



Promote THE RETURN OR THE RESTITUTION OF CULTURAL PROPERTY
Promouvoir LE RETOUR OU LA RESTITUTION DE BIENS CULTURELS
Promover EL RETORNO O LA RESTITUCIÓN DE LOS BIENES CULTURALES

Procedure to be followed for the assessment of projects for *the Fund of the Intergovernmental Committee for Promoting the Return of Cultural Property to its Countries of Origin or its Restitution in case of Illicit Appropriation*

1. Upon receipt of a project by the Secretariat on behalf of the Committee, its receipt will be acknowledged and it will receive a registration number. The Secretariat shall inform the Chairperson of the Committee and the Director-General about it.
2. A project should be sent in one of the six languages of the General Conference, it will be considered after having been translated into one of the working languages of the Secretariat.
3. The Secretariat will assess whether the documentation and information provided to support the project is sufficient to be considered by the Committee pursuant to the Fund Guidelines, and in particular whether the requisite criteria and conditions for submitting projects set forth in Sections II and III have been met. If not, the Secretariat will contact the entity that submitted the project and request complementary documentation and information.
4. Once the documentation and information are deemed sufficient according to point 3 above, the Secretariat will prepare a pre-assessment of the project in terms of its possible compliance with the Fund Guidelines, in particular their criteria and conditions.
5. The Secretariat will communicate this pre-assessment to the Members of the Committee prior to its next scheduled session for consideration and final assessment and decision by the Committee at that session.
6. If the project is presented for emergency funding pending the forthcoming session of the Committee, and such emergency is confirmed in the assessment by the Secretariat of the information and documentation provided (point 3 above), the pre-assessment by the Secretariat will be accelerated and its results submitted directly to the Chairperson of the Committee for consideration and possible decision (up to a maximum amount of US \$10,000 as per Section III

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of the Fund Guidelines). The Chairperson will notify the Secretariat in writing of the decision taken.

7. The Secretariat will duly inform the entity that submitted the project of the final decision of the Committee or, for emergency projects, of the Chairperson. The Chairperson will report on the matter of emergency projects to the next session of the Committee.
8. For any approved project, the Secretariat will inform the Director-General, confirm acceptance of the project to the entity that submitted the project, and undertake the transfer of the granted assistance and/or funds to the entity.
9. For any approved project, the entity that submitted the project must present the Report on Activities Completed, written in one of the six languages of the General Conference, to the Committee by its next scheduled