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**PROPOSAL BY THE DIRECTOR-GENERAL CONCERNING THE
CRITERIA FOR THE SELECTION OF SPACES OR FORMS OF
POPULAR AND TRADITIONAL CULTURAL EXPRESSION
THAT DESERVE TO BE PROCLAIMED BY UNESCO TO BE
MASTERPIECES OF THE ORAL HERITAGE OF HUMANITY**

SUMMARY

Pursuant to resolution 23 adopted by the General Conference at its 29th session, the Director-General is submitting to the Executive Board in the present document a detailed proposal on the criteria for the selection of cultural spaces, in the anthropological sense of the term, or forms of popular and traditional cultural expression that might be proclaimed by UNESCO to be **‘masterpieces of the oral heritage of humanity’**; the practical arrangements for their international recognition as part of the oral heritage of humanity; and the type of action required from the Organization, the international community and public and private donors in order to ensure the protection and promotion of these cultural spaces and forms of expression.

In preparing this document, due consideration was given to the recommendations made by the participants in the International Consultation on the Preservation of Popular Cultural Spaces, organized by UNESCO in Marrakesh from 26 to 28 June 1997.

Decision required: paragraph 9.

1. The Convention for the Protection of the World Cultural and Natural Heritage (Paris, 1972), of which UNESCO is the depositary, provides a definition of monuments, sites and landscapes that are of outstanding value for humanity as a whole, and cultural and natural sites are inscribed on the World Heritage List. However, the Convention does not cover the intangible heritage and consequently, beginning in 1972, the date of the adoption of the World Heritage Convention by the General Conference at its 17th session, some Member States

began to work to establish within UNESCO a normative international instrument covering the various aspects of the intangible heritage, and specifically traditional and popular cultures.

2. At its 25th session, in November 1989, the General Conference adopted the Recommendation on the Safeguarding of Traditional Culture and Folklore, with its seven Chapters: A. Definition, B. Identification, C. Conservation, D. Preservation, E. Dissemination, F. Protection, and G. International co-operation. (The text of the Recommendation can be found in Annex I of this document.) This instrument encourages Member States to set up the structures necessary for the safeguarding, conservation and protection of this heritage which is fragile by its very nature and more vulnerable than other forms of heritage to the effects of globalization. Many expressions of the oral heritage currently threatened with extinction provide the very foundations of cultural identity, especially for minorities and indigenous peoples. Consequently, there is a pressing need to alert the authorities concerned, and especially those who possess this knowledge, to the value of this heritage and the importance of preserving it. In its final article, the Recommendation stipulates that the Member States should 'take necessary measures to safeguard folklore against all human and natural dangers to which it is exposed ...'. Since then, the Secretariat has regularly launched projects in line with the Recommendation, taking action to promote awareness of, collect information on, and safeguard, diffuse and preserve the intangible popular traditional heritage. Thus, in response to decision 5.5.5 adopted by the Executive Board at its 142nd session (the text of the decision can be found in Annex II of this document), and after the preparation of a guide on the establishment of a system of 'Living human treasures', the Director-General sent Circular Letter No. 3433 to all Member States on 16 September 1996, inviting them to establish a system of 'living cultural properties' in their countries and, once the system had been introduced, to submit to UNESCO their list of 'Living human treasures'.

3. Similarly, in response to appeals from a group of Moroccan intellectuals and the Spanish writer Juan Goytisolo, the Cultural Heritage Division, in collaboration with the Moroccan National Commission for Education, Culture and Science, organized, in June 1997 at Marrakesh, an International Consultation on the Preservation of Popular Cultural Spaces. The meeting was applauded by the experts and concluded with the adoption of a number of recommendations concerning the recognition and safeguarding of the various forms of popular and traditional cultural expression. A new concept emerged from the international consultation's debates: the oral heritage of humanity.

4. The oral heritage can be characterized as follows:

as the guardian of the memory of humanity, it is just as important as the tangible heritage;

composed of various popular cultural expressions which are created and transmitted orally, it is vulnerable and could disappear without trace;

it is a living phenomenon, in constant evolution. The development of new oral cultures should thus be taken into account also;

expressions of the oral heritage must be looked for in both public and private contexts and in urban and rural settings. In fact, there is evidence that women express themselves more readily in private contexts and rural settings than in public, urban ones.

