.

VIII. Transitional clause

Article 31 - Relationship to the Proclamation of Masterpieces of the Oral and Intangible Heritage of Humanity

1. The Committee shall incorporate in the Representative List of the Intangible Cultural Heritage of Humanity the items proclaimed 'Masterpieces of the Oral and Intangible Heritage of Humanity' before the entry into force of this Convention.
2. The incorporation of these items in the Representative List of the Intangible Cultural Heritage of Humanity shall in no way prejudice the criteria for future inscriptions decided upon in accordance with Article 16, paragraph 2.
3. No further Proclamation will be made after the entry into force of this Convention.

IX. Final clauses

Article 32 - Ratification, acceptance or approval

1. This Convention shall be subject to ratification, acceptance or approval by States Members of UNESCO in accordance with their respective constitutional procedures.
2. The instruments of ratification, acceptance or approval shall be deposited with the Director-General of UNESCO.

Article 33 - Accession

1. This Convention shall be open to accession by all States not Members of UNESCO that are invited by the General Conference of UNESCO to accede to it.
2. This Convention shall also be open to accession by territories which enjoy full internal self-government recognized as such by the United Nations, but have not attained full independence in accordance with General Assembly resolution 1514 (XV), and which have competence over the matters governed by this Convention, including the competence to enter into treaties in respect of such matters.
3. The instrument of accession shall be deposited with the Director-General of UNESCO.

Article 34 - Entry into force

This Convention shall enter into force three months after the date of the deposit of the thirtieth instrument of ratification, acceptance, approval or accession, but only with respect to those States that have deposited their respective instruments of ratification, acceptance, approval, or accession on or before that date. It shall enter into force with respect to any other State Party three months after the deposit of its instrument of ratification, acceptance, approval or accession.

Article 35 - Federal or non-unitary constitutional systems

The following provisions shall apply to States Parties which have a federal or non-unitary constitutional system:

- a. with regard to the provisions of this Convention, the implementation of which comes under the legal jurisdiction of the federal or central legislative power, the obligations of the federal or central government shall be the same as for those States Parties which are not federal States;
- b. with regard to the provisions of this Convention, the implementation of which comes under the jurisdiction of individual constituent States, countries, provinces or cantons which are not obliged by the constitutional system of the federation to take legislative measures, the federal government shall inform the competent authorities of such States, countries, provinces or cantons of the said provisions, with its recommendation for their adoption.

Article 36 - Denunciation

1. Each State Party may denounce this Convention.
2. The denunciation shall be notified by an instrument in writing, deposited with the Director-General of UNESCO.
3. The denunciation shall take effect twelve months after the receipt of the instrument of denunciation. It shall in no way affect the financial obligations of the denouncing State Party until the date on which the withdrawal takes effect.

Article 37 - Depositary functions

The Director-General of UNESCO, as the Depositary of this Convention, shall inform the States Members of the Organization, the States not Members of the Organization referred to in Article 33, as well as the United Nations, of the deposit of all the instruments of ratification, acceptance, approval or accession provided for in Articles 32 and 33, and of the denunciations provided for in Article 36.

Article 38 - Amendments

1. A State Party may, by written communication addressed to the Director-General, propose amendments to this Convention. The Director-General shall circulate such communication to all States Parties. If, within six months from the date of the circulation of the communication, not less than one half of the States Parties reply favourably to the request, the Director-General shall present such proposal to the next session of the General Assembly for discussion and possible adoption.
2. Amendments shall be adopted by a two-thirds majority of States Parties present and voting.
3. Once adopted, amendments to this Convention shall be submitted for ratification, acceptance, approval or accession to the States Parties.
4. Amendments shall enter into force, but solely with respect to the States Parties that have ratified, accepted, approved or acceded to them, three months after the deposit of the instruments referred to in paragraph 3 of this Article by two-thirds of the States Parties. Thereafter, for each State Party that ratifies, accepts, approves or accedes to an amendment, the said amendment shall enter into force three months after the date of deposit by that State Party of its instrument of ratification, acceptance, approval or accession.
5. The procedure set out in paragraphs 3 and 4 shall not apply to amendments to Article 5 concerning the number of States Members of the Committee. These amendments shall enter into force at the time they are adopted.

6. A State which becomes a Party to this Convention after the entry into force of amendments in conformity with paragraph 4 of this Article shall, failing an expression of different intention, be considered:
 - a. as a Party to this Convention as so amended; and
 - b. as a Party to the unamended Convention in relation to any State Party not bound by the amendments.

Article 39 - Authoritative texts

This Convention has been drawn up in Arabic, Chinese, English, French, Russian and Spanish, the six texts being equally authoritative.

Article 40 - Registration

In conformity with Article 102 of the Charter of the United Nations, this Convention shall be registered with the Secretariat of the United Nations at the request of the Director-General of UNESCO.

Operational Directives for the Implementation of the Convention for the Safeguarding of the Intangible Cultural Heritage

Adopted by the General Assembly at its second ordinary session
(Paris, France, 16 to 19 June 2008)

Chapter I. Safeguarding Intangible Cultural Heritage

1.1	Inscription on the Urgent Safeguarding List (paragraphs 1-18)	31
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Abbreviations

Article: Article of the Convention, unless otherwise specified

Committee: Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage

Convention: Convention for the Safeguarding of the Intangible Cultural Heritage

Director-General: Director-General of the United Nations Educational, Scientific and Cultural Organization

Fund: Intangible Cultural Heritage Fund

General Assembly: General Assembly of the States Parties to the Convention

ICH: Intangible Cultural Heritage

Masterpieces: Masterpieces of the Oral and Intangible Heritage of Humanity

Representative List: Representative List of the Intangible Cultural Heritage of Humanity

State Party: State Party to the Convention for the Safeguarding of the Intangible Cultural Heritage

UNESCO: United Nations Educational, Scientific and Cultural Organization

Urgent Safeguarding List: List of Intangible Cultural Heritage in Need of Urgent Safeguarding

1.COM: First session of the Committee

1.EXT.COM: First extraordinary session of the Committee

1.GA: First session of the General Assembly

2.COM: Second session of the Committee

2.EXT.COM: Second extraordinary session of the Committee

Chapter I. Safeguarding Intangible Cultural Heritage

1.1 Inscription on the Urgent Safeguarding List

Articles 7 (g)(i)
and 17

Criteria for inscription

1.EXT. COM 6

1. In nomination files, the submitting State(s) Party(ies) or, in the case of extreme urgency, the nominator(s) will be requested to demonstrate that an element proposed for inscription on the Urgent Safeguarding List satisfies all of the following criteria:
 - U.1** The element constitutes intangible cultural heritage as defined in Article 2 of the Convention.
 - U.2**
 - a. The element is in urgent need of safeguarding because its viability is at risk despite the efforts of the community, group or, if applicable, individuals and State(s) Party(ies) concerned; (or)
 - b. The element is in extremely urgent need of safeguarding because it is facing grave threats as a result of which it cannot be expected to survive without immediate safeguarding.
 - U.3** Safeguarding measures are elaborated that may enable the community, group or, if applicable, individuals concerned to continue the practice and transmission of the element.
 - U.4** The element has been nominated following the widest possible participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.
 - U.5** The element is included in an inventory of the intangible cultural heritage present in the territory(ies) of the submitting State(s) Party(ies), as defined in Articles 11 and 12.
 - U.6** In cases of extreme urgency, the State(s) Party(ies) concerned has (have) been duly consulted regarding inscription of the element in conformity with Article 17.3.

Nomination procedure

2. Submitting States Parties are requested to use the nomination form annexed to these Operational Directives, and to involve the communities, groups and, where applicable, individuals concerned in the preparation of their nominations.
3. States Parties are encouraged to jointly submit multi-national nominations when an element is found on the territory of more than one State Party.
4. A State Party may withdraw a nomination it has submitted at any time prior to evaluation by the Committee, without prejudice to its right to benefit from international assistance under the Convention.

Examination of nominations

5. With a view to their evaluation by the Committee, nominations shall be examined by preferably more than one advisory organization accredited in conformity with Article 9.1 of the Convention. In conformity with Article 8.4, the Committee may invite public or private bodies and/or private persons with recognized competence in the field of intangible cultural heritage, in order to consult them on specific matters. No nomination will be examined by (a) national(s) of the State(s) Party(ies) submitting the nomination.
6. Examinations shall include assessment of the nomination's conformity with the inscription criteria.
7. Each examination shall include assessment of the viability of the element and of the feasibility and sufficiency of the safeguarding plan. It shall also include assessment of the risk of its disappearing, due, inter alia, to the lack of means for safeguarding and protecting it, or to processes of globalization and social or environmental transformation.
8. The reports of these examinations shall include a recommendation to the Committee to inscribe, or not to inscribe, the nominated element.

Evaluation and decision by the Committee

9. The Secretariat will transmit to the Committee an overview of all nominations including summaries, examination reports, and any reactions thereto by the States Parties concerned. The nomination files and examination reports will also be made available to States Parties for their consultation.

10. After evaluation, the Committee decides whether an element shall or shall not be inscribed on the Urgent Safeguarding List.

Nominations to be processed on an extremely urgent basis

2.COM 6

11. In case of extreme urgency, and in conformity with Criterion U.6, the Committee may invite the State(s) Party(ies) concerned to submit a nomination on an accelerated schedule. The Committee, in consultation with the State(s) Party(ies) concerned, shall evaluate the nomination as quickly as possible after its submission, in accordance with a procedure to be established by the Committee on a case-by-case basis.
12. Cases of extreme urgency may be brought to the attention of the Committee by the State(s) Party(ies) on whose territory(ies) the element is located, by any other State Party, by the community concerned or by an advisory organization. The State(s) Party(ies) concerned shall be informed in a timely manner.

Removal of an element from the Urgent Safeguarding List

13. An element shall be removed from the Urgent Safeguarding List by the Committee when it determines, after assessment of the implementation of the safeguarding plan, that the element no longer satisfies one or more criteria for inscription on that list.

Transfer of an element from one List to the other

14. An element may not simultaneously be inscribed on the Urgent Safeguarding List and the Representative List. A State Party may request that an element be transferred from one List to the other. Such a request must demonstrate that the element satisfies all of the criteria for the List to which transfer is requested, and shall be submitted according to the established procedures and deadlines for nominations.

Updating and publication of the Urgent Safeguarding List

15. The nomination files and examination reports of elements inscribed on the List shall be available for consultation at the Secretariat and, to the extent possible, made available on-line for general access.
16. Upon request of the Committee, the Secretariat publishes the updated Urgent Safeguarding List annually, primarily through the website of the Convention. A printed version will be published every two years, on the occasion of the session of the General Assembly.

Timetable – Overview of procedures ¹**17. Phase 1: Preparation and submission**

1 September - Year 0	Deadline by which preparatory assistance may be requested from the Committee.
31 March - Year 1	Deadline by which nominations must be received by the Secretariat. Nominations received after this date will be examined in the next cycle.
1 June - Year 1	Deadline by which the Secretariat will have processed the nominations, including registration and acknowledgement of receipt. If a nomination is found incomplete, the State Party will be advised to complete the nomination.
1 September - Year 1	Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle.

