Strengthening sub-regional Cooperation and National Capacities in Seven Southern African Countries for implementing the 2003 Convention for the Safeguarding of Intangible Cultural Heritage

Sub-regional Cooperation Training Workshop Report

18 – 20 March 2014, Harare, Botswana

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1. Introduction

Within the framework of the UNESCO/Flanders Project on Strengthening sub-regional cooperation and national capacities in seven Southern African countries for implementing the 2003 Convention for the safeguarding of the Intangible Cultural Heritage (ICH), the UNESCO Harare Multisectoral Regional Office (MSRO) organised a two-day workshop 18 – 20 March 2014 in Harare, Zimbabwe. This workshop brought together twenty-two participants from Botswana, Lesotho, Malawi, Namibia, Swaziland, Zambia and Zimbabwe. The workshop was facilitated by the UNESCO certified trainers in ICH, Mr. Stephen Chifunyise and Mr. Lovemore Mazibuko. Also in attendance and assisting with training was Mr. Marc Jacobs, from the Flemish Interface Centre for Cultural Heritage (FARO).

1.1 Workshop Objectives

· Train at least two participants from each beneficiary country on the scope and objectives of the implementation of the 2003 Convention at national level with a focus on inventorying, preparation of international assistance requests and nomination files.

· Define and agree on the specific actions aimed at strengthening policy, legal and institutional frameworks of the beneficiary countries with reference to the provisions of the 2003 Convention and the Operational Directives.

· Create and agree on project activities and timelines which will guide the beneficiary countries in executing set action plans and main project goal of reinforcing the national capacities for the implementation of the 2003 Convention.

2. Official Opening of Workshop

Prof Luc Rukingama, the Director and Representative of the UNESCO Harare Office, Opening speech

The workshop was officially opened by the permanent secretary from the Ministry of Sport, Arts and Culture Dr. Thokozale Chitepo. During the opening ceremony, the Zimbabwe National Commission for UNESCO, Acting Secretary General, Dr. Temba Ndlovu welcomed the delegates to Zimbabwe and thanked them for demonstrating commitment to the preservation of heritage in all its forms. The Director and Representative of the UNESCO Harare Office, Prof Luc Rukingama pledged UNESCO's role in ensuring that States Parties uphold the tenets of the 2003 Convention. He also commended FARO and the Flanders government for supporting the sub-regional cooperation on the safeguarding of ICH in the SADC region. The workshop was officially opened by the Honourable Dr Thokozile Chitepo, Permanent Secretary in the

Ministry of Sports, Arts and Culture. In her remarks she passionately highlighted that ICH defines a community, a nation and a region. She highlighted that it is pertinent and worth applauding that the seven countries have come together to better capacitate and maximize the use of resources available in the region for the benefit of the SADC community. She took the opportunity to thank the countries present for supporting Zimbabwe's bid in the campaign to attain UNESCO MRSO status.

3. Extra-Budgetary Project Objectives and Key Activities

A presentation on the background and objectives of the Flanders project was presented by Damir Dijakovic, Programme Specialist in Culture.

The project aims to initiate a sub-regional cooperation platform to support seven countries in southern Africa in their efforts to safeguard the living heritage present in their territories. Consolidating the results of previous Flanders funded projects, this platform will be driven by the National Intangible Cultural Heritage Committees (NICHC) or the bodies responsible for intangible cultural heritage in the beneficiary countries. The project will pay due attention to the adequacy of institutional environments, abilities to set up or revise legislative and policy frameworks and the availability of national expertise. Concrete outputs of the project include a pool of resource persons operational in the region and the revisions of policy or legislative frameworks.

The project is designed, first and foremost, within the framework of UNESCO's global capacity-building strategy which was established in 2009 to address the challenges of effectively implementing the provisions of the 2003 Convention and its Operational Directives. This global strategy is meant to assist States Parties to master the concepts, measures and mechanisms proposed by the normative instrument for safeguarding intangible cultural heritage. The States Parties to the 2003 Convention have shown interest in this strategy and donors have provided generous support for its implementation through the Intangible Cultural Heritage Fund and Funds-in-Trust. Thanks to this support, a set of curriculum materials were developed and a network of 79 experts have been trained to use these materials in delivering training and providing advisory services to States; so far some 70 countries have benefited from the global strategy in enhancing their capacities for safeguarding living heritage. The beneficiary countries of the proposed project will thus benefit from the lessons learnt from implementing the global strategy, the services of the UNESCO-trained facilitators, the training materials and prior experiences in providing advisory services on policy and legal issues.

3.1 Overall Goals and Expected Results

A) Project Development Goals

· Contribute to sustainable development in the seven beneficiary countries through the effective implementation of the 2003 Convention recognizing the importance of living heritage as a mainspring of cultural diversity and human creativity.

· Promote better visibility of ICH, awareness of its significance and function in society, and mutual respect for the heritage of others.

B) Expected Results

The project aims to achieve the following results:

· Establishment of a sub-regional cooperation mechanism which will sustainably support national efforts in safeguarding the ICH of communities in Southern Africa;

· Establishment and improvement of policy, legal and institutional frameworks at National level so as to put in place a national environment suitable for safeguarding of ICH;

· Development of human resource capacity at national level for the facilitation of the implementation of the 2003 Convention with the broadest participation of communities.