5. In terms of safeguarding the oral heritage, it was stressed that, to begin with, a very careful study should be made of traditional ways of learning and transmitting the skills associated with the oral heritage. Similarly, the traditional social structures within which the process of learning and transmission takes place must be respected. It is essential to take steps to protect oral cultural expressions from the powerful commercial pressures brought to bear on them, especially by international tourism. The 'folklorization' of oral cultural expressions inherent to certain forms of tourism results in the ossification of this heritage. In any safeguarding effort initiatives by, or at least the strong involvement of, the community concerned are a *sine qua non* for success.

6. The international experts at the International Consultation in Marrakesh all emphasized the pressing need to establish an international distinction to be awarded by UNESCO to the most remarkable examples of oral heritage. UNESCO would proclaim certain cultural expressions of universal value to be 'masterpieces of the oral heritage of humanity'. As a follow-up to the international consultation in Marrakesh, the Moroccan authorities, supported by a substantial number of other countries, submitted a draft resolution to that effect to the General Conference at its 29th session.

7. In application of the resolution adopted by the General Conference at its 29th session, the Director-General is proposing the establishment of a mechanism for according a distinction, every two years, to cultural spaces, in the anthropological sense of the term, or to forms of cultural expression transmitted orally and of universally recognized value. These forms would include any creation emanating from a cultural community and based on tradition, expressed by a group or by individuals and recognized as being an expression of the community's cultural and social identity, the norms and values of which are transmitted orally, by imitation or by other means. They would include, without being limited to, language, literature, music, dance, games, mythology, rites, customs and the skills involved in crafts, architecture and other traditional arts. These cultural spaces and forms of expression must provide outstanding examples of freedom and diversity of cultural expression, of social interaction, tolerance and cultural understanding, preservation of the collective memory, education of youth, oral transmission of universal values, exchanges among generations, or urban integration.

For this purpose, the Director-General would convene an ad hoc jury once every two years to examine the applications submitted by the Member States or, with the agreement of the Member State concerned, by intergovernmental or non-governmental organizations. The draft Regulations are submitted in Annex III to this document.

8. The proclamation of the spaces or forms of expression accordingly chosen as masterpieces of the oral heritage of humanity could coincide with the award of one or more international prizes. When proposals to this effect are made to the Director-General by private donors and as soon as final agreement has been reached, the creation of such prizes will be submitted to the Executive Board. The proclamation of masterpieces of the oral heritage of humanity will be followed by an information campaign organized by UNESCO and addressed, *inter alia*, to funding sources, which will be encouraged to provide financial support for the safeguarding of this heritage.

9. If the Executive Board were to approve the proposed draft Regulations, it might wish to adopt the following draft decision:

The Executive Board,

1. Recalling Article 1 of the Constitution of UNESCO,
2. Considering that the oral heritage, composed of different popular cultural expressions produced and/or transmitted orally, such as oral traditions, music, dance, popular performing arts and the skills associated with traditional knowledge and crafts, without neglecting oral cultures in the formative process, is part of the universal heritage of humanity,
3. Considering that the Convention for the Protection of the World Cultural and Natural Heritage (Paris, 1972) refers only to monuments, groups (of buildings) and sites (works of man or combined works of nature and man) and that it is not applicable to the intangible heritage,
4. Taking into account the provisions of the Recommendation on the Safeguarding of Traditional Culture and Folklore, adopted by the General Conference at its 25th session in 1989,
5. Recognizing that the oral heritage is for many peoples the essential source of an identity having its roots deep in history,
6. Concerned at the fate of the heritage, which is in danger of being obliterated by the domination of modern social and economic life and by the technical advances made by communication and the media,
7. Convinced of the need to make governments, non-governmental organizations, municipalities and above all the communities concerned aware of the value of their oral heritage and of the urgency and importance of safeguarding and revitalizing it,
8. Having regard to 29 C/Resolution 23,
9. Having examined document 154 EX/13 and the draft Regulations concerning the creation of machinery for the proclamation by UNESCO of masterpieces of the oral heritage of humanity (Annex III),
10. Approves those Regulations;
11. Invites the Director-General to take all necessary steps to implement the Regulations;
12. Invites the Director-General to seek public or private donors for the creation of a prize that would be awarded by UNESCO in order to ensure the preservation and promotion of cultural spaces or forms of oral cultural expression proclaimed **'masterpieces of the oral heritage of humanity'**.