Phase 2: Examination

September - Year 1	Selection by the Committee of one or more advisory organizations, research institutes and/or experts responsible for examination of each nomination file.
October - Year 1 April - Year 2	Examination
31 March - Year 2	Deadline by which States Parties will have submitted supplementary information requested by the examiners for proper review of a nomination.

1. The General Assembly approved a transitional calendar for the first inscriptions on this list (see paragraph 18 below).

1 May - Year 2 The Secretariat transmits to the nominating States Parties the relevant examination reports.

1 August - Year 2 The Secretariat transmits to the Committee Members the examination reports. The nomination files and examination reports shall also be available on-line for consultation by States Parties.

Phase 3: Evaluation

September - Year 2 The Committee evaluates nominations and makes its decisions.

18. Transitional timetable for the *first inscriptions* on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding

2.COM 6

1 October 2008 Deadline by which preparatory assistance may be requested for the preparation of nominations.

November 2008 Evaluation of preparatory assistance requests.

15 March 2009 Deadline by which nominations must be received by the Secretariat.

15 April 2009 Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle (for 2010).

April 2009 Decision by the Committee on examiners for examination of each nomination file.

April - 20 June 2009 Examination by the examiners of the nominations for inscription.

25 June 2009 Deadline by which States Parties will have submitted supplementary information requested by the examiners for proper review of the nomination.

1 July 2009	The Secretariat transmits to the nominating States Parties the relevant examination reports.
August 2009	The Secretariat transmits to the Committee Members the examination reports. The nomination files and the examination reports shall be available to States Parties for information on the website of the Convention.
September 2009	Evaluation by the Committee of the nominations for the first inscriptions on the Urgent Safeguarding List.

1.2 Inscription on the Representative List

Articles 7 (g)(i)
and 16

Criteria for inscription

1 EXT. COM 6

19. In nomination files, the submitting States Parties will be requested to demonstrate that an element proposed for inscription on the Representative List satisfies all of the following criteria:

- R.1** The element constitutes intangible cultural heritage as defined in Article 2 of the Convention.
- R.2** Inscription of the element will contribute to ensuring visibility and awareness of the significance of the intangible cultural heritage and to encouraging dialogue, thus reflecting cultural diversity worldwide and testifying to human creativity.
- R.3** Safeguarding measures are elaborated that may protect and promote the element.
- R.4** The element has been nominated following the widest possible participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.
- R.5** The element is included in an inventory of the intangible cultural heritage present in the territory(ies) of the submitting State(s) Party(ies), as defined in Articles 11 and 12.

Nomination procedure

2. COM 6

20. States Parties are encouraged to jointly submit multi-national nominations when an element is found on the territory of more than one State Party.

21. Submitting States Parties are requested to use the nomination form annexed to these Operational Directives, and to involve the communities, groups and, where applicable, individuals concerned in the preparation of their nominations.
22. A State Party may withdraw a nomination it has submitted at any time prior to evaluation by the Committee.

Examination of nominations

2. COM 6

23. Examination of nominations shall be accomplished by a subsidiary body of the Committee established in accordance with Rule 21 of its Rules of Procedure.
24. The examination made by the subsidiary body shall include assessment of the nomination's conformity with the inscription criteria.
25. The examination report shall include a recommendation to the Committee to inscribe, or not to inscribe, the nominated element.

Evaluation and decision by the Committee

2. COM 6

26. The subsidiary body will provide to the Committee an overview of all nomination files and a report of their examination, which will also be made available by the Secretariat to States Parties for their consultation.
27. After evaluation the Committee decides whether an element shall or shall not be inscribed on the Representative List.
28. If the Committee decides that an element should not be inscribed on the Representative List, the nomination may not be resubmitted to the Committee for inscription on this List, before four years have passed.

Removal of an element from the Representative List

2. COM 6

29. An element shall be removed from the Representative List when the Committee determines that it no longer satisfies one or more criteria for inscription on that list.

Transfer of an element from one List to the other

2. COM 6

30. An element may not simultaneously be inscribed on the Representative List and the Urgent Safeguarding List. A State Party may request that an element be transferred from one List to the other. Such a request must demonstrate that the element satisfies all of the criteria for the List to which transfer is requested, and shall be submitted according to the established procedures and deadlines for nominations.

Updating and publication of the Representative List

2. COM 6

31. The nomination files and examination reports of elements inscribed on the List shall be available for consultation at the Secretariat and, to the extent possible, made available on-line for general access.
32. Upon request of the Committee, the Secretariat publishes the updated Representative List annually, primarily through the website of the Convention. A printed version will be published every two years, on the occasion of the session of the General Assembly.

Timetable – Overview of procedures

2. COM 6

33. Phase 1: Preparation and submission

- | | |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31 August - Year 1 ² | Deadline by which nominations must be received by the Secretariat. Nominations received after this date will be examined in the next cycle. |
| 1 November - Year 1 | Deadline by which the Secretariat will have processed the nominations, including registration and acknowledgement of receipt. If a nomination is found incomplete, the State Party will be advised to complete the nomination. |
| 15 January - Year 2 | Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle. |

2. The General Assembly decided to adopt the deadline of 30 September 2008 for the first cycle.

Phase 2: Examination

- | | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May - Year 2 | Examination by the subsidiary body. |
| 1 July - Year 2 | The Secretariat transmits to the nominating States Parties the examination reports by the subsidiary body. |
| 1 August - Year 2 | The Secretariat transmits to the Committee Members the examination reports. The nomination files and the examination reports shall also be available on-line for consultation by States Parties. |

Phase 3: Evaluation

- | | |
|--------------------|------------------------------------------------------------------|
| September - Year 2 | The Committee evaluates the nominations and makes its decisions. |
|--------------------|------------------------------------------------------------------|

1.3 Incorporation of items proclaimed ‘Masterpieces of the Oral and Intangible Heritage of Humanity’ in the Representative List

Article 31
2.EXT. COM 7

34. In conformity with Article 31.1 of the Convention, the Committee shall automatically incorporate in the List foreseen in Article 16 all the items that had been proclaimed ‘Masterpieces of the Oral and Intangible Heritage of Humanity’ before the entry into force of the Convention, following the adoption of the present Operational Directives by the General Assembly.
35. This incorporation is enforceable upon all States having present on their territories one or several items proclaimed Masterpieces, whether or not they are party to the Convention. Concerning the States non party whose items proclaimed Masterpieces have been incorporated in the List, they shall enjoy all the rights and assume all the obligations included within the Convention as regards only those items present on their territories, on the condition they so consent in writing, it being understood that those rights and obligations cannot be invoked or applied separately from each other.
36. All States non party having present on their territories items proclaimed Masterpieces shall be notified by the Director-General about the adoption of the present Operational Directives which require that these items be placed on an equal footing with items inscribed in the future, in

conformity with Article 16.2, and governed by the same legal regime for monitoring, transfer from one List to the other or withdrawal, according to the modalities foreseen by these Operational Directives.

37. Through the above-mentioned notification, States non party will simultaneously be invited by the Director-General as mandated by the Committee to express, within one year, their explicit consent in writing to accept the rights and assume the obligations contained in the Convention in accordance with the modalities foreseen in paragraphs 35 and 36 above.
38. The written notification of this acceptance by the State non party shall be addressed to the Director-General acting in his capacity as Depositary of the Convention, and constitutes submission of the items proclaimed Masterpieces concerned to the full legal regime of the Convention.
39. In the case that a State non party to the Convention has refused to provide within one year written consent to accept the rights and assume the obligations under the Convention concerning items present on its territory and inscribed on the Representative List, the Committee shall have the right to withdraw these items from the List.
40. In the case that a State non party to the Convention has not responded to the notification or keeps silent on its intent, or in the case of absence of an explicit indication of its consent within one year, its silence or lack of response will be considered by the Committee as a refusal justifying the application of paragraph 39 above, unless circumstances beyond its control prevent it from notifying its acceptance or refusal.
41. In the case that an item proclaimed Masterpiece incorporated in the List is found to be on the territories of both a State Party and a State non party to the Convention, it shall be considered as benefiting from the full legal regime established by the Convention, it being understood that the State non party shall be invited by the Director-General as mandated by the Committee to consent to the obligations foreseen by the Convention. In the absence of an explicit indication of the State non party's consent, the Committee shall have the right to recommend that it refrain from undertaking any act that might harm the item proclaimed Masterpiece so concerned.
42. The Committee shall report to the General Assembly on the measures undertaken in this respect according to the modalities and formalities foreseen by the present Operational Directives.

1.4 Programmes, projects and activities that best reflect the principles and objectives of the Convention

Article 18

Proposal and selection procedure

2.COM 12

43. States Parties are encouraged to propose national, subregional or regional programmes, projects and activities for safeguarding intangible cultural heritage to the Committee for selection and promotion as best reflecting the principles and objectives of the Convention. Article 18.1
44. In its selection and promotion of safeguarding programmes, projects and activities, the Committee shall pay special attention to the needs of developing countries and to the principle of equitable geographic distribution, while strengthening South-South and North-South-South cooperation.
45. Such programmes, projects and activities may be completed, in progress, or planned at the time they are proposed to the Committee for selection and promotion.
46. States Parties may submit proposals individually or jointly. The Committee encourages the submission of subregional or regional programmes, projects and activities as well as those undertaken jointly by States Parties in geographically discontinuous areas.
47. States Parties may request preparatory assistance for the elaboration of such proposals in accordance with the provisions concerning international assistance, i.e., Articles 20-24 of the Convention. Article 18.3
48. Submitting States Parties are requested to use the format annexed to these Directives. A proposal shall be submitted by 1 March of the year in which the Committee is requested to evaluate it.
49. Initial examination of proposals will be accomplished by a working group of the Committee to be established by it during a session. The working group shall provide the Committee with its opinion of the merits of proposals and a summary recommendation.
50. The Committee decides whether or not to select a programme, project or activity.
51. At each session the Committee may explicitly call for proposals characterized by international cooperation, as mentioned in Article 19, and/or focusing on specific priority aspects of safeguarding.

Criteria for selection

52. From among the programmes, projects or activities proposed to it, the Committee shall select those that best satisfy all of the following criteria:
- a. the programme, project or activity involves safeguarding, as defined in Article 2.3 of the Convention.
 - b. the programme, project or activity promotes the coordination of efforts for safeguarding intangible cultural heritage on regional, subregional and/or international levels.
 - c. the programme, project or activity reflects the principles and objectives of the Convention.
 - d. if already completed, the programme, project or activity has demonstrated effectiveness in contributing to the viability of the intangible cultural heritage concerned. If still underway or planned, it can reasonably be expected to contribute substantially to the viability of the intangible cultural heritage concerned.
 - e. the programme, project or activity has been or will be implemented with the participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.
 - f. the programme, project or activity may serve as a subregional, regional or international model, as the case may be, for safeguarding activities.
 - g. the submitting State(s) Party(ies), implementing body(ies), and community, group or, if applicable, individuals concerned are willing to cooperate in the dissemination of best practices, if their programme, project or activity is selected.
 - h. the programme, project or activity features experiences that are susceptible to an assessment of their results.
 - i. the programme, project or activity is primarily applicable to the particular needs of developing countries.