C) Activities

Activities to be carried out within the framework of the project

· Initiation of a sub-regional cooperation platform for the safeguarding of ICH;

· Strengthening of policy, legal and institutional frameworks;

· Training of trainers for inventorying and safeguarding of ICH.

4. Current Challenges Faced by the Beneficiary Countries in Implementing the 2003 Convention

The workshop started off with countries presenting their current experiences in implementing the 2003 Convention at national and community level in their respective countries. This session was facilitated by Mr Mazibuko who then complied the following as common challenges that the countries are facing in the safeguarding of ICH.

4.1 Inadequate legal Frameworks

· Lack of collaboration among players;

· Inactivity of National ICH committees for those that have that have them in place;

· No structures for interfacing at national Level; and

· Existing policies and/or legal frameworks are inadequate or not addressing ICH.

Common to all the countries was the lack of National Action Plans to guide ICH activities annually.

4.2 No clear indication of who is responsible for ICH

While each country had many players (both government and non-government) involved in activities relating or incidental to implementation of the 2003 Convention, none of them had a sole responsibility for the preservation ICH.

4.3 Poor human capacity

Due to the lack of qualified human resource to train people on the implementation of ICH at various levels, all the seven countries in the region depended on two facilitators, Lovemore Mazibuko and Stephen Chifunyise. This challenge was worsened by the countries' lack of ability to retain trained personnel (trainers in community based inventorying exercises). To help to resolve the challenge of human capacity it would be necessary to introduce categories of trainers to provide training of trainers at national level, provincial or local community levels.

4.4 Overlapping mandate of different structures

Different structures or organisations at different levels have overlapping mandate on ICH. For instance, apart from national organizations, the local community is also mandated by the 2003 Convention to nominate elements for safeguarding. This mandate has to be explained in terms of different expectations at different levels of the country. There is therefore a need to have national inventories to include all eligible elements in the country. It is from the inventories that national nominations to the ICH lists can be made.

4.5 Limited resources for ICH

All member countries in the Southern Africa Region have experienced limited and in some cases, a complete lack of resources for implementing ICH activities. This includes resources by government to continue with funded programmes and resources to initiate activities.

4.6 Misunderstanding of ICH

Many members of the ICH fraternity in all member states do not understand ICH, have no interest in/commitment to ICH or have no time to undertake ICH work. Sometimes in the absence of resources to facilitate National Committee activities members are expected to self-sponsor and most have other priorities to which they would rather commit their personal resources.

It was generally observed that there was a lack of awareness of the provisions of the 2003 Convention among National, or District ICH committees in almost all the member states.

4.7 Absence of Storage of National ICH data

None of the member countries had established a National Repository or storage of ICH data. A national ICH repository was considered as an important step in facilitating retrieval of data that may be required for preparation of nominations or even applications for international assistance.

4.8 Inadequate reporting on ICH

It was observed that the media in all member countries are not keen to report on ICH convention success stories. It was therefore deemed necessary that players in the ICH field should develop strategies to encourage the media to improve coverage of success stories of the 2003 Convention. While pondering on this issue, it was felt necessary for Zambia, and probably all other countries in the region, to introduce national media awards for effective reporting on ICH.

4.9 Lack of Capacity to implement safeguarding measures

Most countries in the region reported that they did not have adequate capacity to implement safeguard measures for all ICH lists (RL, USL, Master pieces etc.). Therefore, there was a great need for capacity building in this regard.

It was put forward that these challenges would be used to coin the action plans for the countries as a way of mitigating the concerns raised and subsequently improve the safeguarding of ICH.

5. Proposed Action Plan for Member States Aimed at Addressing the Challenges

The following actions were proposed to address the challenges.

5.1 Training of trainers (ToT) National Workshop

Each member state should train at least 15 participants.

> Criteria for selecting participants:
> - o   Availability;
> - o   Passion about ICH;
> - o   Knowledge of computer and AV equipment;
> - o   Good knowledge of English, broad range of instructions;
> - o   Be based within the community.

Timing of the workshops will need to be agreed upon by the trainers and the member states so as to avoid overlap and to allow to the facilitators to participate. A report should thus be drafted after the conclusion of each national ToT workshop.

5.2 Formulation/revision of ICH policy & related legislations

Some member states do not have Cultural Policies in place either because they are still in draft form or have not been developed. There is need to sensitize governments to develop and adopt these policies and other relevant legislations while paying particular attention to:

- o The cultural policy addresses the obligations of the state under the 2003 Convention and provides frameworks within which a number of them can be achieved e.g. establishment of NICHC, putting in place a system for regular updating of inventories, a system for specific education and training programmes, and a system for reporting to the Intergovernmental Committee;
- o All the Acts identified as outdated and lacking should be revised to conform to the 2003 Convention and other international agreements. Those Acts which use terms which are mostly used for tangible cultural elements should be revised as well;
- o The revised Acts may also propose a restructuring of the Cultural institutions in order to come up with clear mandates for each as well as improve on coordination. The restructuring may also establish offices not only at regional but also at district and local levels as one way of domesticating the Convention;
- o The Department of Culture should take steps to include the media personnel (both print and electronic) in the National Intangible Cultural Heritage Committee;
- o Encourage participation of civil society networks. These provide opportunities for communities and practitioners to participate in the implementation of the conventions;
- o There is also need to provide implementation plan of the standard setting instruments that the member states have so far ratified. With reference to the 2003 Convention, there is no provision in the draft policy for domestication of the Convention;
- o Deliverable: Policy document (final or draft) or a report on the undertaken activities aimed at the policy preparation.