ANNEX I

RECOMMENDATION ON THE SAFEGUARDING OF TRADITIONAL CULTURE AND FOLKLORE

The General Conference of the United Nations Educational, Scientific and Cultural Organization, meeting in Paris from 17 October to 16 November 1989 at its twenty-fifth session,

Considering that folklore forms part of the universal heritage of humanity and that it is a powerful means of bringing together different peoples and social groups and of asserting their cultural identity,

Noting its social, economic, cultural and political importance, its role in the history of the people, and its place in contemporary culture,

Underlining the specific nature and importance of folklore as an integral part of cultural heritage and living culture,

Recognizing the extreme fragility of the traditional forms of folklore, particularly those aspects relating to oral tradition and the risk that they might be lost,

Stressing the need in all countries for recognition of the role of folklore and the danger it faces from multiple factors,

Judging that the governments should play a decisive role in the safeguarding of folklore and that they should act as quickly as possible,

Having decided, at its twenty-fourth session, that the safeguarding of folklore should be the subject of a recommendation to Member States within the meaning of Article IV, paragraph 4, of the Constitution,

Adopts the present Recommendation this fifteenth day of November 1989:

The General Conference recommends that Member States should apply the following provisions concerning the safeguarding of folklore by taking whatever legislative measures or other steps may be required in conformity with the constitutional practice of each State to give effect within their territories to the principles and measures defined in this Recommendation.

The General Conference recommends that Member States bring this Recommendation to the attention of the authorities, departments or bodies responsible for matters relating to the safeguarding of folklore and to the attention of the various organizations or institutions concerned with folklore, and encourage their contacts with appropriate international organizations dealing with the safeguarding of folklore.

The General Conference recommends that Member States should, at such times and in such manner as it shall determine, submit to the Organization reports on the action they have taken to give effect to this Recommendation.

A. Definition of folklore

For the purposes of this Recommendation:

Folklore (or traditional and popular culture) is the totality of tradition-based creations of a cultural community, expressed by a group or individuals and recognized as reflecting the expectations of a community in so far as they reflect its cultural and social identity; its standards and values are transmitted orally, by imitation or by other means. Its forms are, among others, language, literature, music, dance, games, mythology, rituals, customs, handicrafts, architecture and other arts.

B. Identification of folklore

Folklore, as a form of cultural expression, must be safeguarded by and for the group (familial, occupational, national, regional, religious, ethnic, etc.) whose identity it expresses. To this end, Member States should encourage appropriate survey research on national, regional and international levels with the aim to:

- (a) develop a national inventory of institutions concerned with folklore with a view to its inclusion in regional and global registers of folklore institutions;
- (b) create identification and recording systems (collection, cataloguing, transcription) or develop those that already exist by way of handbooks, collecting guides, model catalogues, etc., in view of the need to co-ordinate the classification systems used by different institutions;
- (c) stimulate the creation of a standard typology of folklore by way of: (i) a general outline of folklore for global use; (ii) a comprehensive register of folklore; and (iii) regional classifications of folklore, especially field-work pilot projects.

C. Conservation of folklore

Conservation is concerned with documentation regarding folk traditions and its object is, in the event of the non-utilization or evolution of such traditions, to give researchers and tradition-bearers access to data enabling them to understand the process through which tradition changes. While living folklore, owing to its evolving character, cannot always be directly protected, folklore that has been fixed in a tangible form should be effectively protected.

To this end, Member States should:

- (a) establish national archives where collected folklore can be properly stored and made available;
- (b) establish a central national archive function for service purposes (central cataloguing, dissemination of information on folklore materials and standards of folklore work including the aspect of safeguarding);

- (c) create museums or folklore sections at existing museums where traditional and popular culture can be exhibited;
- (d) give precedence to ways of presenting traditional and popular cultures that emphasize the living or past aspects of those cultures (showing their surroundings, ways of life and the works, skills and techniques they have produced);
- (e) harmonize collecting and archiving methods;
- (f) train collectors, archivists, documentalists and other specialists in the conservation of folklore, from physical conservation to analytic work;
- (g) provide means for making security and working copies of all folklore materials, and copies for regional institutions, thus securing the cultural community an access to the materials.

