



United Nations  
Educational, Scientific and  
Cultural Organization

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

Organización  
de las Naciones Unidas  
para la Educación,  
la Ciencia y la Cultura

Организация  
Объединенных Наций по  
вопросам образования,  
науки и культуры

منظمة الأمم المتحدة  
للتربية والعلم والثقافة

联合国教育、  
科学及文化组织

# Diversity of Cultural Expressions

6 IGC

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**CE/12/6.IGC/Dec.  
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## INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS

**Sixth Ordinary Session  
Paris, UNESCO Headquarters  
10 - 14 December 2012**

**DECISIONS**

**Item 1 of the Agenda:** Adoption of the Agenda

**Decision 6.IGC 1**

*The Committee,*

1. *Having examined document CE/12/6.IGC/1;*
2. *Adopts the agenda of the session contained in the above-mentioned document.*

**Item 2 of the Agenda:** Approval of the list of observers

**Decision 6.IGC 2**

*The Committee,*

1. *Having examined the list of observers;*
2. *Approves the list of observers.*

**Item 3 of the Agenda:** Adoption of the detailed summary record of the fifth ordinary session of the Committee

**Decision 6.IGC 3**

*The Committee,*

1. *Having examined document CE/12/6.IGC/3 and its Annex;*
2. *Adopts the detailed summary record of the fifth ordinary session of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions included in the above-mentioned document.*

**Item 4 of the Agenda:** Analytical summary of the first quadrennial periodic reports of Parties to the Convention

**Decision 6.IGC 4**

*The Committee,*

1. *Having examined document CE/12/6.IGC/4 and its Annexes;*
2. *Recalling Resolutions 3.CP 10 and 3.CP 7 of the Conference of Parties, and its Decision 5.IGC 4;*
3. *Takes note of the Secretariat's analytical summary as presented in the Annex I to document CE/12/6.IGC/4;*

4. Also takes note of lessons learned from the first cycle of quadrennial periodic reporting included in the document CE/12/6.IGC/4;
5. Requests a mandate from the fourth ordinary session of the Conference of Parties, to re-examine and revise, if needed, the Operational Guidelines on Article 9 on the basis of acquired experiences and submits the results of its work for approval to the fifth ordinary session of the Conference of Parties;
6. Invites the Parties whose reports are due on 30 April 2013 to submit them to the Secretariat in a timely manner and encourages the Parties that have not yet submitted their reports in 2012 to do so by 30 April 2013, if possible, in the two working languages of the Committee as well as in other languages;
7. Encourages the Parties to engage in multi-stakeholder consultations in the preparation of their reports, involving various government Ministries and, in particular, civil society;
8. Also encourages the UNESCO Institute for Statistics to assist Parties in compiling the Sources and Statistics Annex;
9. Requests the Secretariat to evaluate, in collaboration with the UNESCO Institute for Statistics, modifications that could be made to the Sources and Statistics Annex to render it easier to complete and more relevant for Parties, and to report on its progress at the fourth ordinary session of the Conference of Parties;
10. Requests the Secretariat to forward to the Conference of Parties at its fourth ordinary session the quadrennial periodic reports together with the Committee's comments and the Secretariat's analytical summary of the reports it has received;
11. Further requests the Secretariat, following this session, to make available on the Convention website the quadrennial periodic reports to the public for information;
12. Based on the lessons learned in the first cycle of quadrennial periodic reporting and the discussions held at this session, also requests the Secretariat to take the following steps:
  - (i) *Revise the electronic report forms, clarify definitions and make the forms available on the Convention website in January 2013;*
  - (ii) *Elaborate a training programme for Parties on the preparation of quadrennial periodic reports and seek extra-budgetary resources to hold national and regional capacity-building workshops;*
  - (iii) *Organize, with a view to the follow-up of quadrennial reports, an exchange session between Parties and experts charged with their examination in the framework of the fourth session of the Conference of Parties in order to benefit from the knowledge gained, to stimulate the exchange of good practices and to identify issues of common interest, including the relationship with other legal instruments.*

**Item 5 of the Agenda:** Secretariat's report on the implementation of the third year of the pilot phase of the International Fund for Cultural Diversity (IFCD)

**Decision 6.IGC 5**

*The Committee,*

1. *Having examined document CE/12/6.IGC/5 and its Annexes;*
2. *Taking note of the amount available of US\$ 1,288,805 on 30 June 2012 for the third funding cycle of the IFCD as set out in Annex II of document CE/12/6.IGC/9;*
3. *Decides that the projects presented in Annex I and annexed to this decision will receive financial support from the IFCD;*
4. *Takes note of the comments and recommendations of the Panel of Experts;*
5. *Acknowledges that the third funding cycle represents the end of the IFCD Pilot Phase;*
6. *Decides to issue a new call for projects in 2013 and dedicate for this purpose 70% of the funds available on 30 June 2013;*
7. *Decides to renew, for the fourth call for projects, the members of the Panel of Experts charged with elaborating recommendations for the seventh ordinary session of the Committee with a view to its examination of requests for the funding of projects within the IFCD framework;*
8. *Requests the Secretariat to present to the seventh ordinary session of the Committee a proposal for a new composition of the Panel of Experts.*

## ANNEX Decision 6.IGC 5

Score / Points	Program/Project (PR) or Preparatory Assistance (PA)	Countries or INGO / Pays ou OING	Beneficiaries / Bénéficiaires	Project/ Projet N°	Title of Project / Titre du projet	Funding request / Demande de financement (US\$)	Recommended amount / Montant recommandé (US\$)	Applicant's co-financing / Co-financement des demandeurs	Decision by the Committee / Décision par le Comité (US\$)
37	PR	FYROM	NGO	<b>183</b>	Measuring the economic contribution of the audiovisual industry in FYROM.	74 740	74 740	6 000	74 740
36	PR	Indonesia	NGO	<b>050</b>	Developing an audiovisual micro-industry in Siberut, Indonesia.	99 982	99 982	0	99 982
35	PR	Croatia	SP	<b>165</b>	Building the creative city: developing Zagreb's cultural industries.	99 000	82 988	16 204	82 988
35	PR	Mongolia	SP	<b>031</b>	Cultural statistics in action: getting a clear picture of Mongolian cultural industries.	79 000	79 000	19 200	79 000
35	PR	Zimbabwe	NGO	<b>115</b>	Management and business training for Zimbabwe's cultural professionals and arts associations.	97 365	97 365	0	97 365
34	PR	Cameroon	NGO	<b>136</b>	Decentralisation, the diversity of cultural expressions and local policies: a new paradigm for local development strategies in Cameroon.	78 560	78 560	15 000	78 560
34	PR	Cuba	NGO	<b>036</b>	Promoting Afro-Cuban cultural expressions among youth.	93 101	93 101	2 700	93 101
33	PR	South Africa	SP	<b>070</b>	ArtSANow: offering cultural operators and policy makers real-time information on creative industries in South Africa.	99 318	99 318	0	99 318

32	PR	Montenegro	NGO	<b>109</b>	Cultural industries as drivers of development in Montenegro and the Balkans.	88 705	88 705	8 540	88 705
32	PR	Côte d'Ivoire	NGO	<b>015</b>	Triggering the creation of a cultural industry based on balafons in Côte d'Ivoire.	53 085	50 885	8 150	50 885
32	PR	Cameroon	NGO	<b>135</b>	Opening opportunities to disabled women in the cultural industries sector in Cameroon.	32 701	32 701	7 600	32 701
31	PR	Guatemala	NGO	<b>168</b>	INCREA LAB: Opening opportunities to indigenous cultural entrepreneurs through mentoring activities.	98 610	98 610	0	98 610
30	PR	Mexico	NGO	<b>187</b>	Paralelo 9 MX: strengthening cultural industries for local development in Mexico.	98 871	98 871	71 091	98 871

**Item 6 of the Agenda:** Fundraising activities: Report on the use of the funds intended for the International Fund for Cultural Diversity (IFCD)

**Decision 6.IGC 6**

*The Committee,*

1. *Having examined document CE/12/6.IGC/6 and its Annexes;*
2. *Recalling Resolutions 2.CP 7 and 3.CP 9 of the Conference of Parties as well as its Decision 5.IGC 6;*
3. *Adopts the fundraising strategy (Annex II of the document CE/12/6.IGC/6) for the International Fund for Cultural Diversity (IFCD) devised pursuant to Resolution 2.CP 7;*
4. *Requests the Secretariat to pursue fundraising activities for 2013, and to set up the appropriate mechanism to facilitate the payment of contributions to the IFCD for subsequent years;*
5. *Requests also the Secretariat to prepare and submit to the fourth ordinary session of the Conference of Parties (June 2013) an information document on the IFCD's fundraising activities;*
6. *Requests further the Secretariat to report on the implementation of the IFCD fundraising strategy at its seventh ordinary session.*

**Item 7 of the Agenda:** Report of the evaluation of the pilot phase of the International Fund for Cultural Diversity (IFCD)

**Decision 6.IGC 7**

*The Committee,*

1. *Having examined document CE/12/6.IGC/7 and its Annex;*
2. *Takes note of the Internal Oversight Service's (IOS) report on the evaluation of the pilot phase of the International Fund for Cultural Diversity (IFCD) and its recommendations presented in Annex;*
3. *Requests the Secretariat to transmit the IOS report on the evaluation of the pilot phase of the IFCD as an information document to the fourth ordinary session of the Conference of Parties, along with a summary of the Committee's debates on the report, and an update on the implementation of the IOS recommendations;*
4. *Encourages UNESCO to seek extra-budgetary funds to implement the IOS recommendations on knowledge management and project monitoring;*
5. *Recalls the importance of managing the IFCD in an exemplary manner to maximize its impact on the diversity of cultural expressions and to ensure the success of the fundraising strategy;*
6. *Requests the Secretariat to prepare an action plan on the implementation of the IOS recommendations adopted by the Committee, as presented in the table annexed to the present Decision;*
7. *Decides that the next call for applications should give special attention to projects aiming at capacity-building for cultural policies.*

**ANNEX Decision 6.IGC 7****List of IOS recommendations considered by the Committee**

Legend:

✓ : Approved

✗ : Not approved

RECOMMENDATIONS	DECISION BY THE COMMITTEE
<b>Recommendation 1:</b> Continue engaging in the Cultural Conventions Liaison Group to harmonize procedures of the various UNESCO Funds, to increase synergies, and to avoid overlaps in focus and funding. (Secretariat)	✓
<b>Recommendation 2:</b> Consult with the Administrative Council of the International Fund for the Promotion of Culture to explore potential areas of competition and overlap and devise strategies to avoid these. (IGC)	✓
<b>Recommendation 3:</b> Define “institutional infrastructures” and include the definition in the IFCD Guidelines. (See paragraph 73 of this report for a proposed definition.) (IGC)	✓
<b>Recommendation 4:</b> Remove “capacity-building” as a separate field of activity and link it to the other fields of activity related to cultural policy and cultural industries; and / or make capacity-building part of the overarching purpose of the Fund. (IGC)	✓
<b>Recommendation 5:</b> Widen the policy related field of activity from cultural policies to “cultural and other policies and measures that have a direct effect on the creation, production, dissemination, distribution of and access to cultural activities, goods and services.” (IGC)	✓
<b>Recommendation 6:</b> Prioritize programmes/projects that, in addition to fulfilling the quality criteria outlined in the Guidelines, also respond to certain strategic considerations. Clearly identify these strategic considerations in line with the specific objectives of the Fund (yet to be developed) and review them on an ongoing basis as the Fund develops. (Suggestions for how to provide more strategic focus when selecting projects to be funded are made in the previous paragraphs.) This is an urgent priority if the IFCD is to continue beyond its pilot phase. (IGC)	✓
<b>Recommendation 7:</b> Develop a vision for the future direction of the IFCD and a results framework with short- and long-term objectives, time-frames and indicators. (IGC)	✓
<b>Recommendation 8:</b> Establish clear resource mobilization targets that are linked to the objectives specified in the results framework. (IGC)	✓
<b>Recommendation 9:</b> Develop an exit strategy that will allow the IFCD to terminate its operations when 1) either its objectives have been achieved, or 2) once it has become clear that they will never be achieved for lack of resources. (IGC)	✗



RECOMMENDATIONS	DECISION BY THE COMMITTEE
<b>Recommendation 10:</b> Ensure that future projects chosen for IFCD funding include both short- and long-term targets at the output and outcome levels in their planning and that results are reported on at both these levels. (IGC)	✓
<b>Recommendation 11:</b> Ensure that the project duration of IFCD-funded projects is adapted to what they are trying to accomplish. This might require two-year periods for projects that aim to achieve sustained cultural change, including a shift in beliefs, values and behaviour, or policy impact. (IGC)	✓
<b>Recommendation 12:</b> Work with UNESCO Field Offices to systematically ensure complementarity and synergies between the IFCD-funded projects and other UNESCO work at the country level. (Secretariat)	✓
<b>Recommendation 13:</b> Pay particular attention to the sustainability of the projects. This needs to be done in the selection of the projects to be funded, in subsequent monitoring and when reviewing project reports. (Secretariat)	✓
<b>Recommendation 14:</b> Include the promotion of gender equality as a criterion in the assessment forms used by the Panel of Experts and in the IFCD Guidelines. (IGC)	✓
<b>Recommendation 15:</b> Make the key achievements / results of projects funded by the IFCD, good practices and lessons learned, available to all stakeholders, so that learning can happen across organizations and countries involved. (Secretariat)	✓
<b>Recommendation 16:</b> Complement, under the umbrella of the future knowledge management platform, all web-based knowledge management efforts related to the IFCD and to the Convention with initiatives that solicit stakeholders' active participation in order to make them part of a larger learning community, and also use social media, such as Facebook, Twitter and others for this purpose. (Secretariat)	✓
<p><b>Recommendation 17:</b> Establish clear criteria for the selection of a gender-balanced Panel of Experts with complementary expertise in the following areas:</p> <ul style="list-style-type: none"> <li>- Specialization in cultural policy and/or cultural industries;</li> <li>- Experience in assessing projects;</li> <li>- Work experience in international technical cooperation;</li> <li>- In-depth work experience in one of the regions;</li> <li>- Understanding of gender mainstreaming and gender specific programming; and,</li> <li>- Fluency (oral and written) in English and/or French with a good understanding of the other language. Spanish is an asset. (IGC)</li> </ul>	✓
<b>Recommendation 18:</b> The members of the Expert Panel should be proposed by the Secretariat and approved by the IGC. (IGC)	✓

RECOMMENDATIONS	DECISION BY THE COMMITTEE
<b>Recommendation 19:</b> Disseminate information on future calls for applications through UNESCO Field Offices, National Commissions, 2005 Convention national focal points, and civil society organizations that are observers to the IGC. Encourage all these entities to publish information on the Fund in their countries' languages. (Secretariat)	✓
<b>Recommendation 20:</b> Clarify in the communication to National Commissions and to potential applicants whether National Commissions are allowed to charge any fee for the mailing of applications to the IFCD or for any other services rendered in this context. (Secretariat)	✓
<b>Recommendation 21:</b> Launch the call for applications at least six months before the June 30th deadline to ensure that organizations have enough time to prepare their applications. Request National Commissions to give applicants at least two months to prepare their application files. (Secretariat)	✓
<b>Recommendation 22:</b> Designate national/regional focal points in UNESCO Field Offices who can provide information and assistance to applicants during the application process. (Secretariat)	✓
<b>Recommendation 23:</b> Provide INGOs with more direction with regard to the support letters that they need to seek from governments. (Secretariat)	✓
<b>Recommendation 24:</b> Establish a selection panel, composed of members of the National Commission, UNESCO Field Office national/regional focal point for IFCD, representatives of national NGOs, for the selection process at the national level. The selection panel should be appointed by the Field Office in consultation with the National Commission. (Secretariat)	x
<b>Recommendation 25:</b> To avoid any conflict of interest, exclude National Commissions and any other organizations participating in the selection panel, from the list of stakeholders eligible to apply for IFCD funding. (IGC)	✓
<b>Recommendation 26:</b> To avoid the disqualification of some applications for minor technicalities or for the absence of a corresponding assessment by the National Commission, request the missing elements from the National Commission rather than disqualify the project. (Secretariat)	✓
<b>Recommendation 27:</b> Rotate members of the Panel of Expert (while ensuring continuity of the work of the Panel) by replacing at least one expert per year, and allowing each expert to serve a maximum of four years. Provide training to experts on the priorities of the IFCD and the Convention and allow them to ideally meet at least once face-to-face. (IGC)	✓
<b>Recommendation 28:</b> Convene a joint telephone meeting for all experts once they have completed the assessment of project proposals to discuss their assessments and the reasoning behind them. (Secretariat)	✓

RECOMMENDATIONS	DECISION BY THE COMMITTEE
<b>Recommendation 29:</b> Assign an official monitoring responsibility to UNESCO Field Offices for the projects supported in their countries of operation. Project monitoring should be systemic and risk-based in order to identify and address implementation problems and delays and to increase assurance that projects are implemented in accordance with agreed terms of reference. (IGC)	x
<b>Recommendation 30:</b> Consider removing “preparatory assistance” from the fields of activity in the IFCD Guidelines for the reasons outlined above. (IGC)	✓
<b>Recommendation 31:</b> Strengthen the capacities of the IFCD Secretariat so that it can undertake all actions required to improve the quality of the work of the IFCD and to ensure its future performance (in line with the recommendations of this evaluation report). (IGC)	✓
<b>Recommendation 32:</b> Ensure the submission and review of all outstanding contract deliverables for the 2010 IFCD programme cycle, including descriptive reports on project implementation as well as detailed financial reports together with the original supporting documentation for expenditures. (Secretariat)	✓
<b>Recommendation 33:</b> Cost recovery: Recover all direct administrative, monitoring and coordination costs borne by UNESCO’s regular budget, including staff costs, from the IFCD. (Secretariat / IGC)	x
<b>Recommendation 34:</b> Launch no call in 2013 and use that year to consolidate the work that has been started during the pilot phase, and to implement the recommendations of the present evaluation. (IGC)	x
<b>Recommendation 35:</b> Plan for another evaluation exercise of the IFCD in 2017 or 2018. (IGC)	✓

**Item 8 of the Agenda:** Preliminary draft revisions to the Guidelines on the use of the resources of the International Fund for Cultural Diversity (IFCD)

**Decision 6.IGC 8**

*The Committee,*

1. *Having examined documents CE/12/6.IGC/7 and its Annex II and CE/12/6.IGC/8 and its Annex;*
2. *Recalling Resolution 3.CP 11 of the Conference of Parties and its Decisions 3.IGC 5, 4.IGC 10A, 5.IGC 6 and 5.IGC 7;*
3. *Adopts the revised draft Guidelines on the use of the resources of the IFCD as amended and annexed to this Decision;*
4. *Requests the Secretariat to transmit the revised draft Guidelines to the Conference of Parties at its fourth ordinary session in June 2013 for its approval;*
5. *Decides to continue the application of the Guidelines as approved by the second ordinary session of the Conference of Parties (2009) for the fourth call for projects in 2013.*

**ANNEX to Decision 6.IGC 8**

**Guidelines on the use of the resources of the  
International Fund for Cultural Diversity (IFCD)**

**DRAFT REVISIONS**

**Strategic considerations and objectives**

1. The purpose of the International Fund for Cultural Diversity (IFCD) is to finance projects and activities approved by the Intergovernmental Committee (herein after “the Committee”) on the basis of guidelines determined by the Conference of Parties, notably to facilitate international cooperation for sustainable development and poverty reduction to foster the emergence of dynamic cultural sectors in developing countries<sup>1</sup>, in accordance with Article 14 of the Convention (Article 3 of the Financial Regulations of the IFCD).

2. The main objective of the IFCD is to invest in projects that lead to structural change through the introduction and/or elaboration of policies and strategies that have a direct effect on the creation, production, distribution of and access to a diversity of cultural expressions, including cultural goods, services and activities, as well as through the reinforcement of institutional infrastructures deemed necessary to support viable cultural industries at the local and regional levels.

3. IFCD projects demonstrate the value and opportunities that the cultural industries bring to sustainable development processes, in particular to economic growth and the promotion of a decent quality of life.

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<sup>1</sup> Parties to the UNESCO 2005 Convention on the Protection and the Promotion of the Diversity of Cultural Expressions that are recognized by UNCTAD as developing economies, economies in transition and least developed countries.

4. The IFCD is managed as a Special Account pursuant to Article 1.1 of its Financial Regulations and, given its multi-donor nature, cannot receive tied or earmarked contributions.

5. Use of the IFCD's resources must be consistent with the spirit and provisions of the Convention. Pursuant to Article 18.3(a) and 18.7, Parties shall endeavour to provide voluntary contributions on an annual basis. The Committee encourages Parties to provide contributions on an annual basis, the amount being at least equal to 1% of their contribution to the UNESCO budget. The resources of the IFCD will be used to fund projects in developing countries. Public development aid which is not tied may be used to fund the activities of the IFCD for projects approved by the Committee in accordance with the provisions governing UNESCO Special Accounts.

6. In managing the IFCD, the Committee shall ensure that the use of the resources:

6.1 meets the programmatic and strategic priorities established by the Committee;

6.2 meets the needs and priorities of beneficiary developing countries;

6.3 promotes South-South and North-South-South cooperation;

6.4 contributes to achieving concrete and sustainable results as well as structural impacts in the cultural field;

6.5 respects the principle of ownership by the beneficiaries;

6.6 respects, to the extent possible, an equitable geographic distribution of the resources of the IFCD and gives priority to Parties who have not yet benefited or who have benefited the least from these resources;

6.7 satisfies the principle of financial accountability, as understood within the United Nations system;

6.8 satisfies the need for funds to be spent principally on project activities and ensuring minimum overhead costs as referred to in paragraph 15.7;

6.9 avoids spreading resources too thinly or supporting sporadic activities;

6.10 promotes gender equality;

6.11 promotes the participation of various social groups as identified in Article 7 of the Convention in the creation, production, dissemination, distribution and enjoyment of diverse cultural expressions;

6.12 complements other international funds covering similar fields without, however, compromising the IFCD's possibility to provide funding to projects that have already received or could receive financial assistance from a third party.

