

Agenda 4 Related Rules

Operational Rules of the Governing Board of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region

Chapter 1 General Provisions

Article 1 Objective

The purpose of these rules is to provide guidelines for the effective management of the Governing Board (hereinafter referred to as “the Board”) of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereinafter referred to as "the Centre") under the auspices of the United Nations Educational, Scientific and Cultural Organization (hereinafter referred to as "UNESCO") established under the Cultural Heritage Administration of the Republic of Korea (hereinafter referred to as "CHA") in accordance with Article 8 of the Agreement between the Government of Korea and UNESCO regarding the establishment, in the Republic of Korea, of an International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the Auspices of UNESCO (Category 2)(hereinafter referred to as "the Agreement")

Article 2 Scope of Application

The Board shall operate in accordance with these rules unless otherwise stated in specific rules of the Cultural Properties Protection Law in the Republic of Korea or the Agreement.

Article 3 Power

The Board shall review and approve matters determined by the Agreement, and Legislation as well as other important matters of the Centre's operation under the authority of the Board.

Chapter 2 Composition

Article 4 Composition

1. The Board shall consist of no fewer than seven and no more than fourteen members, including the Director of the Centre. Only

the Director of the Centre shall participate in the Board as a non-voting member.

2. The Board Members shall be composed of
 - (a) the Administrator of CHA or his/her appointed representative shall be the ex-officio Chairperson of the Governing Board
 - (b) one nominee of the Director-General of UNESCO
 - (c) two representatives of the Government of the Republic of Korea
 - 1) Director General of Heritage Promotion Bureau of CHA
 - 2) Director General of Cultural Affairs Bureau of Ministry of Foreign Affairs and Trade of the Republic of Korea
 - (d) up to five representatives of the Member States of UNESCO making a substantial contribution to the Centre
 - (e) up to two representatives of associated or cooperative organisations in the Republic of Korea
 - (f) up to two representatives of intergovernmental organisations or NGOs
 - (g) Director of the Centre

Article 5

Chairperson and Vice-Chairperson

1. The Chairperson of the Board (hereinafter referred to as “Chairperson”) shall be the Administrator of CHA or his/her appointed representative.
2. The Chairperson shall preside over the meetings and mediate disparities and discussions among Board Members.
3. The Vice-Chairperson shall be appointed by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson shall be the acting Chairperson.

Article 6

Term of Members

1. The term of office of the Members and Auditor shall be two years from the date of appointment. However, they may be reappointed once.
2. In the case where the Administrator of CHA is in office as a Member pursuant to Clause 2(b), 2(c) and 2(g) of Article 4, the term limits are not set on these positions.
3. The term of office of Members appointed through by-elections shall be the remaining term of office of their predecessors.
4. The officers whose term has expired may act as a proxy until their successors are appointed.

Article 7

Responsibility

Board Members shall faithfully carry out their duties to put forth their utmost efforts to safeguard the intangible cultural heritage of Member States in the Asia-Pacific region and to support the Centre's activities.

Chapter 3 Meetings

Article 8

Type

1. The Board shall consist of ordinary sessions and extraordinary ones.
2. The Chairperson shall convoke an ordinary session at least once every calendar year.
3. The Chairperson shall convoke an extraordinary session
 - (a) at the request of the Chairperson
 - (b) at the request of the Director-General of UNESCO
 - (c) at the request of two-thirds of the UNESCO Member States acknowledged by the process of Article 3 of the Agreement
 - (d) at the request of the majority of Board Members with the presentation of the purpose of meeting

Article 9

Person Authorised to Convene Meetings

All Meetings of the Board shall be convened by the Chairperson.

Article 10

Procedures for Convening Meetings

If the Chairperson wishes to convoke a session in accordance with Article 8, Clauses 2 and 3 of this Regulation, the Chairperson shall notify all Members of the Board and provide the meeting's purpose, date, time, and venue two weeks prior to the meeting's commencement. Exceptions shall be made only if the reason for the meeting is deemed urgent.

Article 11

Place

The Chairperson shall set the location of the Board Meeting unless the Board decides otherwise.

Article 12

Agenda

1. Matters that shall be approved by the Board are
 - (a) electing Board Members as well as the Auditor and the Executive Committee Members
 - (b) approving medium- and long-term programmes of the Centre
 - (c) approving an annual work plan and budget of the Centre

- (d) enacting and revising rules, and regulations
 - (e) determining the financial, administrative, and personal management procedures of the Centre
 - (f) deciding on the participation of regional inter-governmental and international organisations in the workings of the Centre
 - (g) conducting matters concerned with the implementation of important business of the Centre
2. To ensure the effective running of the Centre between sessions, the Governing Board may delegate power to a standing Executive Committee as deemed necessary.
 3. Matters that shall be reported to the Board and reviewed by the Board are
 - (a) annual reports submitted by the Director of the Centre
 - (b) closure of the Centre's accounts
 - (c) implementation of main activities of the Centre
 - (d) resolutions made by the Executive Committee
 - (e) other matters acknowledged as necessary to report to the Board

