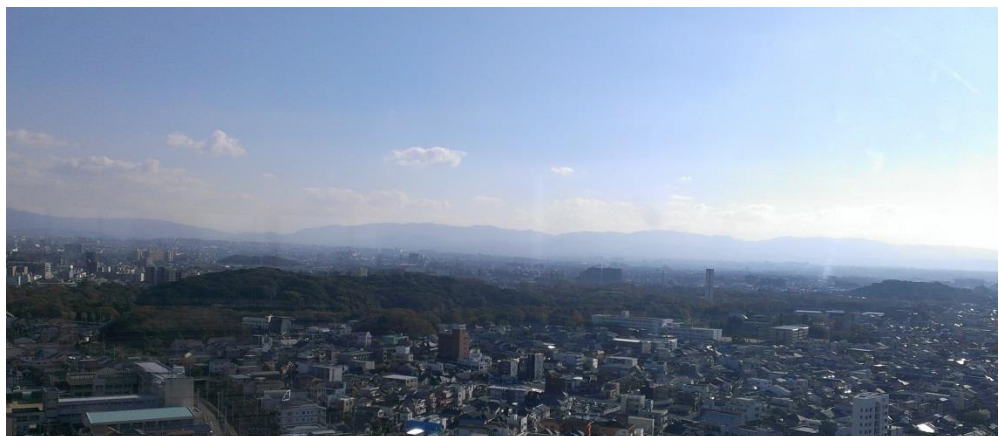


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**Review of the International Research Centre for Intangible
Cultural Heritage in the Asia Pacific Region (IRCI)**

Report to UNESCO (Final)

May 2015



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Review of the International Research Centre for Intangible Cultural Heritage in the Asia Pacific region (IRCI)

29th May 2015

Client: UNESCO

Primary Author: Dr Susan McIntyre-Tamwoy

Secondary Author: Ben Christensen

Cover photo: View of Sakai City, home of the IRCI (Mozu-Furuichi Kofungun tumulus mid left field).

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MANAGEMENT SOLUTIONS

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AUTHOR	Susan McIntyre-Tamwoy & Ben Christensen
CLIENT	UNESCO
PROJECT NAME	Review of the International Research Centre for Intangible Cultural Heritage in the Asia Pacific Region (IRCI)
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ARCHAEOLOGICAL & HERITAGE MANAGEMENT SOLUTIONS

ABN 45 088 058 388
ACN 088 058 388

www.ahms.com.au
info@ahms.com.au

SYDNEY
2/729 Elizabeth St
Waterloo NSW 2017
P 02 9555 4000
F 02 9555 7005

MELBOURNE
2/35 Hope St
Brunswick VIC 3056
P 03 9388 0622

PERTH
25/108 St Georges Tce
Perth WA 6000
P 08 9381 5206



CONTENTS

EXECUTIVE SUMMARY	1
1 INTRODUCTION.....	1
1.1 Background	1
1.2 The Brief for the Review.....	1
1.3 Project Team and Acknowledgements	3
1.4 Limitations	3
2 METHODOLOGY AND PROGRAMME.....	4
2.1 The Objectives and Functions of the Centre.....	4
2.2 Methodology of the Review.....	5
2.2.1 Desktop Review	6
2.2.1.1 Information Provided by UNESCO.....	6
2.2.1.2 Information provided by the IRCI	6
2.2.2 The Field Mission	7
2.2.3 The Electronic Survey	9
2.2.4 Follow up Skype and Phone Interviews	10
3 FINDINGS.....	10
3.1 Findings arising from the consultation with stakeholders	10
3.1.1 Summary	20
3.2 Response to the Questions outlined in the Review Brief.....	21
3.2.1 Effectiveness and conformity of IRCI activities.....	21
3.2.1.1 Finding.....	21
3.2.1.2 Discussion: The question of Conformity.....	21
3.2.2 The Centre's activities and UNESCO's strategic programme objectives	23
3.2.2.1 Finding.....	23
3.2.2.2 Discussion	23
3.2.3 The effectiveness of the Centre and its programmes	24
3.2.3.1 Finding.....	24
3.2.3.2 Discussion	25
3.2.4 Co-ordination and interaction with UNESCO	27
3.2.4.1 Finding.....	27
3.2.4.2 Discussion	27
3.2.5 Relations with IRCI Member States	28
3.2.5.1 Finding.....	28
3.2.5.2 Discussion	28
3.2.6 Organisational arrangement and governance.....	29
3.2.6.1 Finding.....	29
3.2.6.2 Discussion	30