#### **Areas of intervention**

7. Funds will be allocated for projects that:

7.1 introduce and/or develop policies and strategies that have a direct effect on the creation, production, distribution, and access to a diversity of cultural goods, services and activities;

7.2 strengthen corresponding institutional infrastructure<sup>2</sup>, including professional capacities and organizational structures, deemed necessary to support viable local and regional cultural industries and markets in developing countries;

7.3 funds will be allocated for assistance for participation, within the limits of funding decided by the Committee. This assistance may cover:

7.3.1 the cost of participation of public or private organizations or individuals from developing countries invited by the Committee to its meetings for consultation on specific issues in conformity with Article 23.7 of the Convention;

7.3.2 the cost of participation at the meetings of the organs of the Convention by government experts from least-developed countries that are members of the Committee, upon their request. Requests must reach the Secretariat of the Convention at least two months before each session of the Committee or of the Conference of Parties;

7.4 funds will be allocated for the evaluation of projects by the Panel of Experts, to be constituted by the Committee, before their submission for examination to the Committee. Funds could also be allocated for a meeting between the Secretariat and the members of the Panel of Experts every two years in Paris.

8. Projects aimed at offsetting a deficit, repaying a debt or paying interest, relating solely to the production of cultural expressions or sustaining ongoing activities with recurring costs, will not be eligible for assistance from the IFCD.

9. At each session, on the basis of the funds available in the Special Account, the Committee will adopt a budget for each of the above-mentioned types of assistance.

### **Beneficiaries**

10. Entitled to benefit from the IFCD:

10.1 For projects:

10.1.1 all developing countries which are Parties to the Convention;

10.1.2 non-governmental organizations (NGOs) coming from developing countries that are Parties to the Convention, which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the Operational Guidelines relating to the role and participation of civil society;

10.1.3 international non-governmental organizations (INGOs), which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the Operational Guidelines relating to the role and participation of civil society;

10.1.4 micro, small and medium enterprises of the private sector active in the cultural field of developing countries that are Parties to the Convention, to the limit of available funds from contributions provided by the private sector, in full conformity with the domestic laws of the Parties concerned;

10.2 To avoid any conflict of interest, National Commissions and any other organizations participating in the pre-selection or approval of projects submitted to the Secretariat are not eligible for IFCD funding.

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<sup>2</sup> Institutional infrastructure is to be understood as any public, collective and professional organizational structures (excluding working space and equipment, physical construction or restoration of buildings), capacities as well as legislative (legal) and administrative provisions deemed necessary for the implementation of policies.

10.3 For participatory assistance:

10.3.1 public or private organizations or individuals from developing countries, in conformity with Article 23.7 of the Convention;

10.3.2 governmental experts from least-developed countries, which are members of the Committee.

### **Funding and submission ceilings**

11. Regarding the funding and submission ceilings, the following shall be taken into consideration:

11.1 the maximum amount requested from the IFCD for each project is US\$100,000;

11.2 the project implementation period can be between 12 and 24 months;

11.3 National Commissions or other official channels designated by Parties can forward a maximum of four applications per funding cycle, maximum two per Party (public authority/institution) and maximum two from NGOs;

11.4 each INGO may present a maximum of two applications per funding cycle with written support from beneficiary countries.

### **Pre-selection process at the country level**

12. Regarding the pre-selection process at the country level, the following shall be taken into consideration:

12.1 National Commissions or other official channels designated by the Parties shall launch a call for funding requests within their countries, setting appropriate deadlines that take into account the submission deadlines communicated by the Secretariat;

12.2 National Commissions or other official channels designated by the Parties shall form a pre-selection panel made up of, in particular, Ministries of Culture and/or other Ministries responsible for the cultural industries, and members of civil society organizations specializing in the field of culture to evaluate and pre-select projects to be submitted to the Secretariat;

12.3 the pre-selection panel is to undertake an assessment on how the projects are relevant, meet the country's needs and priorities, and have been subject to consultation among stakeholders.

### **Procedure for the submission of funding requests**

13. Regarding the procedure for the submission of funding requests, the following shall be taken into consideration:

13.1 the Secretariat shall launch the call for funding requests in January each year. All funding requests will be received by the Secretariat by 15 May at the latest. Those received after the deadline are considered ineligible;

13.2 funding requests by Parties and NGOs are submitted to the Secretariat through the National Commissions or other official channels designated by the Parties, that ensure projects are relevant and meet the country's needs and priorities;

13.3 funding requests by INGOs are submitted directly to the Secretariat with written support from the beneficiaries concerned to ensure projects are relevant and meet the beneficiary's needs and priorities. Funding requests by INGOs are submitted on a separate form and must demonstrate a sub-regional, regional or inter-regional impact;

13.4 upon receiving the requests, the Secretariat will perform a technical assessment to ensure that the applications are complete, fall within the areas of intervention of the IFCD and therefore are eligible. Upon completion, the Secretariat will forward eligible project files to the members of the Panel of Experts for evaluation.

### **Funding Request Forms**

14. Forms provided by the Secretariat on the website of the 2005 Convention shall be used and considered the official funding request forms.

15. All funding requests shall be submitted in either English or French and contain the following information:

15.1 background information about the beneficiary, including mission and activities, and biographical information about project staff members;

15.2 a brief summary of the project;

15.3 a project outline (title, short- and long-term measurable objectives, country context and needs assessment, activities and expected results, including the cultural, social and economic impact, beneficiaries and partnerships);

15.4 the name and address of the representative of the beneficiaries' organization that will hold financial and administrative responsibility for implementation of the project;

15.5 a work schedule and time frame;

15.6 measures to promote the sustainability of the proposed project;

15.7 a detailed budget, including the amount of funding sought from the IFCD, as well as other sources. Self or co-funding is encouraged to the extent possible. Expenditures for project-related overhead costs required to implement the project are limited to a maximum of 30% of the total project budget;

15.8 any information relating to the status of completion of earlier funding requests from the IFCD.

### **Panel of Experts**

16. A six-member Panel of Experts shall be proposed by the Secretariat to the Committee for its approval based on the following criteria:

- equitable geographical distribution and representation;
- university degree or professional experience in the fields of cultural policy and/or cultural industries;
- experience in evaluating projects;
- professional experience in international cooperation;
- in-depth professional experience in one of the UNESCO regions;
- gender equality;
- fluency in French or English and, if possible, a good understanding of the other language.

16.1 Members of the Panel of Experts have a four-year mandate. Half are renewed each two years in order to ensure the continuity of work;

16.2 A coordinator shall be designated from among the six members of the Panel of Experts by the members themselves;



16.3 A meeting is organized for the Panel of Experts by the Secretariat every two years in Paris;

16.4 The Panel of Experts is responsible for preparing recommendations for the Committee for their examination and possible approval. The Coordinator shall be invited to the Committee's ordinary session when it examines projects recommended by the Panel of Experts;

16.5 Each project application should be assessed by two experts using the evaluation forms provided by the Secretariat. No expert should assess a project from his/her country.

### **Recommendations by the Panel of Experts**

17. The Panel of Experts shall undertake an evaluation of funding requests it receives from the Secretariat, using the official evaluation tools and taking into account the overall objectives of the IFCD.

17.1 The Panel of Experts can recommend to the Committee:

17.1.1 a list of projects to be funded within the limits of the funds available;

17.1.2 only projects that receive at least 75% of the maximum number of points attributable;

17.1.3 only one project per beneficiary;

17.1.4 if applicable, adjustment of the funds requested for projects and activities from the IFCD with accompanying explanation(s).

17.2 The Secretariat shall make available online four weeks before the Committee session all project files, their evaluation and recommendation by the Panel of Experts.

### **Decision-making of the Committee**

18. The Committee shall examine and approve projects at its ordinary session.

19. To facilitate the decision-making of the Committee, the recommendations of the Panel of Experts will be accompanied by a detailed presentation, including:

19.1 a brief summary of the project presented in the request;

19.2 the potential impact and expected results;

19.3 an opinion on the amount to be financed from the IFCD;

19.4 the relevance/appropriateness of the project to the objectives of the IFCD as well as to the areas of intervention of the IFCD;

19.5 an assessment of the feasibility of the project proposed, the relevance and effectiveness of its modalities of execution, as well as the expected structural impacts, where appropriate;

19.6 an analysis of the sustainability of the project, reflecting the level of ownership demonstrated by the beneficiaries, plans for longer-term expected results that go beyond the output level, as well as the potential of projects to produce structural effects or put in place measures/create conditions for future structural effects to take hold;

19.7 an assessment as to the interest of the project;

19.8 an assessment of how the project takes into consideration gender equality.

## **Monitoring**

20. UNESCO shall develop a systemic and risk-based project monitoring system with adequate human and financial resources to identify and address project implementation challenges and to ensure project sustainability. This monitoring system shall be based on short and long term objectives and SMART<sup>3</sup> indicators.

21. All relevant UNESCO Field Offices shall designate a focal point to cooperate with the Secretariat in ensuring ongoing monitoring of IFCD projects, and their complementarity and synergies with UNESCO's other work at the country level. The involvement of UNESCO Field Offices should also facilitate the establishment of contacts and sharing of experiences between IFCD project partners and potential future donors.

## **Evaluation**

22. An evaluation and audit of the IFCD shall be carried out every five years.

23. In addition, any project may be evaluated *ex-post facto* at the request of the Committee with regard to its efficiency, and the achievement of its objectives relative to the resources spent. Evaluation of funded projects should present lessons learned, as well as the impact of these projects on strengthening and/or fostering the emergence of dynamic cultural industries in developing countries. The evaluation should showcase how experience gained could benefit other projects, with a view to compiling and disseminating best practices on the Convention knowledge platform.

24. Under the Financial Regulations applicable to the Special Account for the IFCD, the UNESCO Comptroller is responsible for maintaining the IFCD's accounting records and submitting the annual accounts to the UNESCO External Auditor for audit.

## **Reporting**

25. The beneficiaries shall submit a mandatory descriptive, analytical and financial report on the execution of the project and the realization of expected results to the Secretariat. The report must be presented using the reporting forms provided by the Secretariat in order for the beneficiary to receive its final payment. No financial contributions for new projects will be allocated to beneficiaries who have not received their final payment.

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<sup>3</sup> Specific, Measurable, Achievable, Relevant and Timed.