D. Preservation of folklore

Preservation is concerned with protection of folk traditions and those who are the transmitters, having regard to the fact that each people has a right to its own culture and that its adherence to that culture is often eroded by the impact of the industrialized culture purveyed by the mass media. Measures must be taken to guarantee the status of and economic support for folk traditions both in the communities which produce them and beyond. To this end, Member States should:

- (a) design and introduce into both formal and out-of-school curricula the teaching and study of folklore in an appropriate manner, laying particular emphasis on respect for folklore in the widest sense of the term, taking into account not only village and other rural cultures but also those created in urban areas by diverse social groups, professions, institutions, etc., and thus promoting a better understanding of cultural diversity and different world views, especially those not reflected in dominant cultures;
- (b) guarantee the right of access of various cultural communities to their own folklore by supporting their work in the fields of documentation, archiving, research, etc., as well as in the practice of traditions;
- (c) set up on an interdisciplinary basis a national folklore council or similar co-ordinating body in which various interest groups will be represented;
- (d) provide moral and economic support for individuals and institutions studying, making known, cultivating or holding items of folklore;
- (e) promote scientific research relevant to the preservation of folklore.

E. Dissemination of folklore

The attention of people should be drawn to the importance of folklore as an ingredient of cultural identity. It is essential for the items that make up this cultural heritage to be widely disseminated so that the value of folklore and the need to preserve it can be recognized. However, distortion during dissemination should be avoided so that the integrity of the traditions can be safeguarded. To promote a fair dissemination, Member States should:

- (a) encourage the organization of national, regional and international events such as fairs, festivals, films, exhibitions, seminars, symposia, workshops, training courses, congresses, etc., and support the dissemination and publication of their materials, papers and other results;
- (b) encourage a broader coverage of folklore material in national and regional press, publishing, television, radio and other media, for instance through grants, by creating jobs for folklorists in these units, by ensuring the proper archiving and dissemination of these folklore materials collected by the mass media, and by the establishment of departments of folklore within those organizations;
- (c) encourage regions, municipalities, associations and other groups working in folklore to establish full-time jobs for folklorists to stimulate and co-ordinate folklore activities in the region;
- (d) support existing units and the creation of new units for the production of educational materials, as for example video films based on recent field-work, and encourage their use in schools, folklore museums, national and international folklore festivals and exhibitions;
- (e) ensure the availability of adequate information on folklore through documentation centres, libraries, museums, archives, as well as through special folklore bulletins and periodicals;
- (f) facilitate meetings and exchanges between individuals, groups and institutions concerned with folklore, both nationally and internationally, taking into account bilateral cultural agreements;
- (g) encourage the international scientific community to adopt a code of ethics ensuring a proper approach to and respect for traditional cultures.

F. Protection of folklore

In so far as folklore constitutes manifestations of intellectual creativity whether it be individual or collective, it deserves to be protected in a manner inspired by the protection provided for intellectual productions. Such protection of folklore has become indispensable as a means of promoting further development, maintenance and dissemination of those expressions, both within and outside the country, without prejudice to related legitimate interests.

Leaving aside the 'intellectual property aspects' of the protection of expressions of folklore, there are various categories of rights which are already protected and should continue to enjoy protection in the future in folklore documentation centres and archives. To this end, Member States should:

(a) regarding the 'intellectual property' aspects:

call the attention of relevant authorities to the important work of Unesco and WIPO in relation to intellectual property, while recognizing that this work relates to only one aspect of folklore protection and that the need for separate action in a range of areas to safeguard folklore is urgent;

(b) regarding the other rights involved:

- (i) protect the informant as the transmitter of tradition (protection of privacy and confidentiality);
- (ii) protect the interest of the collector by ensuring that the materials gathered are conserved in archives in good condition and in a methodical manner;
- (iii) adopt the necessary measures to safeguard the materials gathered against misuse, whether intentional or otherwise;
- (iv) recognize the responsibility of archives to monitor the use made of the materials gathered.