5.3 Preparation of nomination files

It was emphasised that there are no short-cuts in filling Nomination Forms. All technical requirements have to be fulfilled. In addition, the Body responsible for Nominations is bound by Decision 7.COM 11 according to which decrees that 'information placed in an

inappropriate section/s of the nomination cannot be taken into consideration'. Generally, all Technical details should be in 'Word' and not PDF.

- o Each member state should submit at least one nomination file by 31 March 2015;
- o Each member state should have at least one file in draft form ready for the submission for the next cycle by end of September 2015;
- o Marc Jacobs will be available to review your nomination files before submission.

5.4 Application for international assistance

Within the framework of the 2003 Convention, there is provision for member states to access international assistance. Each member state should have prepared at least one IA request (up to 25000 USD) by September 2014

This international assistance could be on:

- o Preparing periodic reports on ICH to the inter-governmental committee;
- o Programmes concerning various aspects of safeguarding e.g. Project on beadwork production and promotion, Inventorying of Traditional Music at various ceremonies, Documentation of Indigenous foods, etc;
- o Provision of experts for any form of capacity building e.g. training of journalists on ICH reporting, training of community members to conduct community based inventorying of ICH;
- o The elaboration of standard setting and other measures e.g. developing/reviewing of national legislations on ICH.

Each member state is expected to submit at least one IA request. Messrs Jacobs, Chifunyise and Mazibuko will be available to review the files and advise where necessary.

5.5 Formation of ICH Committees
- o Article 13 (b) of the Basic Text states that member states shall establish one or more competent bodies for the safeguarding of the intangible cultural heritage present in its territory;
- o From the discussions that we had, these committees are absent in some countries and where they are present, their visibility as well as efficiency and effectiveness can be improved;
- o Under this project, each country should ensure that by the end of this project, we have these committees in place;
- o Members of the committee can include government officials, the academic, NGOs, heritage foundations, cultural associations, the media, etc.

- By the end of this project, the following are the deliverables expected on the ICH committees:
  - List of members of the committees;
  - Committees' terms of reference (ToRs);
  - Strategic plan as well as the annual work plan.

6. Conducting a National ToT Workshop

6.1 A presentation on how to conduct a training of trainers workshop was made with reference to the ToT workshop which was conducted at Waterberg, Namibia as a pilot in April 2013.

- *The introduction of participants* should be considered as a process of finding out what the participants' do, what they have done in the past in relation to what will be covered by the training, their passion, what they expect from the training, and what they expect to do when returned to their stations of work.

- *What the participants expect* to learn or achieve from the training should be written down and even discussed by the entire team and facilitators indicating what may not be achieved and what will be the indicators of meeting the expectations.

- *Objectives of the workshop* should be presented and the participants discuss or question the expected results and the indicators of achieving the expected results.

- *The programme of the training* should be presented and discussed with the facilitator explaining what will be covered. Changes to the programme should be adopted collectively and on the understanding that other changes may be brought about by achievements and working dynamics that will result in the process and attainment or completion and presentation of assigned tasks.

- **Facilitators should indicate what they expect** from the participants, and what they expect to enable the participants to achieve the expected results.

- **The participants should be made aware that:**
  - They will be expected to individually make presentations of what would have been covered as a way of determining that they have grasped what has been covered and can be assisted by fellow participants and facilitators to achieve the tasks.
  - They will be expected to work in groups that will make group presentations showing the mastery of tasks assigned.

- They will be expected to work late as groups or as individuals to complete assigned tasks that may need to be reported upon the next day.
- They may be assigned tasks to design programmes they will be expected to carry out after the training.
- Every participant will be expected to operate technical equipment to be used and to train others how to operate them and that participants will be expected to secure support from colleagues who are familiar with the technical equipment to spend time after sessions to acquire the required skill to operate the equipment.
- Every participant will be expected to write a brief report of the training workshop which shall be submitted to the heads of the institutions they come from and copied to the organiser/facilitator of the workshop.
- All participants will be expected to evaluate the training either through completing an evaluation form/document or through an evaluation discussion at the end of the exercise.

- **Programme adjustments** these should be made at the end of day's session and agreed to by all as the end of the day's session should conclude with the evaluation of the day and agreement on what can be done different the following day.

- **Technical Equipment** especially that for documenting, should be used from the beginning of the training programmes. The facilitator of the operation of recording/documentation equipment should not be left to introduce the equipment towards the end of the training programme.

- **Materials provided and produced**, if the major content of the workshop is through power point presentation, all materials that may be written other sources such as blackboards, news, print, etc. should be incorporated into the power point for distribution to participants at the end of the training, especially examples.

- **Use of local or mother tongues**, efforts should be made to get participants to articulate issues, concepts and content of the training in local or mother tongues especially if they will be expected to train those who will not operate in the official language such as community of custodians and practitioners.

- **Practical Sessions**, whether the training is on one aspect of the implementation of the Convention or a composite of all the critical aspects, practical exercises should be a major feature of the training and whatever results of practical exercises achieved should be documented by each participant and should be indicated in their reports of the workshop.