**Item 9 of the Agenda:** Use of the financial resources of the International Fund for Cultural Diversity (IFCD)

**Decision 6.IGC 9**

*The Committee,*

1. *Having examined document CE/12/6.IGC/9 and its Annexes, as well as documents CE/12/6.IGC/5 and its Annexes, CE/12/6.IGC/6 and its Annexes, CE/12/6.IGC/7 and its Annexes and CE/12/6.IGC/8 and its Annexes;*
2. *Recalls its Decisions 3.IGC 5, 4.IGC 10A and 5.IGC 6;*
3. *Takes note of the financial statements of the International Fund for Cultural Diversity (IFCD) for the period of 1 January 2007 to 30 June 2012 as set out in Annex I of document CE/12/6.IGC/9;*
4. *Having examined the draft budget for 2013 set out in Annex II of document CE/12/6.IGC/9 and Decision 6.IGC 5;*
5. *Decides to allocate, in addition, under fixed costs a maximum amount of US\$65,000 for the evaluation of funding requests by the Panel of Experts from unassigned funds in the IFCD special account;*
6. *Adopts the budget for 2013 set out in Annex II of document CE/12/6.IGC/9 as amended;*
7. *Requests the Secretariat to submit to the Committee a detailed report on the use of the IFCD funds for fundraising activities at its next ordinary session;*
8. *Also requests the Director-General to launch a new appeal for contributions in 2013 to all Convention stakeholders.*

**Item 10 of the Agenda:** Progress on the implementation of the strategy of ratification to the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (2011-2012)

**Decision 6.IGC 10**

*The Committee,*

1. *Having examined document CE/12/6.IGC/10 and its Annexes;*
2. *Takes note of the progress of ratifications (2011-2012);*
3. *Requests Parties and civil society to continue their efforts to implement the strategy for encouraging ratification in 2013 and communicate to the Secretariat the results of the steps that they have taken to increase the number of ratifications;*
4. *Further requests the Secretariat to prepare an information document on this matter and transmit it to the Conference of Parties at its fourth ordinary session (June 2013);*
5. *Invites the Secretariat to submit to it at its seventh ordinary session in December 2013 a document reporting on the outcomes achieved between 2010 and 2013 through implementing the ratification strategy;*

6. *Thanks the Government of Spain for its long-standing support to the Secretariat for awareness-raising activities;*
7. *Further invites the Secretariat to continue sharing information and good practices on the implementation of the Convention as an effective means of promoting ratification.*

**Item 11 of the Agenda:** International consultation and coordination: taking stock of Article 21 of the Convention

#### **Decision 6.IGC 11**

*The Committee,*

1. *Having examined document CE/12/6.IGC/11 and its Annexes;*
2. *Recalling Resolution 3.CP 11 of the Conference of Parties and its Decision 5.IGC 8;*
3. *Takes note of the information collected as a result of the second consultation on the implementation of Article 21 of the Convention as set out in the above-mentioned document;*
4. *Invites the Parties to bring to the attention of the Secretariat all relevant information concerning the implementation of Article 21 of the Convention;*
5. *Requests the Secretariat to continue its work on this matter, including the development of the database;*
6. *Further requests the Secretariat to prepare a working document on the implementation of Article 21, taking into account its discussions and decisions at the fifth and sixth ordinary sessions, and to submit it to the Conference of Parties at its fourth ordinary session.*

**Item 12 of the Agenda:** Selection of an emblem for the Convention and preliminary draft Operational Guidelines for its use

#### **Decision 6.IGC 12**

*The Committee,*

1. *Having examined document CE/12/6.IGC/12 and its Annexes;*
2. *Recalling Resolution 3.CP 11 of the Conference of Parties and its Decisions 3.IGC 6, 4.IGC 5, and 5.IGC 9;*
3. *Takes note of the different emblem options presented in Annex I of document CE/12/6.IGC/12;*
4. *Recommends that there should only be one emblem for the Convention and the International Fund for Cultural Diversity (IFCD);*
5. *Takes note that the majority of the members of the Committee have expressed a preference for emblem option 1 as presented in Annex I of document CE/12/6.IGC/12;*

6. *Requests the Secretariat to propose a fourth emblem option taking into consideration its debates during this session and transmit all the options for consideration by the Conference of Parties at its fourth ordinary session;*
7. *Adopts the draft Operational Guidelines on the use of the emblem, as amended and annexed to this decision and submits it for approval to the Conference of Parties at its fourth ordinary session.*

## ANNEX to Decision 6.IGC 12

### Draft Operational Guidelines on the use of the emblem of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions

#### I. General Considerations

1. In order to increase the visibility and encourage the promotion of the Convention at the national, regional and international levels, the Parties to the Convention deem necessary to create an emblem encapsulating its objectives and principles.
2. The emblem of the Convention is a graphic representation, visually exploring the relationships, concepts and ideas of the Convention and their interactions with one another.
3. The emblem of the Convention can be used independently as a stand-alone emblem (hereinafter “stand-alone emblem”) or be used together with the UNESCO logo (hereinafter “linked emblem”).
4. The use of the stand-alone emblem is governed by the provisions stipulated in the present Guidelines.
5. The use of the linked emblem is governed both by the present Guidelines and by the *Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO*, as adopted by the General Conference of UNESCO<sup>4</sup>. The use of the linked emblem must therefore be authorized both under the present Guidelines and under the *Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO* (for the part of the UNESCO logo) in accordance with the procedures provided in their respective Guidelines.

#### II. Graphic design of stand-alone and linked emblems

6. The stand-alone emblem, which is used as the official seal of the Convention, is shown below:

Insert the stand-alone emblem here

7. The linked emblem is shown below:

Insert the linked emblem here

<sup>4</sup> The most recent version of the *Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO* is found in the annex to Resolution 86 of the 34<sup>th</sup> session of the General Conference (Resolution 34C/86) or at <http://unesdoc.unesco.org/images/0015/001560/156046e.pdf>.

### **III. Rights of use of the emblem**

8. The following have the right to use the stand-alone emblem without prior authorization, subject to the rules set out by the present Guidelines:
  - (a) the statutory organs of the Convention:
    - i) the Conference of Parties;
    - ii) the Intergovernmental Committee for the Protection and the Promotion of the Diversity of Cultural Expressions (hereinafter “Committee”); and
  - (b) the UNESCO Secretariat of the 2005 Convention (hereinafter “Secretariat”).
9. All others desiring the right to use the emblem must request and receive authorization pursuant to the procedures set forth below.

### **IV. Graphical standards**

10. Both the stand-alone and linked emblems can be used in the six official languages of UNESCO. They shall be reproduced according to the specific graphical charter and a Brand Tool Kit elaborated by the Secretariat and published on the Convention’s website and shall not be altered.
11. Use of languages other than those six official languages of UNESCO in the stand-alone and linked emblems must be approved by UNESCO, prior to their use.

### **V. Authorization procedure for use of the stand-alone emblem**

12. Authorizing the use of the stand-alone emblem is the prerogative of the Conference of Parties and/or the Committee, and the authorization may be granted by either one.
13. The Conference of Parties and the Committee authorize the use of the stand-alone emblem by means of resolutions and decisions that will stipulate the terms of the authorization granted, in accordance with the present Guidelines.
14. The decision authorizing the use of the stand-alone emblem shall be evaluated based on the following criteria:
  - (a) relevance to and compliance with the Convention’s principles and objectives;
  - (b) potential impact to raise visibility and awareness of the Convention and the diversity of cultural expressions; and
  - (c) adequate assurance is provided to demonstrate the successful organization of a proposed activity, including the professional experience and reputation of the requesting body, and the financial and technical feasibility of the proposed activity.
15. Requests for the use of the stand-alone emblem can be submitted at any time for activities such as one-off activities that are international, regional, national and/or local in scope, that present a large diversity of cultural expressions and that involve artists, cultural producers, policy makers and/or civil society. These activities may include performances, exhibitions, audio-visual productions or publications (printed or electronic), or public events such as conferences or meetings and festivals and trade fairs for example in the film, book or music sectors.
16. The following steps are required to request the use of the stand-alone emblem:
  - (a) Step 1: For national, regional as well as international activities, a requester must fill in a “Request Form” on the use of the stand-alone emblem and submit it to National Commissions for UNESCO of the Party or Parties, or other national authorities duly designated by respective Parties, in whose territory the planned activities are to be held.
  - (b) Step 2: The National Commissions or designated national authority will undertake a review to decide whether they support or do not support the request and forward to the Secretariat those requests they recommend, using an “Endorsement Form”.

- (c) Step 3: Those requests forwarded to the Secretariat by 31 August, midnight CET, of each year will be submitted to the Committee at its session taking place in December of the same year for its consideration and decision. Additionally, every other year, requests forwarded to the Secretariat by 1 March, midnight CET, can be considered by the Conference of Parties at its session taking place in June of the same year for its consideration and approval.
- (d) Step 4: Upon deliberation by the Conference of Parties or the Committee, a resolution or a decision to grant or not the use of the stand-alone emblem will be communicated to the requester by an official letter from the Secretariat.
- (e) Step 5: Those requesters who received positive replies by the Conference of Parties or the Committee will receive from the Secretariat the appropriate electronic file with the stand-alone emblem and a Brand Tool Kit.

## VI. Authorization of the linked emblem

- 17. The Director-General is empowered to authorize the use of the linked emblem in connection with patronage and contractual arrangements as well as specific promotional activities.
- 18. **Patronage** may be given as UNESCO's moral endorsement of an activity for which the Organization is not directly involved, is not providing financial support, or cannot be held legally responsible. Patronage is limited in time and can be granted to one-off activities that are international, regional and national in scope and that present a large diversity of cultural expressions and that involve artists, cultural producers, policy makers and/or civil society. These activities may include performances, exhibitions, cultural industry festivals and trade fairs for example in the film, book or music sectors. Patronage may also be granted for one-off audio-visual productions or publications (printed or electronic), or public events such as conferences or meetings.
- 19. Request for the use of the linked emblem for the purpose of patronage must be submitted to the Director-General of UNESCO along with an endorsement of National Commissions for UNESCO of the Party or Parties, or other national authorities duly designated by respective Parties, in whose territory the planned activities are to be held.
- 20. **Projects receiving support from the International Fund for Cultural Diversity** (hereinafter "IFCD-funded projects") are those that are approved by the Committee for IFCD funding.
- 21. After the approval of the Committee of the IFCD-funded projects, it is only through signing of the "Intergovernmental Body Allocation Contract" with UNESCO that the linked emblem can be used in the framework of the implementation of the IFCD-funded projects according to conditions of use stipulated in the contract.
- 22. **Partnership agreements** are negotiated between UNESCO and partners such as public sector institutions, private sector or civil society to carry out defined activities that advance the objectives and principles of the Convention and its implementation on the international, regional, national and/or local levels.
- 23. Use of the linked emblem within partnership agreements shall be authorized by the UNESCO Secretariat.
- 24. **Fundraising activities** encompass activities undertaken by Convention stakeholders (public, private and civil society) whose sole objective is to raise donations for the IFCD.
- 25. Use of the linked emblem for fundraising activities shall be authorized by the UNESCO Secretariat.
- 26. **Commercial use** is the sale of goods or services bearing the name, acronym, logo or internet domain names of UNESCO chiefly for profit.

27. Requests for commercial use of the linked emblem including those received by National Commissions or other national authorities duly designated shall be sent to the Director-General of UNESCO for written approval.