Promotion and dissemination

53. The Committee shall encourage research, documentation, publication and dissemination of good practices and models with international cooperation in generating safeguarding measures and creating favourable conditions for such measures that have been evolved by States Parties in the implementation of selected programmes, projects and activities, with or without assistance.
54. The Committee shall establish, keep up to date, and publish a register of programmes, projects and activities that it has selected as best reflecting the principles and objectives of the Convention.
55. The Committee shall encourage States Parties to create favourable conditions for the implementation of such programmes, projects and activities.
56. In addition to the register of selected programmes, projects and activities, the Committee shall compile and make available information about the measures and methodologies used or to be used, and experiences gained, if any.
57. The Committee shall encourage research on and evaluation of the effectiveness of safeguarding measures included in the programmes, projects and activities that it has selected and shall promote international cooperation in such research and evaluation.
58. On the basis of experiences gained and lessons learned in these and other safeguarding programmes, projects and activities, the Committee shall provide guidance on best practices and make recommendations on measures for safeguarding intangible cultural heritage (Article 7 (b)).

Chapter II. The Intangible Cultural Heritage Fund and International Assistance

2.1 Guidelines for the use of the resources of the Fund

Articles 7 (c), (d),
25, 27 and 28

59. The resources of the Fund, which is managed as a special account in conformity with Article 1.1 of its Financial Regulations, shall be used primarily for granting international assistance as described in Chapter V of the Convention.
60. The resources may further be used:
- a. for the replenishment of the Reserve Fund mentioned in Article 6 of the Financial Regulations;
 - b. for the support of other functions of the Committee as described in Article 7 including those related to the proposals mentioned in Article 18;
 - c. for the costs of participation in the sessions of the Committee of representatives of developing States Members of the Committee, but only for persons who are experts in intangible cultural heritage, and, if the budget allows, on a case by case basis, for the costs of participation of representatives who are experts in intangible cultural heritage, from developing countries that are Parties to the Convention but not Members of the Committee;
 - d. for the costs of advisory services to be provided, at the request of the Committee, by non-governmental and non-profit-making organizations, public or private bodies and private persons;
 - e. for the costs of participation of public or private bodies, as well as private persons, notably members of communities and groups, that have been invited by the Committee to its meetings to be consulted on specific matters.

1.EXT.COM 9
2.COM 9

2.2 International assistance

Articles 20, 21,
24.2, 18
2.COM 11

Purposes and forms of international assistance

61. International assistance provided to States Parties for the safeguarding of intangible cultural heritage is supplementary to national efforts for safeguarding.

62. The Committee may receive, evaluate and approve requests for any purpose and for any form of international assistance mentioned in Articles 20 and 21 of the Convention respectively, depending on the available resources. Priority is given to requests for international assistance concerning:
- a. the safeguarding of the heritage inscribed on the Urgent Safeguarding List; Article 20 (a)
 - b. the preparation of inventories in the sense of Articles 11 and 12; Article 20 (b)
 - c. support for programmes, projects and activities carried out at the national, subregional and regional levels aimed at the safeguarding of the intangible cultural heritage; Article 20 (c)
 - d. preparatory assistance.
63. International assistance as described in Articles 20 and 21 may be granted on an emergency basis, as mentioned in Article 22 (emergency assistance).
64. The Committee may receive, evaluate and approve requests for preparatory assistance aimed to help the elaboration of requests for inscription on the Urgent Safeguarding List referred to in Article 17 and for proposals as referred to in Article 18 (preparatory assistance).

Eligibility and selection criteria

65. All States Parties are eligible to request international assistance.
66. When evaluating requests for international assistance, the Committee shall take into account the principle of equitable geographical distribution and the special needs of developing countries. The Committee may also take into account whether:
- a. the request implies cooperation at the bilateral, regional or international levels; and/or,
 - b. the assistance may have a multiplier effect and may stimulate financial and technical contributions from other sources.

67. The Committee will base its decisions on granting assistance on the following criteria: Article 24.2
- a. the community, group and/or individuals concerned participated in the preparation of the request and will be involved in the implementation of the proposed activities, and in their evaluation and follow-up as broadly as possible;
 - b. the amount of assistance requested is appropriate;
 - c. the proposed activities are well conceived and feasible;
 - d. the project may have lasting results;
 - e. the beneficiary State Party shares the cost of the activities for which international assistance is provided, within the limits of its resources;
 - f. the assistance aims at building up or reinforcing capacities in the field of safeguarding intangible cultural heritage;
 - g. the beneficiary State Party has implemented previously financed activities, if any, in line with all regulations and any conditions applied thereto.

Procedure for the submission of international assistance requests

68. States Parties may submit to the Committee requests for international assistance. Such requests may also be jointly submitted by two or more States Parties.
69. Requests for international assistance have to be submitted to the Secretariat by using the appropriate form annexed to these Operational Directives.
70. Requests for preparatory assistance should be received by the Secretariat by 1 September two years before the envisaged evaluation by the Committee of requests for inscription on the Urgent Safeguarding List foreseen under Article 17 of the Convention, or by 1 September one year before the envisaged evaluation by the Committee of proposals of programmes, projects and activities as foreseen under Article 18.
71. The Secretariat shall assess the completeness of the request and may ask for additional information. It shall inform the requesting State(s) Party(ies) about the possible evaluation dates of the request.

- 72. The Secretariat shall seek examination for complete requests over USD 25,000.
- 73. The Secretariat shall submit complete requests to the relevant authority for evaluation and approval:

(In the following table 'Other assistance' refers to all assistance other than emergency or preparatory assistance.)

Budget	Type of assistance	Deadline for submission	Body authorized to approve
Less than USD 25 000	Emergency assistance	At any time	Bureau of the Committee
	Preparatory assistance	1 September	
	Other assistance	At any time	
USD 25 000 or more	Emergency assistance	At any time	Committee
	Other assistance	1 May	

- 74. The Secretariat shall communicate the decision concerning the granting of assistance to the requesting party(ies) within two weeks following the decision. The Secretariat shall reach agreement with the requesting party(ies) on the details of the assistance.
- 75. The assistance will be subject to appropriate monitoring, reporting and evaluation.

Chapter III. Participation in the implementation of the Convention

3.1 Participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes

2.EXT. COM 6

76. Recalling Article 11 (b) and in the spirit of Article 15, the Committee encourages States Parties to establish functional and complementary cooperation among communities, groups and, where applicable, individuals who create, maintain and transmit intangible cultural heritage, as well as experts, centres of expertise and research institutes.
77. States Parties are encouraged to create a consultative body or a coordination mechanism to facilitate the participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes, in particular in:
- the identification and definition of the different elements of intangible cultural heritage present on their territories;
 - the drawing up of inventories;
 - the elaboration and implementation of programmes, projects and activities;
 - the preparation of nomination files for inscription on the Lists, in conformity with the relevant paragraphs of Chapter 1 of the present Operational Directives;
 - the removal of an element of intangible cultural heritage from one List or its transfer to the other, as referred to in paragraphs 13, 14, 29 and 30 of the present Operational Directives.
78. States Parties shall take necessary measures to sensitize communities, groups and, where applicable, individuals to the importance and value of their intangible cultural heritage, as well as of the Convention, so that the bearers of this heritage may fully benefit from this standard-setting instrument.
79. In conformity with the provisions of Articles 11 to 15 of the Convention, States Parties shall undertake appropriate measures to ensure capacity building of communities, groups and, where applicable, individuals.

80. States Parties are encouraged to establish and regularly update, in a manner geared to their own situation, a directory of experts, centres of expertise, research institutes and regional centres active in the domains covered by the Convention that could undertake the studies mentioned in Article 13 (c).
81. Among the private and public bodies mentioned in paragraph 5 of the present Operational Directives, the Committee may involve experts, centres of expertise and research institutes, as well as regional centres active in the domains covered by the Convention, in order to consult them on specific matters.
82. States Parties shall endeavour to facilitate access by communities, groups and, where applicable, individuals to results of research carried out among them, as well as foster respect for practices governing access to specific aspects of intangible cultural heritage in conformity with Article 13 d.
83. States Parties are encouraged to develop together, at the sub-regional and regional levels, networks of communities, experts, centres of expertise and research institutes to develop joint approaches, particularly concerning the elements of intangible cultural heritage they have in common, as well as interdisciplinary approaches.
84. States Parties that possess documentation concerning an element of intangible cultural heritage present on the territory of another State Party are encouraged to share such documentation with that other State, which shall make that information available to the communities, groups and, where applicable, individuals concerned, as well as to experts, centres of expertise and research institutes.
85. States Parties are encouraged to participate in activities pertaining to regional cooperation including those of Category II centres for intangible cultural heritage that are or will be established under the auspices of UNESCO, to be able to cooperate in the most efficient manner possible, in the spirit of Article 19 of the Convention, and with the participation of communities, groups and, where applicable, individuals as well as experts, centres of expertise and research institutes.
86. Within the limit of available resources, the Committee may invite any public or private body (including centres of expertise and research institutes) as well as private persons with recognized competence in the field of intangible cultural heritage (including communities, groups, and other experts) to participate in its meetings in order to sustain an interactive dialogue and consult them on specific matters, in conformity with Article 8.4 of the Convention.

3.2 Non-governmental organizations and the Convention

3.2.1 Participation of non-governmental organizations at the national level

87. In conformity with Article 11 (b), States Parties shall involve the relevant non-governmental organizations in the implementation of the Convention, inter alia in identifying and defining intangible cultural heritage and in other appropriate safeguarding measures, in cooperation and coordination with other actors involved in the implementation of the Convention.

3.2.2 Participation of accredited non-governmental organizations

Criteria for the accreditation of non-governmental organizations

1.EXT. COM 10

88. Non-governmental organizations shall:

- a. have proven competence, expertise and experience in safeguarding (as defined in Article 2.3) intangible cultural heritage belonging, inter alia, to one or more specific domains;
- b. have a local, national, regional or international nature, as appropriate;
- c. have objectives that are in conformity with the spirit of the Convention and, preferably, statutes or bylaws that conform with those objectives;
- d. cooperate in a spirit of mutual respect with communities, groups, and, where appropriate, individuals that create, practice and transmit intangible cultural heritage;
- e. possess operational capacities, including:
 - (i) a regular active membership, which forms a community linked by the desire to pursue the objectives for which it was established;
 - (ii) an established domicile and a recognized legal personality as compatible with domestic law;
 - (iii) having existed and having carried out appropriate activities for at least four years when being considered for accreditation.