3.2.7	Human and Financial resources	32
3.2.7.1	Findings	32
3.2.7.2	Discussion	33
3.2.8	Extra-Budgetary Resources	35
3.2.8.1	Findings	36
3.2.8.2	Discussion	36
4	RECOMMENDATIONS.....	37
4.1	Renewal of the IRCI's Status	37
4.2	Recommendations to the Centre for Improving its Operations	38
4.3	Recommendations to UNESCO.....	39
4.4	Specific recommendations for possible amendments to the Agreement, in the event it is to be renewed.	40
5	REFERENCES.....	41

FIGURES

Figure 1: The Field Mission Questions	8
Figure 2: The electronic survey questionnaire.....	9
Figure 3: Respondents by category	10
Figure 4: Response to Q2: How would you describe your experience working with the IRCI Japan? .	11
Figure 5: Response to Q3: How effective do you think the IRCI has been in promoting the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage and its implementation in the Asia-Pacific Region ?	12
Figure 6: Response to Q4: How effective has the IRCI Japan been in meeting its objective to enhance safeguarding of the intangible cultural heritage in the Asia-Pacific Region, while developing and mobilizing research as a tool for safeguarding the intangible cultural heritage in the sense of Article 2.3 of the 2003 Convention?	13
Figure 7: Response to Question 5 - How effective has the IRCI Japan been in achieving its third agreed objective of fostering, coordinating and developing scientific, technical and artistic studies, as well as research methodologies, in the sense of Article 13(c).....	14
Figure 8: Response to Q 7- Are you aware of any occasion where the centre has acted outside its agreed mandate?	16

ANNEXURES

Annexure 1: Scope of Works
Annexure 2: Mission Schedule
Annexure 3: Organisational Chart IRCI, Governing Board and Advisory Body
Annexure 4: Summary of IRCI Projects
Annexure 5: Approved FY2015-2016 projects
Annexure 6: Analysis of projects and outcomes against MLAs and strategic objectives
Annexure 7: Long term and mid-term Programme of the IRCI

LIST OF ABBREVIATIONS

	Definition
ACC	Agency for Cultural Affairs (Japan)
Agreement	The Agreement between UNESCO and the Government of Japan regarding the establishment in Japan, of an International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (Category 2).
Centre	See IRCI (both terms are used interchangeably in documents reviewed).
CRIHAP	International Training Centre for Intangible Cultural Heritage in the Asia Pacific Region
ICH	Intangible cultural heritage
ICHCAP	International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region
IRCI	International Research Centre for Intangible Cultural Heritage in the Asia Pacific Region
MEXT	Ministry of Education, Cultural, Sports Science and Technology (Japan)
MLA	Main Line of Action
NICH	National Institutes of Cultural Heritage (Japan)
NGO	Non-Governmental Organization
RBM	Results based management
UNESCO	United Nations Educational, Scientific and Cultural Organization

EXECUTIVE SUMMARY

This report details the findings and recommendations of an independent review into the performance and effectiveness of the UNESCO Category 2 Centre known as the International Research Centre for Intangible Cultural Heritage, Japan.

Each category 2 entity shall contribute to the achievement of UNESCO's strategic programme objectives and global priorities of the Organization, as well as sectoral or intersectoral programme priorities and themes, defined in the C/5 document¹.

Like all Category 2 Centres the IRCI, Japan is expected to contribute to the work of UNESCO and in the case of the IRCI this contribution is defined by its mandate to instigate and develop research into practices and methodologies of safeguarding endangered ICH in the region.

The report found that while there has been some progress on the part of the IRCI in achieving the agreed objectives and function as outlined in the Agreement between UNESCO and the government of Japan (signed on 30th August 2010), that this progress was less than one would expect in the life of such a Centre after 4 years of operation. This reduced progress is due to a number of factors some of which were outside the control of the centre and the State Party i.e the Japanese earthquake and Tsunami and the subsequent impacts of the economy and budgets. However, there are other matters that are clearly within the control of the State Party and IRCI Management and which despite concerns having been raised by UNESCO staff had not, at the time of the review, been resolved..