Article 13

Procedure for Discussing Agenda

1. The agenda shall be classified into matters for report, matters for resolution, and matters for consultation.
2. The Chairperson shall draft a provisional agenda of each session in consultation with the Centre and transmit it to the Board Members and the Auditor with notification of the session.
3. Any Member who wishes to submit agenda items shall send them to the Centre in written form seven days prior to the commencement of the session.
4. At the beginning of each session, the Board shall adopt an agenda for that session.
5. All summarised working documents of each session shall be submitted to the Board Members and the Auditor with a provisional agenda.

Article 14

Explanation of Agenda

The Director of the Centre, in principle, shall report and explain the agenda listed during any session of the Board. If needed, the Chairperson may invite a related person to any session of the Board and ask for an explanation and statements for the provided agenda item.

Article 15

Quorum

1. Unless otherwise provided in this Regulation, the attendance of a majority of the total Members with voting rights shall be necessary for opening the session and the concurrent vote of a majority of the Members present shall be necessary to pass a resolution of the Board.
2. For the dismissal of Members, more than two-thirds of the Members with voting rights must agree on it, and a revision of the Rules of Governing Board Management shall be resolved by the attendance of a majority of the Members with voting rights and the concurrent vote of two-thirds or more of the Members present.
3. The Chairperson has the right to input his/her decision in the case of tie vote.
4. Decisions of the Board may be taken by a show of hands or a secret vote, provided that the Board decides an open vote is to be taken regarding a particular issue and where a decision by vote is necessary.

Article 16

Proxy

1. Board Members with specific reasons may exercise their voting right through a proxy.
2. Appointment of a proxy shall be informed to the Centre in written form a minimum of three days before the commencement of the session.

Article 17

Limitation of Votes

Board Members shall not vote on matters specifically related to their own personal interests.

Article 18

Documentary Resolution

1. If the agenda is a minor matter or one of great urgency as indicated below, the Chairperson may make a Documentary Resolution.
 - (a) matters not included in the scope of Clause 1 of Article 12
 - (b) matters of deliberation and resolution that should not to be delayed until ordinary sessions
2. In the case of Clause 1, a Documentary Resolution shall enter into force with a majority of all Members with voting rights.
3. The quorum for a Documentary Resolution must be a majority of all Members with voting rights and the result will be addressed at the next Meeting of the Board

Article 19**Observers**

1. Representatives of UNESCO Member States in the Asia-Pacific region not presented as Board Members may participate in any session of the Board as Observers.
2. The Chairperson, if needed, may invite a related person to any session of the Board and ask for statements.

Article 20**Minutes**

1. The Centre shall record the proceedings and resolutions in the minutes with the confirmation of the Members present and with the Chairperson's seal affixed thereon, and the minutes shall be distributed to each of the Members and the Auditor, and they shall be stocked and managed by the Centre.
2. The minutes may be available to the general public if deemed necessary, provided that matters that were decided not to be available to the public are not publicised.

Article 21**Executive Committee**

1. To ensure the effective running of the Centre, an Executive Committee may be established under the Governing Board by a resolution of the Board, and the Committee shall review and resolve matters below.
 - (a) enacting and amending rules for the operation of the Secretariat of the Centre
 - (b) determining the financial, administrative, and personnel management procedures of the Centre
 - (c) deciding the participation of regional intergovernmental and international organisations in the activities of Centre
 - (d) recommending candidates for the Governing Board Members or Auditor
 - (e) setting up a special body, affiliated body, and advisory body for the operation of Secretariat
 - (f) drawing up revised supplementary budgets and reserved fund expenditures
2. Details concerning the operation of the Executive Committee shall be determined separately by resolutions of the Board.

Article 22**Auditor**

1. The Centre shall have one Auditor
2. The auditor shall perform any of the following duties.
 - (a) auditing matters concerning the financial status and business of the

Centre

(b) reporting any illegality or injustice found as the result of auditing to the Board

3. The Auditor may attend all sessions of the Board to state his/her opinions, without the right to vote.

Article 23

Secretariat

1. The Centre shall make the necessary arrangements for holding sessions and generally perform all other tasks that the Board and Executive Committee may require.
2. The section that takes charge of the affairs of the Board in the organisation of the Centre shall act as Secretariat for the Board and Committee.

Article 24

Provision of Actual Expenses

The Centre shall cover all expenses necessary for the service of Members and the Auditor, including conference allowances if the expenses are within the budget.

ADDENDA

Article 1

Entry into Force

These rules shall enter into force on 28 November 2011.

Article 2

Transitional Measures

All related matters conducted before the execution of these rules shall be deemed conducted under these rules.