Article 2.2

Modalities and review of accreditationArticle 9
1.EXT. COM 10

89. The Committee asks the Secretariat to receive requests from non-governmental organizations and submit recommendations to it with regard to accrediting them and with regard to maintaining or terminating relations with them.
90. The Committee submits its recommendations to the General Assembly for decision, in conformity with Article 9 of the Convention. In receiving and evaluating such requests, the Committee shall pay due attention to the principle of equitable geographical representation based on information provided to it by the Secretariat. Accredited non-governmental organizations should abide by applicable domestic and international legal and ethical standards.
91. The Committee reviews the contribution and the commitment of the advisory organization, and its relations with it, every four years following accreditation, taking into account the perspective of the non-governmental organization concerned.
92. Termination of relations may be decided at the time of the review if the Committee deems it necessary. If circumstances require, relations may be suspended with the organization concerned until a decision regarding termination of these relations is taken.

Advisory functionsArticle 9
2.COM 7

93. Accredited non-governmental organizations who, according to Article 9.1 of the Convention, shall have advisory functions to the Committee, may be invited by the Committee to provide it, *inter alia*, with reports of examinations as a reference for the Committee to evaluate:
 - a. nomination files for the Urgent Safeguarding List;
 - b. the programmes, projects and activities mentioned in Article 18;
 - c. requests for international assistance;
 - d. the effects of safeguarding plans for elements inscribed on the Urgent Safeguarding List.

Procedure for accreditation

94. A non-governmental organization requesting accreditation to act in an advisory capacity to the Committee shall submit to the Secretariat the following information:
- a. description of the organization, including its full official name;
 - b. its main objectives;
 - c. its full address;
 - d. its date of founding or approximate duration of its existence;
 - b. the name of the country or countries in which it is active;
 - f. documentation showing that it possesses operational capacities, including proof of:
 - (i) a regular active membership, which forms a community linked by the desire to pursue the objectives for which it was established;
 - (ii) an established domicile and a recognized legal personality as compatible with domestic law;
 - (iii) having existed and having carried out appropriate activities for at least four years when being considered for accreditation;
 - g. its activities in the field of safeguarding intangible cultural heritage;
 - h. a description of its experiences in cooperating with communities, groups and intangible cultural heritage practitioners.

Requests for accreditation should be sent to the Secretariat, by using the format annexed to these Directives, at least three months before an ordinary session of the Committee, preferably by e-mail to ICH-assistance@unesco.org or by postal mail to:

UNESCO, Section of Intangible Cultural Heritage (NGOs)
1, rue Miollis
75732 Paris CEDEX 15 - France

95. The Secretariat shall register the proposals and keep up to date a list of non-governmental organizations accredited to the Committee.

Chapter IV. Reporting to the Committee

2. EXT. COM 14

Reports by States Parties on the implementation of the Convention

96. Each State Party to the Convention shall periodically submit to the Committee reports on the legislative, regulatory and other measures taken for the implementation of the Convention.
97. The State Party shall submit its periodic report to the Committee, on the basis of common guidelines and in a simplified format prepared by the Secretariat and adopted by the Committee, by 15 December of the sixth year following the year in which it deposited its instrument of ratification, acceptance or approval, and every sixth year thereafter.
98. The State Party shall report on the measures taken for implementation of the Convention at the national level, including:
- a. drawing up of inventories of the intangible cultural heritage present in its territory, as described in Articles 11 and 12 of the Convention;
 - b. other measures for safeguarding as referred to in Articles 11 and 13 of the Convention, including:
 - (i) promoting the function of intangible cultural heritage in society and integrating its safeguarding into planning programmes;
 - (ii) fostering scientific, technical and artistic studies with a view to effective safeguarding;
 - (iii) facilitating, to the extent possible, access to information relating to intangible cultural heritage while respecting customary practices governing access to specific aspects of it.
99. The State Party shall report on the measures taken at the national level to strengthen institutional capacities for safeguarding intangible cultural heritage, as described in Article 13, including:
- a. designating or establishing one or more competent bodies for safeguarding its intangible cultural heritage;

- b. fostering institutions for training in intangible cultural heritage management and transmission of this heritage;
 - c. establishing documentation institutions for intangible cultural heritage and, to the extent possible, facilitating access to them.
100. The State Party shall report on the measures taken at the national level to ensure greater recognition of, respect for and enhancement of intangible cultural heritage, in particular those referred to in Article 14:
- a. educational, awareness-raising and information programmes;
 - b. educational and training programmes within the communities and groups concerned;
 - c. capacity-building activities for the safeguarding of the intangible cultural heritage;
 - d. non-formal means of transmitting knowledge;
 - e. education for the protection of natural spaces and places of memory.
101. The State Party shall report on the measures taken by it at the bilateral, subregional, regional and international levels for the implementation of the Convention, including measures of international cooperation such as the exchange of information and experience, and other joint initiatives, as referred to in Article 19 of the Convention.
102. The State Party shall report on the current status of all elements of intangible cultural heritage present in its territory that have been inscribed on the Representative List. The State Party shall endeavour to ensure the widest possible participation of the communities, groups and, where applicable, individuals concerned during the process of preparation of such reports, which shall address, for each element concerned:
- a. the element's social and cultural functions;
 - b. an assessment of its viability and the current risks it faces, if any;
 - c. its contribution to the goals of the List;
 - d. the efforts to promote or reinforce the element, particularly the implementation of any measures that might have been necessary as a consequence of its inscription;

- e. the participation of communities, groups and individuals in safeguarding the element and their commitment to its further safeguarding.
103. The State Party shall report on the institutional context for the element inscribed on the Representative List, including:
- a. the competent body(ies) involved in its management and/or safeguarding;
 - b. the organization(s) of the community or group concerned with the element and its safeguarding.
104. States Parties shall respond, in a timely manner, to specific requests addressed to them by the Committee for additional information, if needed between the deadlines set out in paragraph 97 above.

Reports by States Parties on elements inscribed on the Urgent Safeguarding List

2. EXT. COM 14

105. Each State Party shall submit to the Committee reports on the status of elements of intangible cultural heritage present in its territory that have been inscribed on the Urgent Safeguarding List at its request or, in cases of extreme urgency, after consultation with it. The State Party shall endeavour to involve as broadly as possible the communities, groups and, where applicable, individuals concerned during the process of preparation of such reports.
106. Such reports shall normally be submitted to the Committee, on the basis of common guidelines and in a simplified format prepared by the Secretariat and adopted by the Committee, by 15 December of the fourth year following the year in which the element was inscribed, and every fourth year thereafter. At the time of inscription the Committee may on a case-by-case basis establish a specific timetable for reporting that will take precedence over the normal four-year cycle.
107. The State Party shall report on the current status of the element, including:
- a. its social and cultural functions;
 - b. an assessment of its viability and the current risks it faces;
 - c. the impacts of the efforts to safeguard the element, particularly the implementation of the safeguarding plan that was submitted at the time of nomination;

- d. the participation of communities, groups and individuals in safeguarding the element and their continued commitment to further safeguarding.
108. The State Party shall report on the institutional context for safeguarding the element inscribed on the List, including:
- a. the competent body(ies) involved in its safeguarding;
 - b. the organization(s) of the community or group concerned with the element and its safeguarding.
109. States Parties shall respond, in a timely manner, to specific requests addressed to them by the Committee for additional information, if needed, between the deadlines set out in paragraph 106 above.

Receipt and processing of reports

2. EXT. COM 14

110. Upon receipt of reports from States Parties, the Secretariat shall register them and acknowledge receipt. If a report is incomplete, the State Party will be advised how to complete it.
111. The Secretariat will transmit to the Committee, before each of its regular sessions, an overview of all reports received. The overview and the reports will also be made available to States Parties for information.
112. Following the session at which they are considered by the Committee, reports will be made available to the public for information, unless decided otherwise by the Committee in exceptional cases.

Reports by States non party to the Convention on elements inscribed on the Representative List

113. Paragraphs 102-104 and 110-112 of these directives shall apply fully to States non party to the Convention that have in their territories items proclaimed Masterpieces incorporated in the Representative List, and that have consented to accept the rights and obligations attendant thereon.
114. Such reports shall be submitted to the Committee by States non party, in the specified format, by 15 December of the sixth year following the year in which the element was incorporated, and every sixth year thereafter.

Forms for nominations, proposals and requests

The forms below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

- Nomination for Inscription on the Urgent Safeguarding List (**ICH-01**)
- Nomination for Inscription on the Representative List (**ICH-02**)
- Proposal of a Programme, Project or Activity to be Selected and Promoted as Best Reflecting the Principles and Objectives of the Convention (**ICH-03**)
- Request for International Assistance from the Intangible Heritage Fund (**ICH-04**)
- Request for Preparatory Assistance for Elaborating a Nomination for Inscription on the Urgent Safeguarding List (**ICH-05**)
- Request for Preparatory Assistance for Elaborating a Proposal of a Programme, Project or Activity to be Selected as Best Reflecting the Principles and Objectives of the Convention (**ICH-06**)
- Cession of Rights and Register of Documentation (**ICH-07**)
- Request by a Non-Governmental Organization to be Accredited to Provide Advisory Services to the Committee (**ICH-09**)

The form ICH-01 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

ICH-01 - Nomination format for inscription on the Urgent Safeguarding List	
Cover sheet	
A. State(s) Party(ies)	
B. Name of element Not to exceed 200 characters.	
C. Community(ies), group(s) or, if applicable, individual(s) concerned Not to exceed 100 words	
D. Brief textual description of the nominated element Not to exceed 200 words.	
E. Brief statement of the viability of the element, its need for safeguarding and the proposed safeguarding measures Not to exceed 300 words.	
Nomination	
1. Identification of the element	
1.a. Name of element	
1.b. Other name(s) of the element, if any	
1.c. Identification of the community(ies), group(s) or, if applicable, individual(s) concerned and their location	
1.d. Geographic location and range of the element	
1.e. Domain(s) represented by the element	
2. Description of the element (cf. criterion U.1) Not to exceed 1,000 words	
3. Need for urgent safeguarding (cf. Criterion U.2)	
3.a. Viability assessment Not to exceed 500 words	
3.b. Threat and risk assessment Not to exceed 500 words	
4. Safeguarding measures (cf. Criterion U.3)	
4.a. Current and recent efforts to safeguard the element Not to exceed 500 words	
4.b. Safeguarding measures proposed Not to exceed 2,000 words	
4.c. Commitments of States and of communities, groups or individuals concerned Not to exceed 500 words.	
5. Community involvement and consent (cf. Criterion U.4)	
5.a. Participation of communities, groups and individuals	
5.b. Free, prior and informed consent	
5.c. Respect for customary practices governing access to the element	
6. Inclusion on an inventory (cf. Criterion U.5)	
7. Documentation	
7.a. Required and supplementary documentation	
7.b. Cession of rights or Creative Commons license	
7.c. List of additional resources Not to exceed one page	
8. Contact information	
8.a. Submitting State Party	
8.b. Contact person for correspondence	
8.c. Competent body involved	
8.d. Concerned community organization(s) or representative(s)	
9. Signature on behalf of the State Party	