While the findings of the review identify some significant issues with the IRCI including matters of leadership, resourcing and governance; this review finds that the IRCI is carrying out functions generally consistent with the Agreement and that its work has benefited some of the Member States within the Asia Pacific Region. In particular researchers and practitioners reported that the IRCI filled an important niche- providing opportunities for researchers and practitioners to come together to discuss past and current research and to build future collaborations. At the same time they also urged the IRCI to expand this work and take immediate steps to establish the strong research network that should be a priority action for the centre.

The review therefore recommends the renewal of the IRCI's status as a category 2 centre subject to the adoption of the following key recommendations:

- Preferably contingent on the appointment of a full-time Director-General with a background in ICH and/or substantial experience working in a research environment at a senior level. Key performance measures should include demonstrable improvements in the visibility and credibility of the IRCI both domestically and in the region, the establishment of a robust research network, and sourcing of additional funding/partnership arrangements to promote ICH research projects through the Asia-Pacific region;

OR

- At the very least a part time Director- General with an increased weekly allocation of time, is supported by the appointment of additional long term senior research staff with demonstrable experience in ICH.

AND

¹ Paragraph B.2.1 'Integrated Comprehensive Strategy for Category 2 Centres under the Auspices of UNESCO' 2013.

- The Governing Board is improved to ensure it is effectively utilised and involved in the robust consideration of the centres program and resourcing by ensuring:
 - Board meetings are appropriately scheduled with time to discuss the agenda;
 - Meeting papers are circulated according to an agreed schedule that allows sufficient time for their review before meetings;
 - A practice of calling for Governing Board Member to declare real and / or perceived, conflicts of interest is adopted as standard practice at the commencement of each Governing Board Meetings. Such conflicts to be recorded in the minutes along with the decision on the appropriate action relating to that conflict (such as, for example, agreement to exclude from discussion and or voting on a related agenda item).
 - Consideration is given to filling the remaining position on the Board using criteria that look at gender, regional coverage and ICH expertise.
- The Advisory Body
 - is appropriately populated with a range of ICH experts from the Asia Pacific Region; and this is done in such a way as to establish gender, member state and discipline diversity (essential to comprehensively understand and research ICH);
 - is well briefed on their mandate at the time of appointment. Their role clearly defined as assisting Centre researchers by providing advice on specific technical ICH matters relating to projects rather than a role in managing the centre or commenting on general governance or day to day management issues.
 - is utilised to provide technical ICH expertise to the IRCI and provide specialist advice via the use of electronic meetings formally incorporated into the annual meeting cycles of the IRCI and the Governing Board.
 - communicates with the Governing Board, should this is required, via the Board member appointed from time to time as the Advisory Body liaison.
- The NICH develops a comprehensive strategy and timeframe for implementation, to ensure the appropriate facilities for housing the IRCI. Ideally this would involve moving the IRCI to a location where it is hosted as an independent centre by a university or other research institution.
- Progress on the implementation of the recommendations in this report (including 4.1-4.3) and the work of the IRCI is reviewed after 2 years

A number of recommendations are also made to the centre with a view to improving its operations and to UNESCO see sections 4.2- 4.4. The recommendations take into account the strong support from stakeholders and the recent achievements of the centre which includes the recent completion of several projects and the publication of the results (see Reference List). However, the review noted a number of areas of the IRCIs operation that require improvement and the recommendations target these.

1 INTRODUCTION

1.1 Background

This report summarises the findings of a review into the Category 2 International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region (IRCI), based in Sakai City, Osaka Japan. The establishment of the Centre was approved at the 35th session of the General Conference, in its 35 C/Resolution 52. The Agreement between UNESCO and the Government of Japan was signed on 30th August 2010 and came into effect for a period of 5 years. The agreement may be renewed by the Director-General, with the approval of the Executive Board, in the light of a review of the activities of the institute/centre and of its contribution to the strategic programme objectives of UNESCO and the Integrated Comprehensive Strategy for category 2 institutes and centres.

AHMS Pty Ltd was commissioned in October 2014 by UNESCO, to carry out an independent review of the IRCI.