6.2   Documenting ICH

Regarding documentation of ICH, the meeting facilitator outlined preliminary issues to be considered and also provided aspects of technical equipment to be considered. Sampling techniques and important questions to be included in a questionnaire were also highlighted.

6.2.1   Preliminary investigations to take into account prior to undertaking the documentation process: To ensure good quality documentation exercise, you need to bear in mind some essential activities to be done before and/or during the documentation.

· Do archival/library research

· A critical study of books, dissertations, thesis and articles on the ICH provides advance information on the area studied.

· Where the collector is a foreigner, basic knowledge of the language or dialect spoken in the area of research is necessary. The interpreter should be able to make a direct translation into English (or any other language which the collector wants) without adding his/her own Idea or emotion.

· Ethnographic, historical and geographical accounts of the area of study assist the researcher in the formation of research objectives.

· As part of the initial investigation, the researcher may find it necessary to take pictures of materials relating to the ICH element that is being studied so that they can be compared with those taken fresh during the field work.

· Any differences found between the two types of photographs may throw light on the development of the art form in terms of aesthetic innovation in costumes, masks, etc.

· Where little or no materials written about the subject being researched, the researcher may experience initial difficulty in understanding the subject matter.

· It is important to note that most oral performances are linked with occurrences, hence the collector must find out, during his preliminary investigation the specific period in which the festival takes place.

6.2.2   Use of appropriate Equipment

· The collector must make sure that he has procured right equipment and materials necessary for field research.

· Functional cassette recorder and materials such as cassette tapes and batteries are available in adequate quantities.

· It must be emphasized that batteries are essential needs because most of the performances take place remote areas there are no electricity.

6.2.3 Recording of Performances and Interviews

· When documenting dances or related performances, first enactment is for previewing and the actual documentation is done during the second enactment. Thereafter, interviews follow.

· Watching the performance before carrying out interview is good because the collector will have discovered areas of interest which he may want the informants to elaborate.

· Sometimes the collector can join the enactment of performances. The advantage in this is that it helps to establish rapport between the collector and the ever suspicious performers and Informants.

· However, the collector's participatory role should not distract him from the significant investigative duty of attentive observation. Combining participatory-observatory roles.

· Apart from making notes or recording songs or chants, the collector must also take photographs of costumes or other related tangible materials.

· These photographs would be useful later for stylistic and content analysis

· Depending on the material being sought, sometimes the collector may be denied access to information.

· Where it is proving hard to gain the services or co-operation of an informant, the collector should explain to the informant on why it is necessary to record the element.

· The informants should be made to see the roles that ICH generally play in socio-economic development of the country.

6.2.4 Technical aspects of Equipment

· Knowledge about operating camera, tape recorder, video camera
· Downloading data onto the computer
· Making and managing files
· Making file copies for distribution
· Arrange something as fall-back position

6.2.5 Data collecting Instruments

· Questionnaires – both closed and open ended.
· Focus group discussions - (Gender and age)
· Personal observation – participator y and observatory
· Key Informants

6.2.6 Sampling technique

- UN probability sampling
  - Snowball
  - Purposeful
- The collector may not get the right material if he merely selects his informants randomly. Other factors such as experience and age should be considered as well.
- Informants are chosen according to their special knowledge of the subject.

6.2.7 Pertinent information to be included in the questionnaire

- The times of the day the element is done
- The places where they are done or performed
- The identity of the narrator
- The composition of the audience
- The style/technique used
- The functions which, to considerable extent, are unique or distinctive for the various categories which are recognized.

6.2.8 UNESO outline on documentation*Most of the questions will come from the UNESCO Inventorying outline- information complies with what is required to fill out the nomination form.

6.2.9 Interview stage

- After the recording of performances, songs, chants and other aura transformations related to the ICH have being collected, and after vital materials have been photographed, the collector must proceed to the interview stage.
- The interview must be done in local language
- Where the collector does not understand the local language, he has to use the services of an interpreter who is fluent in English and the other language.
- It is better to conduct the Interview in a living context to give it the freshness and authenticity. But sometimes this is not feasible.
- For good results, interviews should not be arranged as a fixed questionnaire; rather, they should be arranged in such a way as to allow the informants to have the freedom to elaborate aspects of special interest within the context of the ICH.

6.2.10 Documentation and Publication

- After the recordings (both cassettes and film recordings) and the Interviews have been completed, the next stage is the laborious task of transcribing, translating and analyzing the materials and data collected.
- For effective transcription, knowledge of the phonological and syntactic patterns of the language of the people who produce the oral art is necessary.

- The significance of the supra-segmental phonemes, such as tone and stress, must be noted. These details must be marked because they contribute immensely to the general evaluation of the oral art.
- Where there is difficulty in transcribing the oral renditions as accurately as possible, footnotes should be used to explain the patterns of thought of the narrators, the informants or the chanters.
- Translation also poses its own challenges as there are some words which are obsolete

6.2.11 Transcription, Documentation and Archiving
- Replay the recorded field work (for each element
- Reduce the interview to a written record (transcript)

6.2.12 Data Analysis
- After translation, materials have to be analyzed. The elements are categorized according to subject matter.
- If the collector is dealing with an element which spreads across regional boundaries, it would be advisable to collect the element from different areas for comparative analysis.
- Another thing needed in analyzing materials collected is to combine recorded materials with bare texts, to clarify the history and function of the materials.