The form ICH-02 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

ICH-02 - Nomination format for inscription on the Representative List

Cover sheet

A. State(s) Party(ies)

B. Name of element *Not to exceed 200 characters.*

C. Community(ies), group(s) or, if applicable, individual(s) concerned
Not to exceed 100 words

D. Brief textual description of the nominated element
Not to exceed 200 words.

Nomination

1. Identification of the element

1.a. Name of element

1.b. Other name(s) of the element, if any

1.c. Identification of the community(ies), group(s) or, if applicable, individual(s) concerned and their location

1.d. Geographic location and range of the element

1.e. Domain(s) represented by the element

2. Description of the element (cf. criterion U.1) *Not to exceed 1,000 words*

3. Contribution to ensuring visibility and awareness and to encouraging dialogue (cf. Criterion R.2) *Not to exceed 1,000 words*

4. Safeguarding measures (cf. Criterion U.3)

4.a. Current and recent efforts to safeguard the element
Not to exceed 500 words

4.b. Safeguarding measures proposed *Not to exceed 2,000 words*

4.c. Commitments of States and of communities, groups or individuals concerned *Not to exceed 500 words*

5. Community involvement and consent (cf. Criterion R.4)

5.a. Participation of communities, groups and individuals

5.b. Free, prior and informed consent

5.c. Respect for customary practices governing access

6. Inclusion on an inventory (cf. Criterion R.5)

7. Documentation

7.a. Required and supplementary documentation

7.b. Cession of rights or Creative Commons license

7.c. List of additional resources *Not to exceed one page*

8. Contact information

8.a. Submitting State Party

8.b. Contact person for correspondence

8.c. Competent body involved

8.d. Concerned community organization(s) or representative(s)

9. Signature on behalf of the State Party

The form ICH-03 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

ICH-03 - Proposal of a programme, project or activity to be selected and promoted as best reflecting the principles and objectives of the Convention	
Cover sheet	2. Description of the programme, project or activity
A. State(s) Party(ies)	2.a. Background and rationale: <i>Not to exceed 500 words.</i>
B. Name of the programme, project or activity proposed for selection and promotion: <i>Not to exceed 200 characters.</i>	2.b. Safeguarding measures involved: <i>Not to exceed 500 words.</i>
C. Scope of the programme, project or activity: <input type="checkbox"/> national <input type="checkbox"/> sub-regional <input type="checkbox"/> regional <input type="checkbox"/> international (including geographically non-continuous areas)	3. Why this programme, project or activity deserves to be selected
D. Status of the programme, project or activity: <input type="checkbox"/> completed <input type="checkbox"/> in process <input type="checkbox"/> planned	3.a. How it reflects the principles and objectives of the Convention: <i>Not to exceed 500 words.</i>
E. Community(ies), group(s) or, if applicable, individuals concerned: <i>Not to exceed 100 words.</i>	3.b. Its effectiveness, either demonstrated or reasonably expected: <i>Not to exceed 500 words.</i>
F. Brief textual description of the programme, project or activity: <i>Not to exceed 200 words.</i>	3.c. How it may promote coordination on regional, sub-regional and/or international levels, if applicable: <i>Not to exceed 500 words.</i>
Proposal	3.d. How it may serve as a regional, sub-regional and/or international model, particularly for developing countries: <i>Not to exceed 500 words.</i>
1. Identification of the programme, project or activity to be selected and promoted	4. Community involvement and consent
1.a. Name of the programme, project or activity:	4.a. Participation of the community, group or individuals in the programme, project or activity:
1.b. Identification of the community, group or, if applicable, individuals concerned and their location:	4.b. Free, prior and informed consent to this proposal:
1.c. Geographic location and range of the programme, project or activity:	5. Willingness to cooperate in the dissemination of best practices: <i>Not to exceed 500 words.</i>
1.d. Domain(s) represented by the programme, project or activity, if applicable:	6. Contact information
	6.a. Submitting State Party:
	6.b. Contact person for correspondence:
	6.c. Responsible body involved:
	6.d. Concerned community organization(s) or representative(s):
	7. Signature on behalf of the State Party:

The form ICH-04 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

ICH-04 - Request for International Assistance from the Intangible Heritage Fund

Cover sheet

A. Project title: *Not to exceed 200 characters*

B. Submitting State Party:

C. Beneficiary community, group, or if appropriate, individuals:

D. Is this an emergency request that might receive expedited processing?
 emergency request
 non-emergency request

If this is an emergency request, the information required in sections 4, 5 and 6 can be submitted at a later stage, if required.

E. Purpose of request (check one):
 safeguarding heritage inscribed on the Urgent Safeguarding List
 safeguarding heritage being nominated for inscription on the Urgent Safeguarding List
 elaboration of inventories
 implementation of programmes, projects and activities for safeguarding

F. Scope of the project (check one):
 local
 national
 sub-regional
 regional
 international (including geographically non-continuous areas)

G. Location of the project:

H. Proposed implementing organization or body:

I. Budget overview (in US dollars):
 Amount requested from the Fund:
 State Party contribution:

J. Time frame:

K. Summary project description: *Not to exceed 200 words*

Application

1. Background and rationale *Not to exceed 500 words*

2. Objectives and expected results *Not to exceed 250 words*

3. Activities *Not to exceed 500 words*

4. Project management and implementation

4.a. Community involvement: *Not to exceed 250 words*

4.b. Implementing organization:

4.c. Partners:

4.d. Monitoring, reporting and evaluation: *Not to exceed 250 words*

5. Capacity-building, sustainability and long-term impacts of the project

5.a. Capacity-building: *Not to exceed 250 words*

5.b. Sustainability: *Not to exceed 250 words*

5.c. Multiplier effects: *Not to exceed 250 words*

6. Timetable and budget

6.a. Timetable:

6.b. Budget:

7. Contact information

7.a. Submitting State Party:

7.b. Contact person for correspondence:

7.c. Organization or body responsible for implementation:

8. Signature

The form ICH-05 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

ICH-05 - Request for Preparatory Assistance for Elaborating a Nomination for Inscription on the Urgent Safeguarding List	
Cover sheet	
A. Name of the element: <i>Not to exceed 200 characters</i>	
B. Submitting State Party:	
C. Responsible organization or body:	
D. Contact person for correspondence:	
E. Amount of assistance requested (in US dollars):	
F. Intended time frame for the preparation of the nomination:	
Application	
1. Name of the element concerned: <i>Not to exceed 200 characters</i>	
2. Description of the element and its need for urgent safeguarding: <i>Not to exceed 200 words</i>	
3. Identification of the community, group or, if applicable, individuals concerned and their location:	
4. Geographic location and range of the element:	
5. Domain(s) represented by the element:	
6. Preparatory process foreseen: <i>Not to exceed 250 words</i>	
7. Preparatory measures to be supported financially by this request: <i>Not to exceed 250 words</i>	
8. Signature:	

The form ICH-06 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

ICH-06 - Request for Preparatory Assistance for Elaborating a Proposal of a Programme, Project or Activity to be Selected as Best Reflecting the Principles and Objectives of the Convention	
Cover sheet	
A. Title of the programme, project or activity: <i>Not to exceed 200 characters</i>	
B. Submitting State Party:	
C. Responsible organization or body:	
D. Contact person for correspondence:	
E. Amount of assistance requested (in US dollars):	
F. Time frame:	
Application	
1. Title of the programme, project or activity: <i>Not to exceed 200 characters</i>	
2. Brief description of the programme, project or activity: <i>Not to exceed 250 words</i>	
3. Identification of the community, group or, if applicable, individuals concerned and their location:	
4. Geographic scope of the programme, project or activity (check one): <input type="checkbox"/> snational <input type="checkbox"/> ssub-regional <input type="checkbox"/> sregional <input type="checkbox"/> sinternational (including geographically non-continuous areas)	
5. Status of the programme, project or activity (check one): <input type="checkbox"/> safreedy completed <input type="checkbox"/> sin progress <input type="checkbox"/> splanned	
6. Preparatory process foreseen: <i>Not to exceed 250 words</i>	
7. Preparatory measures to be supported financially by this request: <i>Not to exceed 250 words</i>	
8. Signature:	

The form ICH-07 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

**ICH-07 - Cession of Rights and Register of Documentation
Submitted as Part of a Nomination File for the Urgent
Safeguarding List or Representative List**

Name of nominated element:

Submitting State(s) Party(ies):

1. I, the undersigned,, hereby grant to UNESCO the non-exclusive rights to use, publish, reproduce, distribute, display, communicate or make available to the public, in any language or form and by any means including digital, the following material(s), in whole or in part. I grant these rights to UNESCO irrevocably, for an unlimited period of time and for the entire world.

Photographs (add as many rows as photos)

Identifier	Title or brief caption	Date	Name of the photographer	Credit information: ©, (year) by...

Audiovisual documentation (add as many rows as necessary)

Identifier	Title of the film or recording	Date	Name of the creator	Credit information: ©, (year) by...

2. I further grant to UNESCO the non-exclusive right to sub-license third parties to use the material(s) in whole or in part, solely for non-profit educational or public information uses.
3. These rights are granted subject to the condition that the respective above mentioned credit, or its equivalent, is provided if and when the material(s) is/are used.
4. I certify that I am entitled to grant all the rights under paragraphs 1 and 2 of this agreement and that, to the best of my knowledge and belief, the material(s):
 - a is/are in no way whatever a violation or an infringement of any existing copyright or licence ; and
 - b is/are in no way whatever a violation or an infringement of any customary practices governing access to the heritage depicted or incorporated, and contain(s) nothing obscene, libellous or defamatory.

Date:

Name:

Address:

Signature:

(Please sign, return two originals of the Cession to UNESCO and retain one for yourself.)

The form ICH-09 below can be downloaded at : <http://www.unesco.org/culture/ich/en/forms/> or available upon request from the Secretariat (email : ich@unesco.org, tel : +33 (0)1 45 68 45 19, fax : +33 (0)1 45 68 57 52)

ICH-09 - Request by a Non-Governmental Organization to be Accredited to Provide Advisory Services to the Committee

1. Name of the organisation:

2. Address of the organisation:

3. Country or countries in which the organization is active:

- national
- international (please specify:)
- worldwide
- Africa
- Arab States
- Asia & Pacific
- Europe & North America
- Latin America & the Caribbean

Please list the primary country(ies) where it is active:

4. Date of its founding or approximate duration of its existence:

5. Objectives of the organization: *Not to exceed 350 words*

6. The organization's activities in the field of safeguarding intangible cultural heritage

6.a. Domain(s) in which the organization is active:

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

6.b. Primary safeguarding activities in which the organization is involved:

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures - please specify:

6.c. Description of the organization's activities: *Not to exceed 750 words*

7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners: *Not to exceed 350 words*

8. Documentation of the operational capacities of the organization: *Please substantiate the operational capacities of the organization with appropriate documentation, as described in paragraph 94 of the Operational Directives.*

8.a. Membership and personnel: *Please submit supporting documents.*

8.b. Recognized legal personality: *Please submit supporting documents.*

8.c. Duration of existence and activities: *Please submit supporting documents.*

9. Contact person for correspondence:

10. Signature:

General Assembly of the States Parties to the Convention for the Safeguarding of the Intangible Cultural Heritage

Rules of Procedure

Adopted by the General Assembly at its first session (Paris, 27 to 29 June 2006), amended at its second session (Paris, 16 to 19 June 2008)

I. Participation

Rule 1 - Participation

The representatives of all States Parties to the Convention for the Safeguarding of the Intangible Cultural Heritage (hereinafter referred to as 'the Convention') adopted by the General Conference on 17 October 2003, may take part, with the right to vote, in the work of the General Assembly of States Parties (hereinafter referred to as 'the Assembly').