G. International co-operation

In view of the need to intensify cultural co-operation and exchanges, in particular through the pooling of human and material resources, in order to carry out folklore development and revitalization programmes as well as research made by specialists who are the nationals of one Member State on the territory of another Member State, Member States should:

- (a) co-operate with international and regional associations, institutions and organizations concerned with folklore;
- (b) co-operate in the field of knowledge, dissemination and protection of folklore, in particular through:
 - (i) exchanges of information of every kind, exchanges of scientific and technical publications;
 - (ii) training of specialists, awarding of travel grants, sending of scientific and technical personnel and equipment;
 - (iii) the promotion of bilateral or multilateral projects in the field of the documentation of contemporary folklore;
 - (iv) the organization of meetings between specialists, of study courses and of working groups on particular subjects, especially on the classifying and cataloguing of folklore data and expressions and on modern methods and techniques in research;

- (c) co-operate closely so as to ensure internationally that the various interested parties (communities or natural or legal persons) enjoy the economic, moral and so-called neighbouring rights resulting from the investigation, creation, composition, performance, recording and/or dissemination of folklore;
- (d) guarantee Member States on whose territory research has been carried out the right to obtain from the Member State concerned, copies of all documents, recordings, video-films, films and other material;
- (e) refrain from acts likely to damage folklore materials or to diminish their value or impede their dissemination or use, whether these materials are to be found on their own territory or on the territory of other States;
- (f) take necessary measures to safeguard folklore against all human and natural dangers to which it is exposed, including the risks deriving from armed conflicts, occupation of territories, or public disorders of other kinds.

ANNEX II

5.5.5 Establishment of a system of 'living cultural properties' (living human treasures) at UNESCO (142 EX/18 and 142 EX/48)

The Executive Board,

1. Recalling that the General Conference adopted a Declaration of the Principles of International Cultural Co-operation at its 14th session, on 4 November 1966, and a Recommendation on the Safeguarding of Traditional Cultures and Folklore at its 25th session, in November 1989, in which it urged Member States to adopt various ways and means of preserving folklore in their respective countries,
2. Being mindful that the preservation of folklore is essential to the enrichment of the cultural heritage of humankind and the protection of cultural identities,
3. Convinced that Member States can better promote mutual understanding of each other's way of life and create a culture of peace through international cultural exchanges and co-operation,
4. Invites Member States to establish where appropriate a system of 'living cultural properties' (living human treasures) in their respective countries, and to submit the list of 'living cultural properties' to the UNESCO Secretariat;
5. Invites the Secretariat to compile a list of the 'living cultural properties' (living human treasures) submitted by Member States and to make it available to Member States at their request;
6. Expresses the hope that if the national list proves successful UNESCO could, as a next step, institute a world list of 'living cultural properties' (living human treasures).

ANNEX III

REGULATIONS RELATING TO THE PROCLAMATION BY UNESCO OF *MASTERPIECES OF THE ORAL HERITAGE OF HUMANITY*

1. Objective

- (a) The purpose of these Regulations is to pay tribute to outstanding masterpieces of the oral heritage of humanity, which would be cultural spaces or forms of popular or traditional cultural expression and which would be proclaimed *masterpieces of the oral heritage of humanity*. The aim is also to encourage governments, local authorities, NGOs and local communities to identify, preserve and promote their oral heritage.
- (b) The Proclamation is also intended to encourage individuals, groups, institutions and organizations to make outstanding contributions to preserving and promoting the oral heritage in question, in accordance with UNESCO's objectives, and its programme in this area, in particular as regards following up the *Recommendation on the Safeguarding of Traditional Culture and Folklore* (1989).
- (c) For the purpose of these Regulations the anthropological concept of a *cultural space* shall be taken to mean an area in which popular and traditional cultural activities are concentrated, but which, in time, may change location, as its existence is dependent upon the presence of the cultural activities that have traditionally taken place there.
- (d) The term '*oral heritage*' is defined in the *Recommendation* mentioned above, as follows: '**Folklore (or traditional and popular culture) is the totality of tradition-based creations of a cultural community, expressed by a group or individuals and recognized as reflecting the expectations of a community in so far as they reflect its cultural and social identity; its standards and values are transmitted orally, by imitation or by other means. Its forms are, among others, language, literature, music, dance, games, mythology, rituals, customs, handicrafts, architecture and other arts**'.
- (e) UNESCO will endeavour to establish a prize, to be called *the Oral Heritage of Humanity Prize*, funded from extrabudgetary resources, in order to encourage action taken to safeguard and revitalize the heritage, which will be proclaimed a *masterpiece of the oral heritage of humanity*.

2. Title

Examples of the oral heritage which meet the criteria set out in these Regulations may be proclaimed *masterpieces of the oral heritage of humanity*.