6.2.13 Anticipated Problems
- Lack of cooperation from the informants themselves
- Ulterior motives – exchange information for money
- Depending on subject matter being pursued, certain information may be limited to only those who were initiated.

6.2.14 Data Gathering and Inventorying
- Obtaining prior, free, informed consent (both written and recorded)
- Respect restrictions, if any, on use of inventoried data

6.2.15 Further important notes
- An attempt has been made to trace the major stages in inventorying of ICH elements.
- Some of the problems relating to the collection and documentation of ICH have also been mentioned and solutions suggested where necessary.
- Every stage of the training is critical and you need to emphasize on practical aspect.

- Emphasis should be made that it only when you are well prepared that you can make meaningful collection and documentation of ICH.

7. Strengthening Policy, Legal and Institutional Frameworks

A presentation on strengthening policy, legal and institutional frameworks was made by Marc Jacobs from FARO.

With regard to legislative and institutional frameworks, the meeting was informed that the Convention may still have some grey areas. For example, there is still no clear or convincing meaning of what is meant by or what should go onto the Representative List. ICH Policies all over the world are like 'Building a plane while it flies' (Movie advert illustration was shown) in reference to ICH Operation Directives which keep and will keep changing.

Managing ICH was said to be like 'Herding cats' (Movie advert illustration was shown) it demonstrated how difficult it is to keep them all in check as some would climb tree, chase bird etc. Many other examples were given just to demonstration the difficulties associated with the implementation of the 2003 Convention. However, in all these challenges, the importance of setting milestones for your programmes to guide the process was emphasized.

7.1 Actions aimed at strengthening policy, legal and institutional frameworks
- It was observed that in implementing Operational Directives, particularly in relation to local the local legislative and institutional frameworks, or when preparing national reports, it is important to stay close to articles 11-15. If necessary one could also look for more clues or direction beyond Articles 11-15.
- A number of other Operational Directives were cited as important for strengthening policy, legal and/or institutional frameworks. For example, the 2012 OD 80 encourages countries to create consultative bodies to facilitate participation of community groups. Where possible, individual experts or research institutes may also be targeted for participation in these bodies. However, the absence of a comprehensive cultural policy regime in Zambia makes it difficult to interpret provisions of the ODs for implementation. In August 2012, Zambia through Mulenga Kapwepwe conducted a review of policies and regulations related to the Convention for the Safeguarding of the Intangible Cultural Heritage. To date there has not been any follow up action take to push the process to another stage.

7.2 UNESCO and ICH Logos/Emblems

The meeting was informed that according to OD 131 the use of the UNESCO and ICH Logs or Emblems is reserved to the UNESCO Director General through the state party's National Commission. To be used only with authority otherwise may be abused for selfish reasons.

7.3 Completing Periodic Report

As a result of not having a clear mandate on who is responsible for what regarding the implementation of the Convention, Zambia is among 16 countries in Africa that have not completed her periodic Report for the 2013 cycle. It was therefore agreed that countries that southern African countries that had not yet completed their periodic Reports my do so for the one due at end of December 2014 for consideration in 2015.

8 Sub-regional co-operation – Possible Mechanisms and Modalities

8.1 Communication

Communication among the seven countries about their intangible cultural heritage safeguarding programmes is critical. The idea developed in 2012 by the UNESCO Harare cluster (Malawi, Zambia, Zimbabwe and Botswana) of developing a cultural heritage network can be adopted to be such a platform for communication and interfacing of the 7 countries .Taking the same format of taking letters representing the seven countries of NA (Namibia), MA (Malawi), ZA(Zambia), ZI(Zimbabwe), BO(Botswana), LE(Lesotho), SWA(Swaziland) to create MAZAZIBOLESWA Cultural Heritage Network. This would comprise of a representative from each country to consider the nature of the Network, its operations, its management and to budget for development of the website and its maintenance.

8.2 Establishment of a High Level Forum

Establishment of a high level forum comprising either of Permanent Secretaries/Principal Secretaries or of Directors of Culture that could:
· meet to be informed of the sub-regional intangible cultural heritage programmes
· be made aware of challenges being faced in the implementation of the 2003 Convention
· take up issues of ICH challenges by the Sub-region to the IGC and the Assembly of State Parties to the Convention

8.3 Engage the SADC to establish a Culture Office

Engage the Southern Africa Development Cooperation Culture Office on possibilities of supporting the establishment in one of the seven countries of:

- a Southern African International Training Centre on Intangible Cultural Heritage(SAITCICH)
- International Research Centre for Intangible Cultural Heritage in Southern Africa under the auspices of UNESCO (IRCICHSA)
- International Information and Networking Centre for Intangible Cultural Heritage of Southern Africa under the auspices of UNESCO
- Intangible Cultural Heritage Centre in Southern Africa

(Working towards the establishment of a category 2 Centre of UNESCO)

8.4 Creation of a Sub-regional Database

Create a sub-regional data base to safe as a repository of ICH information for the 7 member countries. This would improve the storage, management and retrieval of ICH data for individual countries and for the sub-region at a shared cost.