#### **VII. Donation to the IFCD through the commercial use of the emblem**

28. When profit is generated through commercial use of the emblem, the contribution of a percentage of the profit to the IFCD is obligatory.
29. Contributions to the IFCD shall be governed in accordance with the Financial Regulations of the Special Account for the IFCD.

#### **VIII. Protection**

30. To the extent that the name, acronym and logo of UNESCO have been notified and accepted by the Paris Union Member States under Article 6ter of the Paris Convention for the Protection of Industrial Property, adopted in 1883 and revised at Stockholm in 1967, and to the extent that the emblem of the Convention [has been submitted] to the International Bureau of the World Intellectual Property Organization (WIPO) and [has been notified and accepted] by the Paris Union Member States under Article 6ter of the Paris Convention for the Protection of Industrial Property, adopted in 1883 and revised at Stockholm in 1967, UNESCO has recourse to the Paris Convention Member States' domestic systems to prevent the emblem of the Convention and the name, acronym or logo of UNESCO from being used where such use falsely suggests a connection with the Convention or UNESCO, or any other abusive use.
31. The Parties are invited to submit to UNESCO the names and addresses of the authorities in charge of managing the use of the emblem.
32. In specific cases, the statutory organs of the Convention may request the Director-General of UNESCO to monitor the proper use of the emblem of the Convention and to initiate proceedings, where appropriate, in case of abusive use.
33. The Director-General of UNESCO is responsible for instituting proceedings in the event of unauthorized use of the emblem of the Convention at the international level. Parties to the Convention should take all possible measures to prevent the use of the emblem in their respective countries by any group or for any purpose not explicitly recognized by the Statutory Bodies of the Convention.
34. The Secretariat and the Parties cooperate closely in order to prevent, in conjunction with competent national bodies and in line with the present Guidelines, any unauthorized use of the emblem of the Convention at the national level.



**Item 13 of the Agenda:** Documents to be approved by the Conference of Parties at its fourth ordinary session

### Decision 6.IGC 13

*The Committee,*

1. *Having examined document CE/12/6.IGC/13,*
2. *Recalling Resolution 3.CP 11,*
3. *Submits to the Conference of Parties for approval at its fourth ordinary session, as annexed to this decision, the following documents:*
  - *Draft Operational Guidelines governing the use of the emblem of the Convention;*
  - *Draft revisions to the Guidelines on the use of the resources of the International Fund for Cultural Diversity (IFCD).*

### ANNEX to Decision 6.IGC 13

#### Guidelines on the use of the resources of the International Fund for Cultural Diversity (IFCD)

#### DRAFT REVISIONS

#### Strategic considerations and objectives

1. The purpose of the International Fund for Cultural Diversity (IFCD) is to finance projects and activities approved by the Intergovernmental Committee (herein after “the Committee”) on the basis of guidelines determined by the Conference of Parties, notably to facilitate international cooperation for sustainable development and poverty reduction to foster the emergence of dynamic cultural sectors in developing countries<sup>5</sup>, in accordance with Article 14 of the Convention (Article 3 of the Financial Regulations of the IFCD).
2. The main objective of the IFCD is to invest in projects that lead to structural change through the introduction and/or elaboration of policies and strategies that have a direct effect on the creation, production, distribution of and access to a diversity of cultural expressions, including cultural goods, services and activities, as well as through the reinforcement of institutional infrastructures deemed necessary to support viable cultural industries at the local and regional levels.
3. IFCD projects demonstrate the value and opportunities that the cultural industries bring to sustainable development processes, in particular to economic growth and the promotion of a decent quality of life.
4. The IFCD is managed as a Special Account pursuant to Article 1.1 of its Financial Regulations and, given its multi-donor nature, cannot receive tied or earmarked contributions.

<sup>5</sup> Parties to the UNESCO 2005 Convention on the Protection and the Promotion of the Diversity of Cultural Expressions that are recognized by UNCTAD as developing economies, economies in transition and least developed countries.

5. Use of the IFCD's resources must be consistent with the spirit and provisions of the Convention. Pursuant to Article 18.3(a) and 18.7, Parties shall endeavour to provide voluntary contributions on an annual basis. The Committee encourages Parties to provide contributions on an annual basis, the amount being at least equal to 1% of their contribution to the UNESCO budget. The resources of the IFCD will be used to fund projects in developing countries. Public development aid which is not tied may be used to fund the activities of the IFCD for projects approved by the Committee in accordance with the provisions governing UNESCO Special Accounts.

6. In managing the IFCD, the Committee shall ensure that the use of the resources:

6.1 meets the programmatic and strategic priorities established by the Committee;

6.2 meets the needs and priorities of beneficiary developing countries;

6.3 promotes South-South and North-South-South cooperation;

6.4 contributes to achieving concrete and sustainable results as well as structural impacts in the cultural field;

6.5 respects the principle of ownership by the beneficiaries;

6.6 respects, to the extent possible, an equitable geographic distribution of the resources of the IFCD and gives priority to Parties who have not yet benefited or who have benefited the least from these resources;

6.7 satisfies the principle of financial accountability, as understood within the United Nations system;

6.8 satisfies the need for funds to be spent principally on project activities and ensuring minimum overhead costs as referred to in paragraph 15.7;

6.9 avoids spreading resources too thinly or supporting sporadic activities;

6.10 promotes gender equality;

6.11 promotes the participation of various social groups as identified in Article 7 of the Convention in the creation, production, dissemination, distribution and enjoyment of diverse cultural expressions;

6.12 complements other international funds covering similar fields without, however, compromising the IFCD's possibility to provide funding to projects that have already received or could receive financial assistance from a third party.

### **Areas of intervention**

7. Funds will be allocated for projects that:

7.1 introduce and/or develop policies and strategies that have a direct effect on the creation, production, distribution, and access to a diversity of cultural goods, services and activities;

7.2 strengthen corresponding institutional infrastructure<sup>6</sup>, including professional capacities and organizational structures, deemed necessary to support viable local and regional cultural industries and markets in developing countries;

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<sup>6</sup> Institutional infrastructure is to be understood as any public, collective and professional organizational structures (excluding working space and equipment, physical construction or restoration of buildings), capacities as well as legislative (legal) and administrative provisions deemed necessary for the implementation of policies.

7.3 funds will be allocated for assistance for participation, within the limits of funding decided by the Committee. This assistance may cover:

7.3.1 the cost of participation of public or private organizations or individuals from developing countries invited by the Committee to its meetings for consultation on specific issues in conformity with Article 23.7 of the Convention;

7.3.2 the cost of participation at the meetings of the organs of the Convention by government experts from least-developed countries that are members of the Committee, upon their request. Requests must reach the Secretariat of the Convention at least two months before each session of the Committee or of the Conference of Parties;

7.4 funds will be allocated for the evaluation of projects by the Panel of Experts, to be constituted by the Committee, before their submission for examination to the Committee. Funds could also be allocated for a meeting between the Secretariat and the members of the Panel of Experts every two years in Paris.

8. Projects aimed at offsetting a deficit, repaying a debt or paying interest, relating solely to the production of cultural expressions or sustaining ongoing activities with recurring costs, will not be eligible for assistance from the IFCD.

9. At each session, on the basis of the funds available in the Special Account, the Committee will adopt a budget for each of the above-mentioned types of assistance.

### **Beneficiaries**

10. Entitled to benefit from the IFCD:

10.1 For projects:

10.1.1 all developing countries which are Parties to the Convention;

10.1.2 non-governmental organizations (NGOs) coming from developing countries that are Parties to the Convention, which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the Operational Guidelines relating to the role and participation of civil society;

10.1.3 international non-governmental organizations (INGOs), which meet the definition of civil society and criteria regulating admission of its representatives at meetings of organs of the Convention as mentioned in the Operational Guidelines relating to the role and participation of civil society;

10.1.4 micro, small and medium enterprises of the private sector active in the cultural field of developing countries that are Parties to the Convention, to the limit of available funds from contributions provided by the private sector, in full conformity with the domestic laws of the Parties concerned;

10.2 To avoid any conflict of interest, National Commissions and any other organizations participating in the pre-selection or approval of projects submitted to the Secretariat are not eligible for IFCD funding.

10.3 For participatory assistance:

10.3.1 public or private organizations or individuals from developing countries, in conformity with Article 23.7 of the Convention;

10.3.2 governmental experts from least-developed countries, which are members of the Committee.

### **Funding and submission ceilings**

11. Regarding the funding and submission ceilings, the following shall be taken into consideration:

11.1 the maximum amount requested from the IFCD for each project is US\$100,000;

11.2 the project implementation period can be between 12 and 24 months;

11.3 National Commissions or other official channels designated by Parties can forward a maximum of four applications per funding cycle, maximum two per Party (public authority/institution) and maximum two from NGOs;

11.4 each INGO may present a maximum of two applications per funding cycle with written support from beneficiary countries.

### **Pre-selection process at the country level**

12. Regarding the pre-selection process at the country level, the following shall be taken into consideration:

12.1 National Commissions or other official channels designated by the Parties shall launch a call for funding requests within their countries, setting appropriate deadlines that take into account the submission deadlines communicated by the Secretariat;

12.2 National Commissions or other official channels designated by the Parties shall form a pre-selection panel made up of, in particular, Ministries of Culture and/or other Ministries responsible for the cultural industries, and members of civil society organizations specializing in the field of culture to evaluate and pre-select projects to be submitted to the Secretariat;

12.3 the pre-selection panel is to undertake an assessment on how the projects are relevant, meet the country's needs and priorities, and have been subject to consultation among stakeholders.

### **Procedure for the submission of funding requests**

13. Regarding the procedure for the submission of funding requests, the following shall be taken into consideration:

13.1 the Secretariat shall launch the call for funding requests in January each year. All funding requests will be received by the Secretariat by 15 May at the latest. Those received after the deadline are considered ineligible;

13.2 funding requests by Parties and NGOs are submitted to the Secretariat through the National Commissions or other official channels designated by the Parties, that ensure projects are relevant and meet the country's needs and priorities;

13.3 funding requests by INGOs are submitted directly to the Secretariat with written support from the beneficiaries concerned to ensure projects are relevant and meet the beneficiary's needs and priorities. Funding requests by INGOs are submitted on a separate form and must demonstrate a sub-regional, regional or inter-regional impact;

13.4 upon receiving the requests, the Secretariat will perform a technical assessment to ensure that the applications are complete, fall within the areas of intervention of the IFCD and therefore are eligible. Upon completion, the Secretariat will forward eligible project files to the members of the Panel of Experts for evaluation.

## **Funding Request Forms**

14. Forms provided by the Secretariat on the website of the 2005 Convention shall be used and considered the official funding request forms.

15. All funding requests shall be submitted in either English or French and contain the following information:

15.1 background information about the beneficiary, including mission and activities, and biographical information about project staff members;

15.2 a brief summary of the project;

15.3 a project outline (title, short- and long-term measurable objectives, country context and needs assessment, activities and expected results, including the cultural, social and economic impact, beneficiaries and partnerships);

15.4 the name and address of the representative of the beneficiaries' organization that will hold financial and administrative responsibility for implementation of the project;

15.5 a work schedule and time frame;

15.6 measures to promote the sustainability of the proposed project;

15.7 a detailed budget, including the amount of funding sought from the IFCD, as well as other sources. Self or co-funding is encouraged to the extent possible. Expenditures for project-related overhead costs required to implement the project are limited to a maximum of 30% of the total project budget;

15.8 any information relating to the status of completion of earlier funding requests from the IFCD.