Rule 2 - Representatives and observers

- 2.1 The representatives of Member States of UNESCO not parties to the Convention and of permanent observer missions to UNESCO may participate in the work of the Assembly as observers, without the right to vote, and subject to Rule 7.3.
- 2.2 Representatives of the United Nations and organizations of the United Nations system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and international non-governmental organizations invited by the Director-General, may participate in the work of the Assembly, without the right to vote, and subject to Rule 7.3.

II. Organization of the Assembly

Rule 3 - Election of officers

The Assembly shall elect a Chairperson, (a) Vice-Chairperson(s) and a Rapporteur.

Rule 4 - Duties of the Chairperson

- 4.1 In addition to exercising the powers which are conferred upon him/her elsewhere by the present Rules, the Chairperson shall open and close each plenary meeting of the Assembly. He/She shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He/She shall rule on points of order and, subject to the present Rules, shall control the proceedings and the maintenance of order. He/She shall not vote, but he/she may instruct another member of his/her delegation to vote on his/her behalf.
- 4.2 Should the Chairperson be absent during a meeting, or any part thereof, he/she shall be replaced by a Vice-Chairperson. The Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

III. Conduct of Business

Rule 5 - Public nature of meetings

Meetings shall be held in public unless decided otherwise by the Assembly.

Rule 6 - Quorum

- 6.1 A quorum shall consist of a majority of the States referred to in Rule 1 and represented at the Assembly.
- 6.2 The Assembly shall not decide on any matter unless a quorum is present.

Rule 7 - Order and time-limit of speakers

- 7.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
- 7.2 For the convenience of the discussion, the Chairperson may limit the time to be allowed to each speaker.
- 7.3 The consent of the Chairperson must be obtained whenever an observer wishes to address the Assembly.

Rule 8 - Points of order

- 8.1 During a discussion, any delegation may raise a point of order; such a point of order shall be immediately decided upon by the Chairperson.
- 8.2 An appeal may be made against the ruling of the Chairperson. Such an appeal shall be put to the vote immediately and the Chairperson's ruling shall stand, unless overruled by a majority of the delegations present and voting.

Rule 9 - Procedural motions

- 9.1 During a discussion, any delegation may move the suspension or adjournment of the meeting or the adjournment or closure of the debate.
- 9.2 Such a motion shall be put to the vote immediately. Subject to Rule 8.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting:
 - a. suspension of the meeting;
 - b. adjournment of the meeting;
 - c. adjournment of the debate on the question under discussion;
 - d. closure of the debate on the question under discussion.

Rule 10 - Working languages

- 10.1 The working languages of the Assembly shall be Arabic, Chinese, English, French, Russian and Spanish.
- 10.2 Speeches made at the Assembly in one of the working languages shall be interpreted into the other languages.
- 10.3 Speakers may, however, speak in any other language, provided that they make their own arrangements for interpretation of their speeches into one of the working languages.

Rule 11 - Resolutions and amendments

- 11.1 Draft resolutions and amendments may be proposed by the participants referred to in Rule 1 and shall be transmitted in writing to the Secretariat of the Assembly, which shall circulate copies to all participants.

- 11.2 As a general rule, no draft resolution or amendment shall be discussed or put to the vote unless it has been circulated reasonably in advance to all participants in the working languages of the Assembly.

Rule 12 - Voting

- 12.1 The representative of each State referred to in Rule 1 shall have one vote in the Assembly.
- 12.2 Subject to the provisions of Rules 6.2 and 17, decisions shall be taken by a majority of the States present and voting, except for the provisions of Rule 12.3.
- 12.3 The decision concerning the amount of the contributions, in the form of a uniform percentage applicable to all States which have not made the declaration referred to in paragraph 2 of Article 26 of the Convention, shall be determined by a majority vote of the States Parties present and voting which have not made the above-mentioned declaration.
- 12.4 For the purpose of the present Rules, the expression 'States present and voting' shall mean States casting an affirmative or negative vote. States abstaining from voting shall be regarded as having not voted.
- 12.5 Voting shall normally be by show of hands, except for the election of members of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage (hereinafter referred to as 'the Committee').
- 12.6 When the result of a vote by show of hands is in doubt, the Chairperson may take a second vote by roll-call. A vote by roll-call shall also be taken if it is requested by not less than two delegations before the voting takes place and for the decision mentioned in Rule 12.3.
- 12.7 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Assembly shall first vote on the amendment deemed by the Chairperson to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote.
- 12.8 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 12.9 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

IV. Election of Members of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage

Rule 13 - Geographical distribution

- 13.1 The election of Members of the Committee shall be conducted on the basis of the electoral groups of UNESCO, as determined by the UNESCO General Conference at its most recent session, it being understood that 'Group V' shall consist of two separate groups for the African and Arab States.
- 13.2 (i) The seats in the Committee composed of 18 Members shall be distributed among electoral groups in proportion to the number of States Parties from each group, provided that, after such distribution, at least two seats have been attributed to each group.
- (ii) Once the number of States Members of the Committee reaches 24, the seats shall be distributed at each election among electoral groups in proportion to the number of States Parties from each group, provided that, after such distribution, at least three seats have been attributed to each group.

Rule 14 - Procedures for the presentation of candidatures to the Committee

- 14.1 The Secretariat shall ask all States Parties, at least three months prior to the opening of the Assembly, whether they intend to stand for election to the Committee. If so, the State Party's candidature shall be sent to the Secretariat at least six weeks prior to the opening of the Assembly.
- 14.2 At least four weeks prior to the opening of the Assembly the Secretariat shall send to all States Parties the provisional list of candidate States Parties, indicating the electoral group to which they belong and the number of seats to be filled in each electoral group. The Secretariat shall also provide information on the status of all compulsory and voluntary contributions to the Fund for the Safeguarding of the Intangible Cultural Heritage made by each of the candidates. The list of candidatures will be revised as necessary.
- 14.3 No payments of compulsory and voluntary contributions to the Fund (for the purpose of presenting a candidature to the Committee) will be accepted later than a week before the opening of the Assembly.

Rule 15 - Election of Members of the Committee

- 15.1 The election of Members of the Committee shall be conducted by secret ballot except that, where the number of candidates within geographical distribution is the same as or less than the number of seats to be filled, the candidates shall be declared elected without the need to hold a ballot.
- 15.2 Before the election begins, the Chairperson shall appoint two tellers from among the delegates present; he/she shall hand to them the list of States Parties entitled to vote and the list of candidate States Parties. He/She shall announce the number of seats to be filled.
- 15.3 The Secretariat shall prepare for each delegation having the right to vote an envelope without any distinguishing mark and separate ballot papers, one for each of the electoral groups. The ballot paper for each electoral group shall bear the names of all the candidate States Parties in that electoral group.
- 15.4 Each delegation shall cast its vote by encircling the names of those States for which it desires to vote.
- 15.5 The tellers shall collect from each delegation the envelope containing the ballot papers and shall count the votes, under the supervision of the Chairperson.
- 15.6 The absence of any ballot paper in the envelope shall be considered an abstention.
- 15.7 Ballot papers on which more names have been circled than there are seats to be filled as also those containing no indication as to the intention of the voter shall be considered invalid.
- 15.8 The counting of the votes for each electoral group shall take place separately. The tellers shall open the envelopes, one by one, and shall sort the ballot papers into electoral groups. The votes cast for the candidate States Parties shall be entered on lists prepared for that purpose.
- 15.9 The Chairperson shall declare elected those candidates who obtain the greatest number of votes up to the number of seats to be filled. If two or more candidates obtain the same number of votes, and, as a result, there are still more candidates than seats to be filled, there shall be a second secret ballot restricted to those candidates who obtained the same number of votes. If in the second ballot two or more candidates obtain the same number of votes, the Chairperson shall draw lots to decide the elected candidate.

- 15.10 When the counting of the votes is completed, the Chairperson shall announce the results of the ballot separately for each of the electoral groups.

V. Secretariat of the Assembly

Rule 16 - Secretariat

- 16.1 The Director-General of UNESCO or his/her representative shall participate in the work of the Assembly, without the right to vote. He/She may, at any time, make either oral or written statements to the Assembly on any question under discussion.
- 16.2 The Director-General of UNESCO shall appoint an official of the Secretariat of UNESCO to act as Secretary to the Assembly, and other officials who shall together constitute the Secretariat of the Assembly.
- 16.3
- (i) The Secretariat shall receive, translate and distribute, in the six working languages and at least thirty days before the opening of the session of the Assembly, all official documents.
 - (ii) It shall arrange for the interpretation of the discussions and also perform all other duties necessary for the proper conduct of the work of the Assembly.

VI. Adoption, Amendment and Suspension of the Rules of Procedure

Rule 17 - Adoption

The Assembly shall adopt its Rules of Procedure by a decision taken in plenary meeting by a majority of the representatives of States present and voting.

Rule 18 - Amendment

The Assembly may amend these Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the representatives of States present and voting.

Rule 19 - Suspension

The General Assembly may suspend the application of any of these Rules of Procedure, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States Parties present and voting.

Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage

Rules of Procedure

Adopted by the Committee at its first session (Algeria, 18 and 19 November 2006), amended at its second extraordinary session (Sofia, Bulgaria, 18 to 22 February 2008)

All the terms used in these Rules to designate the person discharging duties, mandates or functions shall be interpreted as implying that men and women are equally eligible to fill any post or seat associated with the discharge thereof.

I. Membership

Rule 1 - The Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage (Article 5 of the Convention)

The Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage, known as the 'Intangible Heritage Committee' and hereinafter referred to as the 'Committee', is composed of the States Parties to the Convention elected in accordance with Article 5 of the Convention for the Safeguarding of the Intangible Cultural Heritage, hereinafter referred to as the 'Convention'.

II. Sessions

Rule 2 - Ordinary and extraordinary sessions

- 2.1 The Committee shall meet at least once a year in ordinary session.
- 2.2 The Committee shall meet in extraordinary session at the request of at least two-thirds of the States Members.

Rule 3 - Convocation

- 3.1 Sessions of the Committee shall be convened by the Chairperson of the Committee, hereinafter referred to as 'the Chairperson', in consultation with the Director-General of UNESCO, hereinafter referred to as 'the Director-General'.