8.5 Inventorying of cross-borders Intangible Cultural Heritage

To promote the possibility of inter-country nomination of ICH elements a cross-border inventory would be ideal. This is important considering that many countries in the sub-region share common ethnic backgrounds as evidenced by the Gule wa Mkulu that was jointly submitted by Malawi, Mozambique and Zambia.

8.6 Bringing interface between universities in the seven countries with heritage study programmes

Bringing interface between universities is a critical instrument for effective implementation of the Convention that could be a viable sub-regional cooperation project. This could take the form a Universities Colloquium on the place of universities in Southern Africa in research and documentation of the intangible cultural heritage. The funding for such an activity could be sought through seeking international assistance from the Fund for the Safeguarding of Intangible Cultural Heritage by one of the Universities participating in this meeting.

8.7 Securing a UNESCO Chair

Through cooperation, the sub-region could secure a UNESCO chair for the Safeguarding of Intangible Cultural Heritage at one of the universities in the seven countries. A united front in requesting for such a facility would be a critical demonstration of the sub-regional cooperation in the implementation of the Convention. Tied to this aspect of seeking for a UNESCO University Chair on intangible cultural heritage is the critical need to have an

inventory of university and college programmes dealing with the safeguarding of the intangible cultural heritage in the seven countries. The critical challenge that the sub-regional cooperation should face in this regard is the getting the University Community involved in the implementation of the convention- programmes to promote the safeguarding of intangible cultural heritage.

8.8 Mapping of 2003 Convention Experts

A directory of trainers for the implementation of the Convention in the seven countries is a critical tool in the capacity building of the communities in safeguarding their intangible cultural heritage. A sub-regional cooperation project can produce a comprehensive sub-regional directory of experts/ trainers of implementations of the Convention / safeguarding of the intangible cultural heritage.

8.9 NGOs involvement

A critical feature of the operations of the Intergovernmental Committee is the involvement of Non-Governmental Organisations specialised in aspects /areas of intangible cultural heritage which advise the Intergovernmental Committee and which are accredited to UNESCO. There is no NGO in the seven countries that have been accredited by UNESCO. A sub-regional cooperation exercise could be, to identify NGOs that could be encouraged to apply for accreditation. This could include identifying the organisations, bringing their leaders centres of research, experts/ specialist organisations to a round table meeting to consider the application form for accreditation.

8.10 Pool of Experts

There is a need to establish a 'Pool of Experts' on the 2003 Convention with representation from all the seven countries to study Operative Directive 102 together with Chapter 4 which address issues of sustainable development and the involvement of NGO.

Some of the participants at the workshop

9   Implementation aspects of the 2003 Convention

A presentation on International assistance request was made and it highlighted the following issues. It was noted that the Convention foresees the possibility for States Parties to submit requests for international assistance for programmes and projects for the safeguarding of the intangible cultural heritage (see ICH-04 form and instructions, annex1).

- · Each State Party may submit to the Committee a request for international assistance for the safeguarding of the intangible cultural heritage present in its territory.
- · Such a request may also be jointly submitted by two or more States Parties.
- · The request shall include the information stipulated in Article 22, paragraph 1, together with the necessary documentation.

The Operational Directives is available in 6 UN languages indicate the procedures to be followed for inscribing intangible heritage on the lists of the Convention, the provision of international financial assistance, the accreditation of non-governmental organizations to act in an advisory capacity to the Committee or the involvement of communities in implementing the Convention.

- **Operational directive 151**- states that each State Party to the Convention periodically submits to the Committee reports on the legislative, regulatory and other measures taken for the implementation of the Convention.

- **Operational directive 152**- states that the State Party submits its periodic report to the Committee, on the basis of common guidelines and in a simplified format prepared by the Secretariat and adopted by the Committee, by 15 December of the

sixth year following the year in which it deposited its instrument of ratification, acceptance or approval, and every sixth year thereafter.

- **Operational directive 153** - states that the State Party reports on the measures taken for implementation of the Convention at the national level, includes:
- Drawing up of inventories of the intangible cultural heritage present in its territory, as described in Articles 11 and 12 of the Convention;
- other measures for safeguarding as referred to in Articles 11 and 13 of the Convention, including:

  a) Promoting the function of intangible cultural heritage in society and integrating its safeguarding into planning programmes;
  b) Fostering scientific, technical and artistic studies with a view to effective safeguarding;
  c) Facilitating, to the extent possible, access to information relating to intangible cultural heritage while respecting customary practices governing access to specific aspects of it.

- **Operational directive 154** - states that the State Party reports on the measures taken at the national level to strengthen institutional capacities for safeguarding intangible cultural heritage, as described in Article 13 of the Convention, including:
  a) Designating or establishing one or more competent bodies for safeguarding its Intangible Cultural Heritage.
  b) Fostering institutions for training in intangible cultural heritage management and transmission of this heritage.
  c) Establishing documentation institutions for intangible cultural heritage and, to the extent possible, facilitating access to them.

- **Operational directive 155** - states that the State Party reports on the measures taken at the national level to ensure greater recognition of, respect for and enhancement of intangible cultural heritage, in particular those referred to in Article 14 of the Convention :
- educational, awareness-raising and information programmes;
- educational and training programmes within the communities and groups concerned;
- capacity-building activities for the safeguarding of the intangible cultural heritage;
- non-formal means of transmitting knowledge;
- education for the protection of natural spaces and places of memory.