## **Panel of Experts**

16. A six-member Panel of Experts shall be proposed by the Secretariat to the Committee for its approval based on the following criteria:

- equitable geographical distribution and representation;
- university degree or professional experience in the fields of cultural policy and/or cultural industries;
- experience in evaluating projects;
- professional experience in international cooperation;
- in-depth professional experience in one of the UNESCO regions;
- gender equality;
- fluency in French or English and, if possible, a good understanding of the other language.

16.1 Members of the Panel of Experts have a four-year mandate. Half are renewed each two years in order to ensure the continuity of work;

16.2 A coordinator shall be designated from among the six members of the Panel of Experts by the members themselves;

16.3 A meeting is organized for the Panel of Experts by the Secretariat every two years in Paris;

16.4 The Panel of Experts is responsible for preparing recommendations for the Committee for their examination and possible approval. The Coordinator shall be invited to the Committee's ordinary session when it examines projects recommended by the Panel of Experts;

16.5 Each project application should be assessed by two experts using the evaluation forms provided by the Secretariat. No expert should assess a project from his/her country.

### **Recommendations by the Panel of Experts**

17. The Panel of Experts shall undertake an evaluation of funding requests it receives from the Secretariat, using the official evaluation tools and taking into account the overall objectives of the IFCD.

17.1 The Panel of Experts can recommend to the Committee:

17.1.1 a list of projects to be funded within the limits of the funds available;

17.1.2 only projects that receive at least 75% of the maximum number of points attributable;

17.1.3 only one project per beneficiary;

17.1.4 if applicable, adjustment of the funds requested for projects and activities from the IFCD with accompanying explanation(s).

17.2 The Secretariat shall make available online four weeks before the Committee session all project files, their evaluation and recommendation by the Panel of Experts.

### **Decision-making of the Committee**

18. The Committee shall examine and approve projects at its ordinary session.

19. To facilitate the decision-making of the Committee, the recommendations of the Panel of Experts will be accompanied by a detailed presentation, including:

19.1 a brief summary of the project presented in the request;

19.2 the potential impact and expected results;

19.3 an opinion on the amount to be financed from the IFCD;

19.4 the relevance/appropriateness of the project to the objectives of the IFCD as well as to the areas of intervention of the IFCD;

19.5 an assessment of the feasibility of the project proposed, the relevance and effectiveness of its modalities of execution, as well as the expected structural impacts, where appropriate;

19.6 an analysis of the sustainability of the project, reflecting the level of ownership demonstrated by the beneficiaries, plans for longer-term expected results that go beyond the output level, as well as the potential of projects to produce structural effects or put in place measures/create conditions for future structural effects to take hold;

19.7 an assessment as to the interest of the project;

19.8 an assessment of how the project takes into consideration gender equality.

## Monitoring

20. UNESCO shall develop a systemic and risk-based project monitoring system with adequate human and financial resources to identify and address project implementation challenges and to ensure project sustainability. This monitoring system shall be based on short and long term objectives and SMART<sup>7</sup> indicators.

21. All relevant UNESCO Field Offices shall designate a focal point to cooperate with the Secretariat in ensuring ongoing monitoring of IFCD projects, and their complementarity and synergies with UNESCO's other work at the country level. The involvement of UNESCO Field Offices should also facilitate the establishment of contacts and sharing of experiences between IFCD project partners and potential future donors.

## Evaluation

22. An evaluation and audit of the IFCD shall be carried out every five years.

23. In addition, any project may be evaluated *ex-post facto* at the request of the Committee with regard to its efficiency, and the achievement of its objectives relative to the resources spent. Evaluation of funded projects should present lessons learned, as well as the impact of these projects on strengthening and/or fostering the emergence of dynamic cultural industries in developing countries. The evaluation should showcase how experience gained could benefit other projects, with a view to compiling and disseminating best practices on the Convention knowledge platform.

24. Under the Financial Regulations applicable to the Special Account for the IFCD, the UNESCO Comptroller is responsible for maintaining the IFCD's accounting records and submitting the annual accounts to the UNESCO External Auditor for audit.

## Reporting

25. The beneficiaries shall submit a mandatory descriptive, analytical and financial report on the execution of the project and the realization of expected results to the Secretariat. The report must be presented using the reporting forms provided by the Secretariat in order for the beneficiary to receive its final payment. No financial contributions for new projects will be allocated to beneficiaries who have not received their final payment.

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## Draft Operational Guidelines on the use of the emblem of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions

### I. General Considerations

1. In order to increase the visibility and encourage the promotion of the Convention at the national, regional and international levels, the Parties to the Convention deem necessary to create an emblem encapsulating its objectives and principles.
2. The emblem of the Convention is a graphic representation, visually exploring the relationships, concepts and ideas of the Convention and their interactions with one another.
3. The emblem of the Convention can be used independently as a stand-alone emblem (hereinafter "stand-alone emblem") or be used together with the UNESCO logo (hereinafter "linked emblem").

<sup>7</sup> Specific, Measurable, Achievable, Relevant and Timed.

4. The use of the stand-alone emblem is governed by the provisions stipulated in the present Guidelines.
5. The use of the linked emblem is governed both by the present Guidelines and by the Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO, as adopted by the General Conference of UNESCO<sup>8</sup>. The use of the linked emblem must therefore be authorized both under the present Guidelines and under the Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO (for the part of the UNESCO logo) in accordance with the procedures provided in their respective Guidelines.

## **II. Graphic design of stand-alone and linked emblems**

6. The stand-alone emblem, which is used as the official seal of the Convention, is shown below:

Insert the stand-alone emblem here

7. The linked emblem is shown below:

Insert the linked emblem here

## **III. Rights of use of the emblem**

8. The following have the right to use the stand-alone emblem without prior authorization, subject to the rules set out by the present Guidelines:
  - (a) the statutory organs of the Convention:
    - i) the Conference of Parties;
    - ii) the Intergovernmental Committee for the Protection and the Promotion of the Diversity of Cultural Expressions (hereinafter “Committee”); and
  - (b) the UNESCO Secretariat of the 2005 Convention (hereinafter “Secretariat”).
9. All others desiring the right to use the emblem must request and receive authorization pursuant to the procedures set forth below.

## **IV. Graphical standards**

10. Both the stand-alone and linked emblems can be used in the six official languages of UNESCO. They shall be reproduced according to the specific graphical charter and a Brand Tool Kit elaborated by the Secretariat and published on the Convention’s website and shall not be altered.
11. Use of languages other than those six official languages of UNESCO in the stand-alone and linked emblems must be approved by UNESCO, prior to their use.

## **V. Authorization procedure for use of the stand-alone emblem**

12. Authorizing the use of the stand-alone emblem is the prerogative of the Conference of Parties and/or the Committee, and the authorization may be granted by either one.
13. The Conference of Parties and the Committee authorize the use of the stand-alone emblem by means of resolutions and decisions that will stipulate the terms of the authorization granted, in accordance with the present Guidelines.

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<sup>8</sup> The most recent version of the *Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO* is found in the annex to Resolution 86 of the 34<sup>th</sup> session of the General Conference (Resolution 34C/86) or at <http://unesdoc.unesco.org/images/0015/001560/156046e.pdf>.



14. The decision authorizing the use of the stand-alone emblem shall be evaluated based on the following criteria:
  - (a) relevance to and compliance with the Convention's principles and objectives;
  - (b) potential impact to raise visibility and awareness of the Convention and the diversity of cultural expressions; and
  - (c) adequate assurance is provided to demonstrate the successful organization of a proposed activity, including the professional experience and reputation of the requesting body, and the financial and technical feasibility of the proposed activity.
15. Requests for the use of the stand-alone emblem can be submitted at any time for activities such as one-off activities that are international, regional, national and/or local in scope, that present a large diversity of cultural expressions and that involve artists, cultural producers, policy makers and/or civil society. These activities may include performances, exhibitions, audio-visual productions or publications (printed or electronic), or public events such as conferences or meetings and festivals and trade fairs for example in the film, book or music sectors.
16. The following steps are required to request the use of the stand-alone emblem:
  - (a) Step 1: For national, regional as well as international activities, a requester must fill in a "Request Form" on the use of the stand-alone emblem and submit it to National Commissions for UNESCO of the Party or Parties, or other national authorities duly designated by respective Parties, in whose territory the planned activities are to be held.
  - (b) Step 2: The National Commissions or designated national authority will undertake a review to decide whether they support or do not support the request and forward to the Secretariat those requests they recommend, using an "Endorsement Form".
  - (c) Step 3: Those requests forwarded to the Secretariat by 31 August, midnight CET, of each year will be submitted to the Committee at its session taking place in December of the same year for its consideration and decision. Additionally, every other year, requests forwarded to the Secretariat by 1 March, midnight CET, can be considered by the Conference of Parties at its session taking place in June of the same year for its consideration and approval.
  - (d) Step 4: Upon deliberation by the Conference of Parties or the Committee, a resolution or a decision to grant or not the use of the stand-alone emblem will be communicated to the requester by an official letter from the Secretariat.
  - (e) Step 5: Those requesters who received positive replies by the Conference of Parties or the Committee will receive from the Secretariat the appropriate electronic file with the stand-alone emblem and a Brand Tool Kit.

## VI. Authorization of the linked emblem

17. The Director-General is empowered to authorize the use of the linked emblem in connection with patronage and contractual arrangements as well as specific promotional activities.
18. **Patronage** may be given as UNESCO's moral endorsement of an activity for which the Organization is not directly involved, is not providing financial support, or cannot be held legally responsible. Patronage is limited in time and can be granted to one-off activities that are international, regional and national in scope and that present a large diversity of cultural expressions and that involve artists, cultural producers, policy makers and/or civil society. These activities may include performances, exhibitions, cultural industry festivals and trade fairs for example in the film, book or music sectors. Patronage may also be granted for one-off audio-visual productions or publications (printed or electronic), or public events such as conferences or meetings.

19. Request for the use of the linked emblem for the purpose of patronage must be submitted to the Director-General of UNESCO along with an endorsement of National Commissions for UNESCO of the Party or Parties, or other national authorities duly designated by respective Parties, in whose territory the planned activities are to be held.
20. **Projects receiving support from the International Fund for Cultural Diversity** (hereinafter “IFCD-funded projects”) are those that are approved by the Committee for IFCD funding.
21. After the approval of the Committee of the IFCD-funded projects, it is only through signing of the “Intergovernmental Body Allocation Contract” with UNESCO that the linked emblem can be used in the framework of the implementation of the IFCD-funded projects according to conditions of use stipulated in the contract.
22. **Partnership agreements** are negotiated between UNESCO and partners such as public sector institutions, private sector or civil society to carry out defined activities that advance the objectives and principles of the Convention and its implementation on the international, regional, national and/or local levels.
23. Use of the linked emblem within partnership agreements shall be authorized by the UNESCO Secretariat.
24. **Fundraising activities** encompass activities undertaken by Convention stakeholders (public, private and civil society) whose sole objective is to raise donations for the IFCD.
25. Use of the linked emblem for fundraising activities shall be authorized by the UNESCO Secretariat.
26. **Commercial use** is the sale of goods or services bearing the name, acronym, logo or internet domain names of UNESCO chiefly for profit.
27. Requests for commercial use of the linked emblem including those received by National Commissions or other national authorities duly designated shall be sent to the Director-General of UNESCO for written approval.