3. Interval between proclamations

- (a) Masterpieces of the oral heritage of humanity will be proclaimed by the Director-General every two years, on the recommendation of a jury, at a public ceremony at

UNESCO Headquarters in Paris, or any other location chosen by the Director-General.

- (b) The jury may reserve the right to make no recommendation if, in its opinion, none of the examples submitted meets the criteria defined in Article 6 of these Regulations.

4. Evaluation procedure

- (a) The task of choosing the example of oral heritage to be proclaimed a *masterpiece of the oral heritage of humanity* will be entrusted to a jury, whose number and composition will be decided by the Director-General of UNESCO.
- (b) The jury will adopt its own rules of procedure, which will be submitted to the Director-General of UNESCO for approval.
- (c) In carrying out its mandate, the jury will take no account of the nationality, ethnic origin, sex, language, profession, ideology or religion of the individuals involved.

5. Submission of examples

Examples of oral heritage that could be proclaimed masterpieces may be submitted to the Director-General of UNESCO by:

- governments of Member States,
- intergovernmental organizations, or
- non-governmental organizations ('NGOs') having formal relations with UNESCO,

in consultation with the UNESCO National Commission in their respective country. They may submit suggestions every two years.

6. Criteria

Masterpieces of the oral heritage of humanity will be proclaimed by the Director-General on the recommendation of the jury, which, in its evaluation of the examples submitted, will take into account *two groups of criteria of equal importance*:

- cultural criteria, and
 - organizational criteria.
- (i) **Cultural criteria:** the space or form of cultural expression proclaimed a *masterpiece of the oral heritage of humanity* must be of outstanding universal value in that it represents:
- (a) a strong **concentration** of intangible cultural heritage of outstanding universal value; or

- (b) a **popular and traditional oral expression of outstanding universal value** from a historical, artistic, ethnological, sociological, anthropological, linguistic or literary point of view.

In evaluating the universal value of the intangible heritage in question, the jury shall take into account:

1. its **outstanding universal** value,
 2. its **roots in** the cultural tradition or cultural history of the community concerned,
 3. its contemporary **cultural and social role** in the community concerned,
 4. the **skill** and technical quality displayed,
 5. its **distinctive** character, and
 6. the **risk** of its disappearing.
- (ii) **Organizational criteria:** submissions regarding spaces and forms of cultural expression to be proclaimed *masterpieces of the oral heritage of humanity* must be accompanied by:
- (a) **plan of action** that is appropriate to the cultural expression in question, listing the measures to be taken over the next decade for the preservation, support and promotion of that oral heritage. The plan of action will provide a detailed description of the measures proposed and their implementation;
 - (b) details of the **compatibility** of the plan of action with the measures outlined in the *Recommendation on the Safeguarding of Traditional Culture and Folklore*, as well as with UNESCO's goals;
 - (c) details of the measures to be taken to involve the **communities** concerned in preserving and promoting their own oral heritage;
 - (d) names of competent members of the community and/or the government concerned who are ready to undertake a **contractual commitment** with UNESCO to guarantee the state of the oral heritage in the future, which must remain in conformity with the state described in the submission.

In evaluating the appropriateness of the plan of action, the jury will take into account:

1. the **mandate** of the public authorities or NGOs as regards guaranteeing the protection and transmission of the cultural values in question;
2. the measures taken to raise awareness in the **individual members of the community concerned** of the value of the heritage and of the importance of preserving it;
3. the **role** accorded the **community** concerned;

4. the role accorded the **bearers** of the heritage in question;
5. the measures taken:
 - (a) with the local **community** to **preserve** and promote this heritage;
 - (b) to **record** the traditions in order to enable researchers at national and international level to access the information;
 - (c) with the bearers of the heritage to further develop the relevant skills, techniques and cultural expressions;
 - (d) with the bearers, in order **to transmit** the skills, techniques and cultural expressions to apprentices and/or young people in general.

7. **Monitoring**

Since the Proclamation is based, at least in part, on a *plan of action*, it is essential to ensure that this plan of action is followed up. This should involve:

- a contractual commitment by the prizewinner to that effect;
- **revocation** of a proclamation if the basic elements of the plan are not respected.

8. **Administration**

The Director-General of UNESCO will undertake all the other measures necessary to prepare meetings of the jury.