- 3.2 The Director-General shall inform the States Members of the Committee of the date, place and provisional agenda of each session, not fewer than sixty days in advance in the case of an ordinary session and, if possible, not fewer than thirty days in advance in the case of an extraordinary session.
- 3.3 The Director-General shall, at the same time, inform the States, organizations and individuals mentioned in Rules 6, 7 and 8 of the date, place and provisional agenda of each session.

Rule 4 - Date and place of the session

- 4.1 The Committee shall determine at each session, in consultation with the Director-General, the date and place of the next session. The Bureau may, if necessary, modify the date and/or place, in consultation with the Director-General.
- 4.2 Any State Member of the Committee may invite the Committee to hold an ordinary session in its territory.
- 4.3 In determining the place of the next ordinary session, the Committee shall give due regard to the need to ensure an equitable rotation among the different regions of the world.

III. Participants

Rule 5 - Delegations

- 5.1 Each State Member of the Committee shall be represented by one delegate, who may be assisted by alternates, advisers and experts.
- 5.2 States Members of the Committee shall choose as their representatives persons who are qualified in the various fields of the intangible cultural heritage (Article 6.7 of the Convention).
- 5.3 States Members of the Committee shall transmit to the Secretariat in writing the names, designations and qualifications of their representatives.
- 5.4 In order to ensure a fair representation within the Committee of the various geographical areas, the Committee shall allocate in its budget a sum intended to cover the cost of participation, in its sessions and in meetings of its Bureau, of representatives of developing States

Members, but only for persons who are experts in intangible cultural heritage. If the budget allows, developing countries that are parties to the Convention but not members of the Committee may also receive assistance; such assistance shall be granted to experts in intangible cultural heritage only.

- 5.5 Requests for assistance to participate in Bureau and Committee meetings should reach the Secretariat at least four weeks before the session concerned. Such requests shall be considered within the limits of available resources, as decided by the Committee, in increasing order of GNP per capita of each State Member of the Committee. As a rule, the Intangible Cultural Heritage Fund shall not finance more than one representative per State.

Rule 6 - Organizations acting in an advisory capacity to the Committee

Non-governmental organizations with recognized competence, which have been accredited for this purpose by the General Assembly in accordance with the criteria that it has established (Article 9.1 of the Convention), may attend the meetings of the Committee in an advisory capacity.

Rule 7 - Invitations for consultation

The Committee may at any time invite to its sessions any public or private bodies, as well as private persons, with recognized competence in the various fields of the intangible cultural heritage, in order to consult them on specific matters (Article 8.4 of the Convention).

Rule 8 - Other participants

- 8.1 States Parties to the Convention which are not Members of the Committee may attend its sessions as observers.
- 8.2 States not party to the Convention which are Member States of UNESCO or of the United Nations, Associate Members of UNESCO, Permanent Observer Missions to UNESCO, representatives of the United Nations and organizations of the United Nations system may attend the sessions of the Committee as observers.
- 8.3 The Committee may authorize intergovernmental organizations other than those referred to in Rule 8.2, as well as public or private bodies and private persons, with recognized competence in the various fields of ICH, to attend its future sessions as observers, upon their written request. The Committee may authorize such institutions, organizations

or private persons to attend a single session or several of its sessions, without prejudice to its right to limit the number of representatives per organization or institution.

- 8.4 The Director-General shall invite any entity whose participation has been authorized by the Committee in conformity with Rules 8.2 and 8.3.
- 8.5 Public meetings of the Committee shall be open to the public, as an audience, within the limitations of available space.

IV. Agenda

Rule 9 - Provisional agenda

- 9.1 The Director-General shall prepare the provisional agenda of the sessions of the Committee (Article 10.2 of the Convention).
- 9.2 The provisional agenda of an ordinary session of the Committee shall include:
- a. all questions that the Committee, at previous sessions, has decided to place thereon;
 - b. all questions proposed by States Members of the Committee;
 - c. all questions proposed by States Parties to the Convention which are not Members of the Committee;
 - d. all questions proposed by the Director-General.
- 9.3 The provisional agenda of an extraordinary session shall include only those questions for the consideration of which the session has been convened.

Rule 10 - Adoption of the agenda

The Committee shall adopt at the beginning of each session its agenda for that session.

Rule 11 - Amendments, deletions and new items

The Committee may amend, delete or add items to the agenda so adopted if so decided by a two-thirds majority of the Members present and voting.

V. Bureau

Rule 12 - Bureau

- 12.1 The Bureau of the Committee shall consist of the Chairperson, one or more Vice-Chairpersons and a Rapporteur, in conformity with the principle of equitable geographical representation.
- 12.2 The Bureau shall coordinate the work of the Committee and fix the dates, times and order of business of meetings. It shall exercise any other duty entrusted to it by the Committee. The other members of the Bureau shall assist the Chairperson in carrying out his duties.
- 12.3 The Bureau, convened by its Chairperson, shall meet as frequently as it deems necessary. Between sessions it shall meet at UNESCO Headquarters.
- 12.4 Meetings shall be open to Committee Members and States Parties as observers, unless decided otherwise by the Bureau. Observers may address the Bureau only with the prior consent of the Chairperson.

Rule 13 - Elections

- 13.1 The Committee, at the end of each ordinary session, shall elect, from among those Committee Members whose term continues through the next ordinary session, a Chairperson, one or more Vice-Chairpersons and a Rapporteur who shall remain in office until the end of that session.
- 13.2 In case of an Extraordinary session, the Committee shall elect a Chairperson, one or more Vice-Chairpersons and a Rapporteur who shall remain in office until the end of that session.
- 13.3 The Chairperson, the Vice-Chairperson(s) and the Rapporteur shall be eligible for immediate re-election for a second term of office, provided that the country that each represents continues to be a State Member of the Committee at least until the end of the new term of office.
- 13.4 In electing the Bureau, the Committee shall have due regard to the need to ensure equitable geographical representation and, inasmuch as possible, a balance among the various fields of the intangible cultural heritage.

Rule 14 - Duties of the Chairperson

- 14.1 In addition to the powers conferred upon him elsewhere by these Rules, the Chairperson shall open and close each plenary meeting of the Committee. He shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these Rules, shall see to the smooth conduct of the proceedings and the maintenance of order. He shall not vote, but he may instruct another member of his delegation to vote on his behalf. He shall exercise all other duties entrusted to him by the Committee.
- 14.2 A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.
- 14.3 The Chairperson or Vice-Chairperson(s) of a subsidiary body of the Committee shall have the same duties in regard to the bodies over which they are called upon to preside as the Chairperson or the Vice-Chairperson(s) of the Committee.

Rule 15 - Replacement of Chairperson

- 15.1 If the Chairperson is unable to act at any session of the Committee or Bureau, or part thereof, his functions shall be exercised by a Vice-Chairperson.
- 15.2 If the Chairperson ceases to represent a State Member of the Committee or is for any reason unable to complete his term of office, he shall be replaced by a Vice-Chairperson, after consultation with the Committee, for the remainder of the term of office.
- 15.3 The Chairperson shall abstain from exercising his functions for all issues relating to an element of the intangible cultural heritage present in the territory of the State Party of which he is a national.

Rule 16 - Replacement of the Rapporteur

- 16.1 If the Rapporteur is unable to act at any session of the Committee or Bureau, or part thereof, his functions shall be exercised by a Vice-Chairperson.
- 16.2 If the Rapporteur ceases to represent a State Member of the Committee or if he is for any reason unable to complete his term of office, he shall be replaced by a Vice-Chairperson, after consultation with the Committee, for the remainder of the term of office.

VI. Conduct of Business

Rule 17 - Quorum

- 17.1 At plenary meetings, a quorum shall consist of a majority of the States Members of the Committee.
- 17.2 At meetings of subsidiary bodies, a quorum shall consist of a majority of the States which are members of the bodies concerned.
- 17.3 Neither the Committee nor its subsidiary bodies shall decide on any matter unless a quorum is present.

Rule 18 - Public meetings

Meetings shall be held in public unless decided otherwise by the Committee. This rule may not be suspended by the Bureau.

Rule 19 - Private meetings

- 19.1 When in exceptional circumstances, the Committee decides to hold a private meeting, it shall determine the persons who, in addition to the representatives of the States Members, shall be present.
- 19.2 Any decision taken by the Committee at a private meeting shall be presented in written form at a subsequent public meeting.
- 19.3 At each private meeting, the Committee shall decide whether the summary record and working documents of that meeting shall be published. Documents resulting from private meetings shall be made public after a period of twenty years.

Rule 20 - Ad hoc consultative bodies

- 20.1 The Committee may establish, on a temporary basis, whatever ad hoc consultative bodies it deems necessary to carry out its task (Article 8.3 of the Convention).
- 20.2 It shall define the composition and the terms of reference (including mandate and duration of office) of such ad hoc consultative bodies at the time of their establishment.

- 20.3 Each ad hoc consultative body shall elect its Chairperson and, if necessary, its Rapporteur.
- 20.4 In appointing members of ad hoc consultative bodies, due regard shall be given to the need to ensure an equitable representation of the different regions of the world.

Rule 21 - Subsidiary bodies

- 21.1 The Committee may establish such subsidiary bodies as it deems necessary for the conduct of its work.
- 21.2 It shall define the composition and the terms of reference (including mandate and duration of office) of such subsidiary bodies at the time of their establishment. These bodies may only be composed of States Members of the Committee.
- 21.3 Each subsidiary body shall elect its Chairperson and, if necessary, its Vice-Chairperson(s) and its Rapporteur.
- 21.4 In appointing members of subsidiary bodies, due regard shall be given to the need to ensure an equitable representation of the different regions of the world.

Rule 22 - Order and time-limit of speeches

- 22.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
- 22.2 The Chairperson may limit the time allowed to each speaker if circumstances make this desirable.
- 22.3 The representatives of organizations, individuals and observers referred to in Rules 6, 7 and 8 may address the meeting with the prior consent of the Chairperson.
- 22.4 Representatives of a State Party, whether or not a Member of the Committee, shall not speak to advocate the inclusion in the lists mentioned in Articles 16 and 17 of the Convention of an item of the intangible cultural heritage nominated by that State or to endorse a request for assistance submitted by that State, but only to provide information in reply to questions raised. This provision applies to all observers mentioned in Rule 8.

Rule 23 - Text of proposals

At the request of any Member of the Committee, supported by two other Members, discussion of any substantive motion, resolution or amendment shall be suspended until the text is circulated in the working languages to all Committee Members present.

Rule 24 - Division of proposals

Part of a proposal shall be voted on separately if a Member of the Committee requests that the proposal be divided. Those parts of a proposal which have been approved in separate vote shall then be put to a vote as a whole. If all the operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Rule 25 - Voting on amendments

- 25.1 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Committee shall first vote on the amendment deemed by the Chairperson to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom and so on, until all the amendments have been put to the vote.
- 25.2 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 25.3 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 26 - Voting on proposals

If two or more proposals relate to the same question, the Committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Committee may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 27 - Withdrawal of proposals

A proposal may be withdrawn by its proposer at any time before voting on it has begun, provided that the proposal has not been amended. A proposal withdrawn may be reintroduced by another State Member of the Committee.