#### **VII. Donation to the IFCD through the commercial use of the emblem**

28. When profit is generated through commercial use of the emblem, the contribution of a percentage of the profit to the IFCD is obligatory.
29. Contributions to the IFCD shall be governed in accordance with the Financial Regulations of the Special Account for the IFCD.

#### **VIII. Protection**

30. To the extent that the name, acronym and logo of UNESCO have been notified and accepted by the Paris Union Member States under Article 6ter of the Paris Convention for the Protection of Industrial Property, adopted in 1883 and revised at Stockholm in 1967, and to the extent that the emblem of the Convention [has been submitted] to the International Bureau of the World Intellectual Property Organization (WIPO) and [has been notified and accepted] by the Paris Union Member States under Article 6ter of the Paris Convention for the Protection of Industrial Property, adopted in 1883 and revised at Stockholm in 1967, UNESCO has recourse to the Paris Convention Member States’ domestic systems to prevent the emblem of the Convention and the name, acronym or logo of UNESCO from being used where such use falsely suggests a connection with the Convention or UNESCO, or any other abusive use.
31. The Parties are invited to submit to UNESCO the names and addresses of the authorities in charge of managing the use of the emblem.
32. In specific cases, the statutory organs of the Convention may request the Director-General of UNESCO to monitor the proper use of the emblem of the Convention and to initiate proceedings, where appropriate, in case of abusive use.

33. The Director-General of UNESCO is responsible for instituting proceedings in the event of unauthorized use of the emblem of the Convention at the international level. Parties to the Convention should take all possible measures to prevent the use of the emblem in their respective countries by any group or for any purpose not explicitly recognized by the Statutory Bodies of the Convention.
34. The Secretariat and the Parties cooperate closely in order to prevent, in conjunction with competent national bodies and in line with the present Guidelines, any unauthorized use of the emblem of the Convention at the national level.

**Item 14 of the Agenda:** Report of the Committee on its activities and decisions to the Conference of Parties

### Decision 6.IGC 14

*The Committee,*

1. *Having examined document CE/12/6.IGC/14REV and its Annex;*
2. *Adopts the report on its activities and decisions since the third ordinary session of the Conference of Parties as amended and annexed to this Decision;*
3. *Submits the report to the fourth ordinary session of the Conference of Parties.*

### ANNEX to Decision 6.IGC 14

#### Report of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions on its activities and decisions to the Conference of Parties

#### 1. Composition of the Committee

1. Article 23 of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter “the Convention”) provides for the establishment of an Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter “the Committee”). According to this provision, the Members of the Committee shall be elected for four years and their election shall be based on the principles of equitable geographical representation as well as rotation. In conformity with Rule 15.1 of the Rules of Procedure of the Conference of Parties, the election of the Members of the Committee shall be conducted on the basis of the composition of the electoral groups of UNESCO, as determined by the UNESCO General Conference, it being understood that ‘Group V’ shall consist of two separate electoral groups: V(a) (African States) and V(b) (Arab States).

2. At its third ordinary session, on 17 June 2011, the Conference of Parties elected 12 Members of the Committee in accordance with Rule 16 of the Rules of Procedure of the Conference of Parties.

3. The 24 States members of the Committee and the duration of their term of office are as follows:

<b>Group I</b>			
Canada	2009-2013	Sweden	2011-2015
France	2009-2013	Switzerland	2011-2015
<b>Group II</b>			
Albania	2009-2013	Bulgaria	2009-2013
Armenia	2011-2015	Former Yugoslav Republic of Macedonia	2011-2015
<b>Group III</b>			
Argentina	2011-2015	Honduras	2011-2015
Brazil	2009-2013	Saint Vincent and the Grenadines	2011-2015
Cuba	2009-2013		
<b>Group IV</b>			
China	2009-2013	Viet Nam	20011-2015
Lao People’s Democratic Republic	2009-2013		

<b>Group V(a)</b>			
Cameroon	2009-2013	Kenya	2009-2013
Congo	2011-2015	Zimbabwe	2011-2015
Guinea	2001-2015		
<b>Group V(b)</b>			
Jordan	2009-2013	Tunisia	2009-2013
Kuwait	2011-2015		

## 2. Meetings of the Committee since the third ordinary session of the Conference of Parties (14-15 June 2011)

4. Since the third ordinary session of the Conference of Parties, the Committee has met twice in ordinary session. Those meetings were held as follows:

<b>Sessions</b>	<b>Dates</b>
Fifth ordinary session, Paris, France (5.IGC)	5-7 December 2011
Sixth ordinary session, Paris, France (6.IGC)	10-14 December 2012

5. According to Rule 12.1 of its Rules of Procedure, the Committee shall elect a Bureau at the end of each ordinary session whose mandate continues until the next ordinary session. At its fourth and fifth ordinary sessions, the Committee suspended the application of Rule 12.1 of its Rules of Procedure in order to elect the Chairperson of the Committee (Decision 4.IGC 15) and two of the Vice-Chairpersons of the Committee (Decision 5.IGC 11).

6. Given that the elected Chairperson, Mr Paul Damasane, could not participate in the sixth ordinary session of the Committee due to unforeseen circumstances, and in accordance with Rule 14 of its Rules of Procedure, the Committee unanimously accepted the recommendation of its Bureau to entrust to H.E. Ambassador Rodolphe Imhoof of Switzerland the functions of the Chairperson.

<b>Sessions</b>	<b>Members of the Bureau</b>	<b>Dates</b>
Fifth ordinary session Paris (France)	Chairperson: Mr Zhi Yang (China)  Rapporteur: Ms Dominique Levasseur (Canada)  Vice-Chairpersons: Brazil, Bulgaria, Cameroon, Tunisia	5-7 December 2011
Sixth ordinary session Paris (France)	Chairperson: Mr Paul Damasane (Zimbabwe)  Rapporteur: Mr Artashes Arakelyan (Armenia)  Vice-Chairpersons: Brazil, Lao People's Democratic Republic, Switzerland, Tunisia	10-14 December 2012

### **3. Activities of the Committee since the third ordinary session of the Conference of Parties (14-15 June 2011)**

7. Since the third ordinary session of the Conference of Parties, the main activities and decisions of the Committee, in conformity with Article 23.6 (b), (e) and (f) of the Convention, refer to the following:

- implementation of the pilot phase of the International Fund for Cultural Diversity (IFCD);
- adoption of the terms of reference for evaluating the pilot phase of the IFCD;
- revision of the Guidelines on the use of the resources of the IFCD;
- development of a fundraising strategy for the IFCD;
- draft operational guidelines for the use of the emblem of the Convention and selection of an emblem;
- first quadrennial periodic reports of the Parties and examination of the Secretariat's strategic and action-oriented analytical summary;
- examination of information obtained during consultations on the implementation of Article 21 on international consultation and coordination;
- progress on the number of ratifications to the Convention and implementation of the ratification strategy.

#### ***Implementation of the International Fund for Cultural Diversity (IFCD)***

8. The Committee, at its fifth ordinary session (December 2011), approved 17 projects to be funded by the IFCD during the second year of the pilot phase. The Committee further decided to issue a new appeal for project applications in 2012 and to dedicate 70% of the funds available on 30 June 2012 for the third year of the pilot phase (2012) (Decision 5.IGC 6). The Committee also decided to renew, for a period of one year from the date of that session, the membership of the Panel of Experts charged with drawing up recommendations for the sixth ordinary session of the Committee with a view to its examination of requests for the funding of programmes/projects during the third year of the implementation of the Fund. The Committee requested the Secretariat to invite the coordinator of the Panel of Experts to participate in the sixth ordinary session of the Committee (Decision 5.IGC 5). Finally, the Committee requested the Secretariat to make available online within the statutory deadlines all project files as well as their evaluation (Decision 5.IGC 7).

9. At its sixth ordinary session (December 2012), the Committee approved 13 projects for the total amount of US\$ 1,074,826 to be funded by the IFCD during the third funding cycle. The Committee appreciated the presentation of recommended projects by the coordinator of the Panel of Experts and his observations on the IFCD pilot phase. While acknowledging that the 30 June 2012 marked the end of the IFCD pilot phase, the Committee decided to issue a new call for projects in 2013 and to dedicate 70% of the funds made available on 30 June 2013 for the fourth funding cycle. The Committee also decided to renew the members of the Panel of Experts to draw up recommendations for the seventh ordinary session of the Committee with a view to its examination of requests for the funding of projects by the IFCD and requested the Secretariat to present to the seventh ordinary session of the Committee a proposal for a new composition of the Panel of Experts (Decision 6.IGC 5).

#### ***Evaluation of the pilot phase of the IFCD***

10. The Conference of Parties, at its third ordinary session, requested the Committee to draw up the terms of reference for an evaluation of the pilot phase of the Fund (Resolution 3.CP 11). The Committee, at its fifth ordinary session, examined and adopted the terms of reference for an evaluation of the pilot phase of the IFCD (Decision 5.IGC 7).

11. At its sixth ordinary session, the Committee examined the report of the evaluation of the pilot phase of the IFCD that the International Oversight Service (IOS) launched in January 2012 in close cooperation with the Secretariat. The Committee took note of the IOS report and its recommendations and requested the Secretariat to transmit the IOS report as an information document to the fourth ordinary session of the Conference of Parties along with a summary of the Committee's debates on the report and an update on the implementation of IOS recommendations. The Committee also encouraged UNESCO to seek extra-budgetary funds to implement IOS recommendations on knowledge management and project monitoring. The Secretariat was requested to prepare an action plan on the implementation of the IOS recommendations accepted by the Committee. The Committee also decided that the fourth call for projects should give special attention to projects aiming at capacity-building for the introduction and development of cultural policies in developing countries (Decision 6.IGC 7).

### ***Revision of the Guidelines on the use of the resources of the IFCD***

12. The Conference of Parties, at its third ordinary session, invited the Committee to examine the Guidelines on the use of the resources of the Fund, taking account of the results of the evaluation of the pilot phase of the IFCD, and to submit the results of its work on the matter to the Conference of Parties at its fourth ordinary session (Resolution 3.CP 11). The Committee, at its fifth ordinary session, therefore requested the Secretariat to prepare preliminary draft revisions to the Guidelines on the use of the resources of the Fund for consideration at the sixth ordinary session of the Committee (Decision 5.IGC 6).