- **Operational directive 156**- states that the State Party reports on the measures taken by it at the bilateral, sub regional, regional and international levels for the implementation of the Convention, including measures of international cooperation such as the exchange of information and experience, and other joint initiatives, as referred to in Article 19 of the Convention.

10 Participation in the Implementation of the Convention

- **It was noted that the Operational directive 80 encourages State Parties** to create a consultative body or a coordination mechanism to facilitate the participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes, in particular in:
  - the identification and definition of the different elements of intangible cultural heritage present on their territories;
  - the drawing up of inventories;
  - the elaboration and implementation of programmes, projects and activities;
  - the preparation of nomination files for inscription on the Lists, in conformity with the relevant paragraphs of Chapter 1 of the present Operational Directives;
  - the removal of an element of intangible cultural heritage from one List or its transfer to the other, as referred to in paragraphs 38 to 40 of the present Operational Directives.

- **Operational directive 86** - states that States Parties are encouraged to develop together, at the sub-regional and regional levels, networks of communities, experts, centres of expertise and research institutes to develop joint approaches, particularly concerning the elements of intangible cultural heritage they have in common, as well as interdisciplinary approaches.

- **Operational directive 87** - states that States Parties that possess documentation concerning an element of intangible cultural heritage present on the territory of another State Party are encouraged to share such documentation with that other State, which shall make that information available to the communities, groups and, where applicable, individuals concerned, as well as to experts, centres of expertise and research institutes.

- **Operational directive 88** - states that States Parties are encouraged to participate in activities pertaining to regional cooperation including those of Category II centres for intangible cultural heritage that are or will be established under the auspices of UNESCO, to be able to cooperate in the most efficient manner possible, in the spirit of Article 19 of the Convention, and with the participation of communities, groups

and, where applicable, individuals as well as experts, centres of expertise and research institutes.

- **Operational directive 90** - states that In conformity with Article 11 (b) of the Convention, States Parties shall involve the relevant non-governmental organizations in the implementation of the Convention, inter alia in identifying and defining intangible cultural heritage and in other appropriate safeguarding measures, in cooperation and coordination with other actors involved in the implementation of the Convention. (Look out Paris 2013: 91-99 possible changes in the rules about NGOs and the relation to the committee).

11 Safeguarding measures

To ensure the safeguarding, development and promotion of the intangible cultural heritage present in its territory, each State Party shall endeavour to:

· Adopt a general policy aimed at promoting the function of the intangible cultural heritage in society, and at integrating the safeguarding of such heritage into planning programmes;

· Designate or establish one or more competent bodies for the safeguarding of the intangible cultural heritage present in its territory;

· Foster scientific, technical and artistic studies, as well as research methodologies, with a view to effective safeguarding of the intangible cultural heritage, in particular the intangible cultural heritage in danger;

· Adopt appropriate legal, technical, administrative and financial measures aimed at:

· Foster the creation or strengthening of institutions for training in the management of the intangible cultural heritage and the transmission of such heritage through forums and spaces intended for the performance or expression thereof;

· Ensure access to the intangible cultural heritage while respecting customary practices governing access to specific aspects of such heritage;

· Establish documentation institutions for the Intangible Cultural Heritage and facilitating access to them;

12 ICH National Action Plans

The UNESCO Harare MRSO Culture Programme Specialist, Mr Damir Dijakovic, led the session on ascertaining the deliverables and action plans that are to be executed by each beneficiary country within the framework of the project. These are as follows:

no	Deliverable / Action plan	Delivery date
1	List of contact persons and entities which will anchor the coordination and implementing of the national training of trainers workshops	Done
2	Each country to conduct a TOT workshop with at least 15 participants being trained. It was agreed that the candidates for this TOT must have a passion for ICH, be available to partner in implementation of the 2003 Convention, knowledge of computer and AV equipment, able to articulate themselves in English and one who is based in a community. Trainers to be those who participated in this first workshop with the assistance of the Regional UNESCO certified	May – September 2014
3	Preparation of at least 1 nomination file. It was put forward that each country should work with the communities in the inventorying of an element which the community selects.	September 2014
4	Formulation/revision of a critique on existing policies and legal frameworks on ICH and how well these are consistent with the 2003 Convention., for submission to UNESCO	September 2014
5	Reporting on project progress status to be in two-fold. Interim report to be submitted: Final report to be submitted:	July 2014 October 2014
6	Final workshop on the project to be done.	November 2014
7	All countries were encouraged to make use of the available ICH Fund by applying for international assistance.	

Standard national ICH work-plan

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
National Progress reports				🟩					
ToT workshops		🟦	🟦	🟦	🟦	🟦			
National ICH Committees documents		⬜	⬜	⬜	⬜	⬜			
International assistance requests		⬜	⬜	⬜	⬜	⬜			
Nomination files		⬜	⬜	⬜	⬜	⬜			
ICH Policy and relative legislation		⬜	⬜	⬜	⬜	⬜			
Periodic reports (drafts)		⬜	⬜	⬜	⬜	⬜			
Final national reports							🟥		
Final workshop								🟨	

Note:		
	⬜	Activities not strictly bound by timing; they can/should be implemented throughout the project period
	🟦	The timing for the National ToT workshops will be agreed upon with each participating country separately

To facilitate implementation of the work-plans, each participating country will be allocated US$11,000 for the period up to December 2014.

