



## The Assistant Director-General for Culture

United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

Organización  
de las Naciones Unidas  
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منظمة الأمم المتحدة  
للتربية والعلم والثقافة

联合国教育、  
科学及文化组织

To the States Parties to the Convention  
for the Safeguarding of the Intangible  
Cultural Heritage

13 August 2015

Ref.: CLT/CRE/ITH/15/5954

Subject: Tenth session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage (Windhoek, Namibia, 30 November to 4 December 2015)

Dear Ambassador,

On behalf of the Director-General, it is my honour to invite your country to the tenth session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage, which will take place at Windhoek Country Club and Resort ([www.legacyhotels.co.za/en/hotels/windhoek](http://www.legacyhotels.co.za/en/hotels/windhoek)) in Namibia from 30 November to 4 December 2015. I should be grateful if you would transmit this information to the national authorities of your country who are in charge of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage.

This session of the Committee will be preceded by an opening ceremony that is being organized by the Host Country to take place at 5 p.m. on Sunday, 29 November 2015. All the participants of the session are welcome.

Please find enclosed the provisional agenda for the session. Documents corresponding to items inscribed on this agenda will be published on the website of the Convention at: <http://www.unesco.org/culture/ich/en/10COM/>, no later than on 2 November 2015 and in the two working languages of the Committee (English and French – Rule 42 of the Rules of Procedure of the Committee). General information concerning practical arrangements for the session also will be posted on the same website.

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

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

Requests for such assistance must reach the Secretariat of the Convention at least four weeks prior to the session (Rule 5.5 of the Rules of Procedure of the Committee). Nevertheless, taking into account the UNESCO regulations regarding the purchase of tickets and to fulfil other logistical requirements, I invite eligible States to send their request to the e-mail address of the Secretariat indicated above as soon as possible and, in any event, before 5 October 2015, together with the Curriculum Vitae of the proposed expert, a scanned copy of his/her valid passport and his/her travel itinerary.

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

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

As is customary, a non-governmental organization forum will take place on the eve of the opening session, between 9.30 a.m. and 4 p.m. on Sunday, 29 November 2015. Further information on the agenda for that meeting will be made available at: <http://www.ichngoforum.org/>.

Yours sincerely,

  
Alfredo Pérez de Armiñán

Enc. Provisional Agenda

cc. Chairperson of the Intergovernmental Committee  
Permanent Delegation of Namibia to UNESCO  
Permanent Delegation of the countries concerned  
National Commissions of the countries concerned