13. At its sixth ordinary session, the Committee examined, amended and adopted a revision of the Guidelines on the use of the resources of the IFCD, taking into account decisions of previous sessions of the Committee, recommendations of the Panel of Experts, recommendations of IOS as well as lessons learned during the pilot phase. The Committee requested the Secretariat to transmit the revised Guidelines to the Conference of Parties at its fourth ordinary session in June 2013 for its approval. The Committee also decided to continue the application of the Guidelines on the use of the resources of the IFCD as approved by the second ordinary session of the Conference of Parties (2009) for the fourth call for projects in 2013 (Decision 6.IGC 8).

### ***Fundraising strategy***

14. The Conference of Parties, at its third ordinary session, took note of different approaches and modalities that exist at national and international levels and of issues that should be addressed in developing a future fundraising strategy for the IFCD (Resolution 3.CP 9). The Conference of Parties further took note of the terms of reference for the future fundraising strategy for the IFCD and requested the Committee to continue its work on the matter and identify the resources to be used for this initiative (Resolution 3.CP 9). The Committee, at its fifth ordinary session, decided to allocate, in addition, under fixed costs a maximum amount of US\$200,000 for fundraising activities from unassigned funds of the IFCD, and requested the Secretariat to identify appropriate means or mechanisms to facilitate the payment of contributions to the IFCD (Decision 5.IGC 6). The Committee further decided to include the item on fundraising activities in the agenda of the sixth ordinary session of the Committee and requested the Secretariat to submit to it a detailed report on the use of funds intended for fundraising activities (Decision 5.IGC 6).

15. The Secretariat launched in May 2012 a request for proposals for the elaboration of a fundraising strategy for the IFCD. The proposal submitted by Small World Stories was selected based on its clear understanding of the IFCD, its needs, opportunities and challenges. At its sixth ordinary session, the Committee examined and adopted the fundraising strategy for the IFCD developed by Small World Stories. Following the debate, the Committee requested the Secretariat to pursue fundraising activities for 2013 and to set up the appropriate mechanism to facilitate the payment of contributions to the IFCD for subsequent years. The Secretariat was requested to prepare and submit an information document on the IFCD fundraising activities to the fourth ordinary session of the Conference of Parties (June 2013) and to prepare a report on the implementation of the IFCD fundraising strategy at the seventh ordinary session of the Committee (December 2013) (Decision 6.IGC 6).

### ***Emblem of the Convention***

16. The Conference of Parties, at its third ordinary session, approved the principle of creating an emblem in a cost-efficient manner, and requested the Committee to develop operational guidelines for the use of the emblem (Resolution 3.CP 11). The Committee, at its fifth ordinary session, discussed the issue so as to decide whether the emblem of the Convention should be used with or without the UNESCO logo. The Committee subsequently requested the Secretariat to draw up preliminary draft Operational Guidelines on the use of the emblem, taking account of the principle of flexibility, that is, the use of the emblem with or without the UNESCO logo, and to submit them to the Committee for consideration at its sixth ordinary session. The Committee further requested the Secretariat to submit at that session proposals for an emblem, taking into consideration the Convention's existing visual identity (5.IGC 9).

17. Following the Committee's decision to create an emblem of the Convention based on the Convention's existing visual identity, the Secretariat engaged a graphic designer who created three emblem options. At its sixth ordinary session, the Committee examined the three emblem options as well as the preliminary draft operational guidelines on the use of the emblem of the Convention. After rich debate, the Committee recommended that there should only be one emblem for the Convention and the IFCD, and took note that the majority of the members of the Committee have expressed a preference for emblem option 1. The Committee requested the Secretariat to propose a fourth emblem option taking into consideration its debates during the sixth ordinary session and transmit all the options for consideration by the Conference of Parties at its fourth ordinary session. The Committee amended and adopted the draft Operational Guidelines for the use of the emblem and decided to submit it for approval to the Conference of Parties at its fourth ordinary session (Decision 6.IGC 12).

### **Strategic and action-oriented analytical summary of the quadrennial periodic reports**

18. The Conference of Parties, at its third ordinary session, approved the operational guidelines on information sharing and transparency (Article 9 of the Convention) as well as the framework applicable to the quadrennial periodic reports on measures to protect and promote the diversity of cultural expressions (Resolution 3.CP 7). The Conference of Parties adopted the timetable for the submission of the quadrennial periodic reports (Resolution 3.CP 10). According to the timetable, 94 Parties were due to submit their quadrennial periodic report in 2012. The Conference of Parties further decided that the quadrennial periodic reports would be made available to Parties for information before the Committee session at which the reports were to be considered, and that the reports would be made available to the public after the session of the Committee at which they had been considered (Resolution 3.CP 10). The Committee, at its fifth ordinary session, decided that only the summaries of the quadrennial periodic reports would be translated into English and French. The Committee invited Parties to submit, to the extent possible, their quadrennial periodic reports in both working languages of the Committee, and further invited Parties in a position to do so to also submit their reports in other languages for the purposes of information sharing (Decision 5.IGC 4).

19. At its sixth ordinary session, the Committee examined and took note of the strategic and action-oriented analytical summary of the quadrennial periodic reports prepared by the Secretariat at its request. This summary was based on the analysis of 45 reports received before 31 August 2012. The Committee invited the Parties whose reports are due on 30 April 2013 to submit them to the Secretariat and encouraged those Parties that have not yet submitted their reports in 2012 to do so. The Committee also encouraged the UNESCO Institute for Statistics to assist Parties in compiling the Sources and Statistics Annex. The Committee requested the Secretariat to make all reports available on the Convention website and forward them to the Conference of Parties at its fourth ordinary



session, together with the Committee's comments and Secretariat's analytical summary. The Committee further requested the Secretariat to revise the electronic submission forms, elaborate a training programme for Parties on the preparation of quadrennial periodic reports, as well as organize an exchange session between Parties and experts charged with the examination of the quadrennial periodic reports in order to benefit from the knowledge gained, to stimulate the exchange of good practices and to identify issues of common interest including the relationship with other legal instruments. (Decision 6.IGC 4).

### ***Implementation of Article 21 – International consultation and coordination***

20. The Conference of Parties, at its third ordinary session, and the Committee, at its fifth ordinary session, requested the Secretariat, in the context of the implementation of Section V of the Convention on the relationship to other instruments, to present on an annual basis, in relation to Article 21, cases where the Convention had been invoked or utilized in other international fora (Resolution 3.CP 11 and Decision 5.IGC 8). The Committee, at its fifth ordinary session, took note of the information obtained during the first consultation, and requested the Secretariat to pursue its efforts in that regard and to submit its findings to the Committee for consideration at its sixth ordinary session (Decision 5.IGC 8).

21. At its sixth ordinary session, the Committee examined the outcome of the second consultation on the implementation of Article 21 and invited the Parties to bring to the attention of the Secretariat all relevant information. The Committee requested the Secretariat to continue its work on this matter including the further development of the online inventory of information and also to compile a working document on the implementation of this article and to submit it to the Conference of Parties at its fourth ordinary session (Decision 6.IGC 11).

### ***Strategy for encouraging ratifications of the Convention***

22. The Conference of Parties, at its third ordinary session, invited the Committee to continue its work on the ratification strategy (Resolution 3.CP 11). The Committee requested the Secretariat to submit to it at its sixth ordinary session a document reporting on the progress of ratifications of the Convention as well as on steps taken and actions carried out in 2011-2012 (Decision 4.IGC 4).

23. At its sixth ordinary session, the Committee took note of the progress of ratification during 2011 and 2012. Acknowledging that the cumulative number of ratifications since the start of the implementation of the strategy is 21, the Committee requested the Secretariat, Parties and civil society to continue their efforts to implement the strategy so as to attain 14 additional ratifications by the end of 2013. For the fourth ordinary session of the Conference of Parties, the Committee requested the Secretariat to prepare a progress report. It also invited the Secretariat to submit a document on the final outcomes and to continue sharing information and good practices on the implementation of the Convention as an effective means of promoting ratification.

### ***Promotion and visibility of the Convention***

24. The Conference of Parties, at its third ordinary session, invited the Committee to continue its work on the promotion and visibility of the Convention (Resolution 3.CP 11). The Committee has pursued the promotion and visibility of the Convention by means of various activities relating to the International Fund for Cultural Diversity, the fundraising strategy and the ratification strategy. This has been made possible with extrabudgetary funds provided by the government of Spain.

#### **4. Information meeting**

25. A meeting to discuss the participation of civil society in the preparation of quadrennial periodic reports was held on 5 December 2011 in advance of the fifth ordinary session of the Committee. The meeting provided an opportunity for Parties and representatives of civil society to share their experiences with the aim of increasing the involvement of civil society in the preparation of the quadrennial periodic reports, in accordance with Article 11 of the Convention and its operational guidelines.

26. On 10 December 2012, an information meeting entitled “Unlocking opportunities: Governance of culture for development” was held prior to the opening of the sixth ordinary session of the Committee. The purpose of the meeting was to take stock of the results of the UNESCO/EU project “Expert Facility to Strengthen the System of Governance for Culture in Developing Countries” and to exchange with the experts who had undertaken several technical assistance missions in 2012. Chaired by the Assistant Director-General for Culture, the meeting highlighted important experiences that indicated a long term need for capacity building on the introduction and development of policies that have a direct effect on the creation, production, distribution and access to a diversity of cultural expressions that requires active engagement of various government ministries as well as civil society.

**Item 15 of the Agenda:** Date of the next session of the Committee

**Decision 6.IGC 15**

*The Committee,*

*Decides to convene its seventh ordinary session at UNESCO Headquarters in Paris from 10 to 13 December 2013.*

**Item 16 of the Agenda:** Election of the members of the Bureau of the seventh ordinary session of the Committee

**Decision 6.IGC 16**

*The Committee,*

1. *Decides to suspend the application of Article 12.1 of its Rules of Procedure in order to elect the Rapporteur of the Committee;*
2. *Elects Ms Arev Samuelyan (Armenia) as Chairperson of the Committee,*
3. *Elects Mr Nicolas Mathieu (Switzerland) as Rapporteur of the Committee,*
4. *Elects Congo, Kuwait, Saint Vincent and the Grenadines, Sweden and Viet Nam as Vice-Chairpersons of the Committee;*

**Item 17 of the Agenda:** Other business

**Decision 6.IGC 17**

*The Committee,*

1. *Recalling Article 19 of the Convention on the exchange, analysis and dissemination of information;*
2. *Taking into account the interest expressed by many Parties in their quadrennial periodic reports in the modernization of cultural policies and measures in the digital era;*
3. *Noting that working document CE/12/6.IGC/10 on the progress of implementation of the strategy of ratification identified the sharing of best practices as one of the most effective means of promoting ratification of the Convention;*
4. *Recalling also that the financial and human resources of the Secretariat are presently limited;*
5. *Submits, for deliberation at the fourth ordinary session of the Conference of Parties, the proposal to:*
  - i) *inscribe on the agenda of the seventh session of the Committee an item on the diversity of cultural expressions in the digital era;*
  - ii) *invite the Parties that so wish as well as civil society to report to the Committee during its seventh session on aspects of the development of digital technologies that have an impact on the Convention and proposals for future action.*