**CONVENTION FOR THE SAFEGUARDING OF THE   
INTANGIBLE CULTURAL HERITAGE**

**INTERGOVERNMENTAL COMMITTEE FOR THE  
SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Tenth session**

**Windhoek, Namibia**

**30 November to 4 December 2015**

**Item 15.b of the Provisional Agenda:**

**Guidelines for the treatment of correspondence with regard to periodic reports**

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| **Summary**  In its decision 9.COM 5.a, the Committee decided ‘to apply to periodic reports, *mutatis mutandis*, the guidelines for the treatment of correspondence from the public or other concerned parties with regard to nominations, as found in Decision 7.COM 15’, and requested the Secretariat ‘to propose for its examination at its tenth session guidelines specifically applicable to periodic reports’. This document proposes such specific guidelines.  **Decision required:** paragraph 7 |

1. In 2014, during the fourth cycle of periodic reporting on the implementation of the Convention and on the current status of elements of intangible cultural heritage inscribed on the Representative List, the Secretariat received a letter from a State Party to the Convention, concerning a periodic report submitted by another State Party.
2. The Secretariat informed the Intergovernmental Committee at its ninth session in November 2014 of the receipt of this letter and explained that it was the first time that the Secretariat had received correspondence from one State Party concerning a periodic report of another State Party. It was noted that there was nothing in the current texts or in Committee decisions to guide the Secretariat on how to react, unlike for nominations to the Lists that had a mechanism in place to deal with such correspondence.
3. The Secretariat recalled that the Committee had adopted Decision 7.COM 15 in 2012 that set out the procedure for treating correspondence with regard to nominations. It informed the Committee that the Secretariat treated the abovementioned letter received on an *ad hoc* basis, applying the treatment of correspondence with regard to nominations already adopted by the Committee in 2012.
4. To fill this gap, the Secretariat therefore proposed to include a paragraph in the draft decision 9.COM 5.a on periodic reports that would provide a dedicated mechanism for treating and processing correspondence of this nature for the Committee’s next session, while applying *mutatis mutandis* the guidelines forthe treatment of correspondence with regard to nominations already adopted by the Committee in 2012 in case further correspondence was received on other periodic reports during the fifth cycle of reporting in 2015.
5. The Committee agreed with the Secretariat’s proposal and therefore included a paragraph in its decision 9.COM 5.a in which it explicitly requested the Secretariat ‘to propose for its examination at its tenth session guidelines specifically applicable to periodic reports’.
6. The annex to this document contains a set of guidelines for the treatment of correspondence from States, the public or other concerned parties with regard to reports submitted by a State.
7. The Committee may wish to adopt the following decision:

**DRAFT DECISION 10.COM 15.b**

The Committee,

1. Having examined Document ITH/15/10.COM/15.b,
2. Recalling its decision 9.COM 5.a,
3. Adopts the guidelines for the treatment of correspondence with regard to periodic reports, as annexed to this Decision.

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| ANNEXGuidelines for the treatment of correspondence  with regard to periodic reports | |
| 1. | The Secretariat posts on the website of the Convention, in their original language, periodic reports as received for the current cycle. |
| 2. | The Secretariat receives and registers correspondence relating to periodic reports, which can arrive at any time. |
| 3. | Any correspondence received up to four weeks before the meeting of the Intergovernmental Committee is transmitted, in the language in which it was received, to the Permanent Delegation concerned as well as to the contact person indicated in the periodic report of the submitting State Party. |
| 4. | The State Party that has submitted the periodic report concerned may submit to the Secretariat comments no later than two weeks before the meeting of the Committee. The response, if any, is communicated to the entity that sent the correspondence. |
| 5. | The Secretariat makes available to the Committee the correspondence and any comments by the submitting State concerned, in their original language. These correspondences and comments are also posted on the website of the Convention. |
| 6. | After the examination of the periodic reports concerned by the Committee, correspondence and response are removed from the website of the Convention, unless decided otherwise by the Committee. |
| 7. | Any correspondence received after the deadlines defined above, or concerning a periodic report already examined by the Committee in a previous cycle, is transmitted, in the language in which it was received, to the Permanent Delegation concerned as well as to the contact person indicated in the periodic report of the submitting State Party. The response of the submitting State Party, if any, is communicated to the entity that has submitted the correspondence. |