13 Way Forward

- Each country should provide the name of contact person;

- The contact person and the people working with this person will be responsible for deciding when the workshops should take place and this will be done in liaison with the facilitators who will be sent by UNESCO to avoid overlap;

- It should be emphasized that these ToTs will be co-facilitated by the UNESCO trainers and the country coordinators;

- This will also be an opportunity for country coordinators to get exposed to issues of facilitation as they prepare themselves for bigger roles with UNESCO in future.

14 Recommendations

For countries to begin to fully benefit from this project some affirmative action towards implementation of the Convention and promotion of ICH is needed. To contribute towards such affirmative action the following recommendations are advanced.

Recommendation 1: *That the National Intangible Cultural Heritage Committee be established or reinforced.*

Given that the Flanders project has provided funding to support initial activities towards implementation of the 2003 Convention, it is recommended that the Ministry under which department of Culture falls, expedites the establishment of the National ICH Committee as a first priority. This committee will not only help to bring together key experts in ICH but also set priorities for the effective implementation of the 2003 Convention.

Recommendation 2: *That a national Training of Trainers workshop be conducted as soon as possible.*
Using the funds provided by the Flanders project, the National Commission for UNESCO and/or the indicated focal points in cooperation with the Ministry under which department of Culture falls organize and conduct a national Training of Trainers Workshop before October 2014. The ToT workshop should be conducted within the framework of the standard national work-plan developed from the Harare meeting.

Recommendation 3: That and ICH stakeholders should *influence the orientation of the national cultural policy to address issue pertaining to the UNESCO 2003 Convention.*
The National ICH committee should take advantage of this project to advocate for development of cultural policies that will facilitate the implementation of the 2003 Convention.

15 Conclusion

The UNESCO/Flanders project is well purposed initiative. However, its success will greatly depend on the level of commitment that each of the 7 members of the sub-region will put in. Highlighted key elements necessary for the ToT programme to be successful will require substantial resources to supplement outside project funding. The present initial funding of US$11,000 will help to trigger a reliable process to select the correct people to Train as trainers both at national and provincial levels. The meeting and the subsequent funding have accelerated the pace for the implementation of key aspects of the Convention compared to other member countries, was still behind. It is therefore an initiative to promote regional cooperation through an ICH platform that is aimed at not only to facilitation of communication but also cultivating an environment for collaborative projects to maximize benefits of each State Party and in particular the concerned communities as bearers of ICH.

With the continued support from UNESCO, FARO and the Flanders Government the seven beneficiary countries are in a position to attain the objectives of this project. FARO's Marc Jacob pledged his availability to assist the countries in preparing proposals for international assistance and in the preparation of nomination files. The pool of experts continues to grow and those that have been part of the implementation of the 2003 Convention are continually getting opportunities for further development, thus reinforcing continuity of the mandate to safeguard ICH.

Appendices

Contact Details of Meeting Participants and Facilitators

	Surname	Name	Organisation	Contact Number and Email Address
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AGENDA

DAY 1: Tuesday, 18 March 2014

08:30 – 09:00   Arrival and Registration

09:00 – 09:10   Introductions

09:10 – 10:00   Introduction of the EXB Project Objectives and Key activities (D. Dijakovic)

10:00 – 10:30   *Health Break*

10:30 – 12:30   National experiences/current situations/identification of challenges

                       Conducted in form of brainstorming and discussion (D. Dijakovic)

12:30 – 14:00   *Lunch*

14:00 – 15:15   How to plan and conduct National ToT Workshops (S. Chifunyise)

                       (Example of Waterberg workshop in Namibia)

15:15 – 15:30   *Health Break*

15:30 – 16:45   ToT continued – documentation aspect (L. Mazibuko)

END OF DAY 1

DAY 2: Wednesday, 19 March 2014

08:30 – 09:30	Strengthening policy, legal and institutional frameworks (M. Jacobs - FARO)

10:35 – 10:45	***Health Break***
10:45 – 12:30	Actions aimed at strengthening policy, legal and institutional frameworks and Periodic reporting (M. Jacobs – FARO)
12:30 – 14:00	***Lunch***
14:00 – 15:15	Actions aimed at strengthening policy, legal and institutional frameworks (M. Jacobs – FARO*)*
15:15 – 15:30	***Health Break***
15:30 – 16:45	Sub-regional cooperation – Possible mechanisms and modalities (S. Chifunyise)

END OF DAY 2

DAY 3: Thursday, 19 March 2014

08:30 – 10:00	Implementation aspects of the 2003 Convention

- International Assistance Requests (S. Chifunyise)
- Focus on Nominations (M. Jacobs - FARO)
- Safeguarding measures – focus on inventorying (M. Jacobs - FARO)

10:00 – 10:30	***Health Break***
10:30 – 12:30	Implementation aspects of the 2003 Convention - continued
12:30 – 14:00	***Lunch***
14:00 – 15:15	National workplans for the second phase of the project (L. Mazibuko)
15:15 – 15:30	***Health Break***
15:30 – 16:45	Conclusions and Way Forward (D. Dijakovic)

END OF WORKSHOP