Rule 28 - Points of order

- 28.1 During a discussion, a State Member may rise to a point of order and the point of order shall be immediately decided by the Chairperson.
- 28.2 An appeal may be made against the ruling of the Chairperson. Such appeal shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled.

Rule 29 - Procedural motions

During the discussion of any matter, a State Member of the Committee may propose a procedural motion: suspension or adjournment of the meeting, adjournment of the debate or closure of the debate.

Rule 30 - Suspension or adjournment of the meeting

During the discussion of any matter, a State Member of the Committee may move the suspension or adjournment of the meeting. Any such motions shall be put to the vote immediately and without discussion.

Rule 31 - Adjournment of debate

During the discussion of any matter, a State Member of the Committee may move the adjournment of the debate on the item under discussion. On moving the adjournment the State Member shall indicate whether he moves the adjournment sine die or to a particular time which he shall specify. In addition to the proposer of the motion, one speaker may speak in favour of, and one against, the motion.

Rule 32 - Closure of debate

A State Member of the Committee may at any time move the closure of the debate, whether or not any other speaker has signified his wish to take part in the discussion. If application is made for permission to speak against the closure, it may be accorded to not more than two speakers. The Chairperson shall then put the motion for closure to the vote and, if the Committee is in favour of the motion, the Chairperson shall declare the closure of the debate.

Rule 33 - Order of procedural motions

Subject to Rule 28, the following motions shall have precedence, in the following order, over all other proposals or motions before the meeting:

- a. suspension of the meeting;
- b. adjournment of the meeting;
- c. adjournment of the debate on the question under discussion;
- d. closure of the debate on the question under discussion.

Rule 34 - Decisions

34.1 The Committee shall adopt such decisions and recommendations as it may deem appropriate.

34.2 The text of each decision shall be adopted at the end of the discussion of the agenda item.

VII. Voting

Rule 35 - Voting rights

Each State Member of the Committee shall have one vote in the Committee.

Rule 36 - Conduct during voting

After the Chairperson has announced the beginning of voting, no one shall interrupt the voting except a State Member of the Committee on a point of order in connection with the actual conduct of the voting.

Rule 37 - Simple majority

Except where otherwise specified in these Rules, all decisions of the Committee shall be taken by a simple majority of the States Members present and voting.

Rule 38 - Counting of votes

For the purposes of these Rules, the expression 'States Members present and voting' shall mean States Members casting an affirmative or negative vote. States Members abstaining from voting shall be regarded as not voting.

Rule 39 - Show of hands

- 39.1 Voting shall normally be by a show of hands.
- 39.2 If there is any doubt concerning the result of a vote by a show of hands, the Chairperson may take a second vote by roll call.
- 39.3 A vote by roll call shall also be taken if it is requested by two or more States Members of the Committee before the voting begins.

VIII. Secretariat of the Committee

Rule 40 - Secretariat

- 40.1 The Committee shall be assisted by the UNESCO Secretariat (Article 10.1 of the Convention).
- 40.2 The Director-General or his representative shall participate in the work of the Committee and of the ad hoc consultative and subsidiary bodies, without the right to vote. He may at any time make either oral or written statements on any question under consideration.
- 40.3 The Director-General shall appoint an official of the Secretariat of UNESCO to act as Secretary to the Committee, and other officials who shall together constitute the Secretariat of the Committee.
- 40.4 The Secretariat shall receive, translate and distribute all official documents of the Committee and shall arrange for the interpretation of the discussions, as provided in Rule 43.
- 40.5 The Secretariat shall perform all other duties necessary for the proper conduct of the work of the Committee.

IX. Working Languages and Reports

Rule 41 - Working languages

- 41.1 The working languages of the Committee shall be English and French. Every effort shall be made, including through extrabudgetary funding, to facilitate the use of the other official languages of the United Nations as working languages. Separately, the host country may facilitate the use of its own language(s).
- 41.2 Statements made at a meeting of the Committee in one of the working languages shall be interpreted into the other language.
- 41.3 Speakers may, however, speak in any other language, provided they make their own arrangements for interpretation of their statements into one of the working languages.
- 41.4 The documents of the Committee shall be issued simultaneously in English and French.

Rule 42 - Deadline for distribution of documents

The documents relating to the items on the provisional agenda of each session of the Committee shall be distributed to the Members of the Committee in the two working languages at the latest four weeks before the beginning of the session. They shall be provided in electronic form to accredited organizations, the public or private bodies and private persons invited to the session and to States Parties which are not members of the Committee.

Rule 43 - Reports of the sessions

At the end of each session, the Committee shall adopt its report in the form of a list of decisions. This shall be published in the two working languages in the month that follows the closure of the said session.

Rule 44 - Summary record

The Secretariat shall prepare a summary record of the Committee's meetings, for approval at the opening of the next session.

Rule 45 - Communication of documentation

The list of decisions and the final summary record of the debates in public meetings shall be transmitted by the Director-General to the Members of the Committee, all States Parties to the Convention, accredited organizations and the public or private bodies and private persons invited to the session.

Rule 46 - Reports to the General Assembly of States Parties and to the General Conference of UNESCO

- 46.1 The Committee shall submit a report on its activities and decisions to the General Assembly of States Parties at each of its ordinary sessions and bring it to the attention of the General Conference of UNESCO at each of its ordinary sessions (Article 30.2 of the Convention).
- 46.2 The Committee may authorize its Chairperson to submit these reports on its behalf.
- 46.3 Copies of these reports shall be sent to all States Parties to the Convention.

X. Adoption, Amendment and Suspension of the Rules of Procedure**Rule 47 - Adoption**

The Committee shall adopt its Rules of Procedure by a two-thirds majority of the Members present and voting (Article 8.2 of the Convention).

Rule 48 - Amendment

The Committee may amend these Rules of Procedure, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States Members present and voting, provided the proposed amendment has been included in the agenda of the session in accordance with Rules 9 and 10.

Rule 49 - Suspension

The Committee may suspend the application of any of these Rules of Procedure, except when they reproduce provisions of the Convention, by a decision taken in plenary meeting by a two-thirds majority of the States Members present and voting.

Financial Regulations of the Intangible Heritage Special Account

Adopted by the Committee at its first extraordinary session (Chengdu, China, 23 to 27 May 2007)

Article 1 - Establishment of the Intangible Heritage Special Account

- 1.1 Article 25 of the Convention for the Safeguarding of the Intangible Cultural Heritage (hereinafter referred to as the 'Convention') establishes a Fund called the Fund for the Safeguarding of the Intangible Cultural Heritage (hereinafter referred to as the 'Fund'). Given the multi-donor nature of the Fund, it will be managed as a Special Account.
- 1.2 In accordance with Article 6.6 of the Financial Regulations of UNESCO, there is hereby created a Special Account for the Fund for the Safeguarding of the Intangible Cultural Heritage (hereinafter referred to as the 'Special Account').
- 1.3 The following regulations shall govern the operation of the Special Account.

Article 2 - Financial period

The financial period shall correspond to that of UNESCO.

Article 3 - Purpose

The purpose of this Special Account shall be to receive contributions from the sources indicated in Article 4.1 below and to make payments there from, to assist in the safeguarding of intangible cultural heritage in accordance with the terms of the Convention and the present Regulations.

Article 4 - Income

- 4.1 In accordance with Article 25.3 of the Convention, the income of the Special Account shall consist of:
 - a. contributions made by States Parties to the Convention, in accordance with its Article 26;
 - b. funds appropriated for this purpose by the General Conference of UNESCO;

- c. contributions, gifts or bequests which may be made by:
 - (i) other States;
 - (ii) organizations and programmes of the United Nations system, particularly the United Nations Development Programme, as well as other international organizations;
 - (iii) public or private bodies or individuals;
- d. any interest due on the resources of the Special Account;
- e. funds raised through collections, and receipts from events organized for the benefit of the Special Account;
- f. any other resources authorized by the Committee.

4.2 As stipulated in Article 26.1 of the Convention, the contributions of States Parties which have not made the declaration referred to Article 26.2 of the Convention shall be made according to the uniform percentage determined by the General Assembly of the States Parties to the Convention.

Article 5 - Expenditure

- 5.1 In accordance with Article 25.4 of the Convention, the use of the resources of the Special Account by the Committee shall be decided on the basis of guidelines laid down by the General Assembly.
- 5.2 The Special Account shall be debited with the expenditure relating to its purpose as described in Article 3 above, including direct administrative expenses specifically relating to it.
- 5.3 Expenditure shall be made within the limits of funds available.

Article 6 - Reserve Fund

Within the Special Account there shall be established a reserve fund to meet requests for assistance in cases of extreme urgency, as foreseen in Article 17.3 and 22.2 of the Convention. The amount of the reserve shall be determined by the Committee.

Article 7 - Accounts

- 7.1 The UNESCO Comptroller shall maintain such accounting records as are necessary.
- 7.2 Any unused balance at the end of a financial period shall be carried forward to the following financial period.
- 7.3 The accounts of the Special Account shall be presented for audit to the External Auditor of UNESCO, together with the other accounts of the Organization.
- 7.4 Contributions in kind shall be recorded outside the Special Account.
- 7.5 The accounts shall be submitted by the Director-General to the General Assembly of the States Parties to the Convention.

Article 8 - Investments

- 8.1 The Director-General may make short-term investments of sums standing to the credit of the Special Account.
- 8.2 Interest earned on these investments shall be credited to the Special Account.

Article 9 - General provision

Unless otherwise provided in these Regulations, the Special Account shall be administered in accordance with the Financial Regulations of UNESCO.

Model Instrument of Ratification/Acceptance/ Approval/Accession

We
(NAME OF HEAD OF STATE or GOVERNMENT or MINISTER FOR FOREIGN
AFFAIRS)

of.....
(COUNTRY)

Having seen and examined UNESCO's CONVENTION FOR THE
SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE (2003)

By virtue of the powers vested in us, have approved it and do approve it in its
entirety and in each part, in accordance with the provisions therein contained,

Declare that we ratify/accept/approve/accede to the said Convention in accor-
dance with Articles 32 and 33 thereof, and vow that it shall be scrupulously
observed,

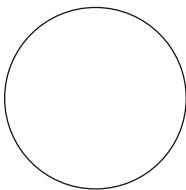
IN WITNESS WHEREOF we have deposited this instrument of ratification/
acceptance/approval/accession, to which we have affixed our seal.

Done at (place).....

On (date)

(Seal)

(Signed).....



HEAD OF STATE or
HEAD OF GOVERNMENT or
MINISTER FOR FOREIGN AFFAIRS.

Section of Intangible Cultural Heritage
Division of Cultural Objects and Intangible Heritage
Culture Sector
UNESCO, Paris

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