Category 2 institutes and centres are intended to contribute to the achievement of UNESCO's strategic programme objectives and sectoral or inter-sectoral programme priorities and themes and to the attainment of programme results at the Main Lines of Action (MLA) level of the UNESCO programme and budget (C/5), whether through individual action, joint action with other Category 2 institutes and centres or through joint implementation with the Secretariat. Category 2 institutes and centres can also play a considerable role in helping UNESCO achieve programme objectives for which sectoral expertise or resources are not sufficient.

The Category 2 International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region (IRCI) is one of three such centres for Intangible Cultural Heritage in the region. Each of the Centres is differentiated by area of responsibility as follows:

- The Centre which is the subject of this review is based in Japan and known as the "International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region (IRCI)". Its objectives and functions are outlined in section 2.1.. It is responsible for the instigation and development of research into practices and methodologies of safeguarding endangered ICH in the region.
- The Centre based in The People's Republic of China, known as the 'International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region (CRIHAP)', is responsible for the development and delivery of training on the safeguarding of ICH in the Asia-Pacific Region.
- The Centre based in the Republic of Korea, known as the 'International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (ICHCAP)', is broadly responsible for the identification and dissemination of information relating to ICH within the Asia-Pacific Region.

Each of the Centres has a role in assisting other member states in the region in matters related to their core functions and objectives.

1.2 The Brief for the Review

A copy of the complete terms of reference is provided as Annexure 1 "Scope of Works". The main objectives of this review are to assess the Centre's performance with respect to its objectives and functions, as specified in the agreement between UNESCO and the Government of Japan, and its contribution to UNESCO's strategic programme objectives and sectoral or inter-sectoral programme

priorities and themes. The findings of this review will inform the Sector Review Committee's recommendation to the Director-General as to whether the Agreement should be renewed.

The results of this review will be shared with the Government of Japan and the Centre, and included in the report to the Executive Board on the execution of the Programme, as specified in the Integrated Comprehensive Strategy. They will also be made available on the website of the Intangible Cultural Heritage Section, UNESCO.

In order to meet the purpose of the review, the brief specified consideration of the following parameters:

- a) Whether the activities effectively pursued by the Centre are in conformity with its functions as set out in the Agreement signed between UNESCO and the Government of Japan;
- b) The relevance of the Centre's programmes and activities to achieving UNESCO's strategic programme objectives and sectoral or inter-sectoral programme priorities and themes, as defined in the Organization's Medium-Term Strategy (C/4), and to attaining programme results at the Main Lines of Action (MLA) level, as defined in the Organization's Approved Programme and Budget (C/5);
- c) The effectiveness of the Centre's programmes and activities to achieving its stated objectives, as defined in the Agreement;
- d) The quality of coordination and interaction with UNESCO, both at Headquarters and in the field, with regard to planning and implementation of programmes, as well as with other thematically-related category 2 institutes/centres, with regard to planning and implementation of programmes;
- e) The quality of relations with IRCI Member States, including its focal points, government agencies and UNESCO National Commissions, and with public/private partners and donors;
- f) The nature and quality of organizational arrangements, including management, governance and accountability mechanisms;
- g) The human and financial resource base and the quality of mechanisms and capacities, as well as context-specific opportunities and risks for ensuring sustainable institutional capacity and viability;
- h) The process of mobilizing extra-budgetary resources and to what extent such extra-budgetary funding is aligned to the strategic programme objectives of UNESCO.

In addition to the findings on each topic, the brief required four types of recommendations:

1. a general recommendation as to whether renewal of the Centre's status as a category 2 centre is warranted and would conform to the Integrated Comprehensive Strategy;
2. specific recommendations to the Centre for improving the effectiveness of its operations;
3. specific recommendations to UNESCO for improving the effectiveness of its coordination and interaction with the Centre;
4. specific recommendations for possible amendments to the Agreement, in the event it is to be renewed.

1.3 Project Team and Acknowledgements

The project team is outlined in Table 1.

In addition to the assistance and information provided directly by the client, the review team would like to express our appreciation of the generosity and openness of the Centre staff including Mr Arata and Ms Ohnuki as well as the courtesy of all the other Japanese representatives from the Governing Board, Advisory Body and relevant government authorities that met with Dr McIntyre-Tamwoy. We are cognizant of the extra work that such a review generates and hope that the findings as outlined in this review will help build a stronger and more effective centre.

Mr Tim Curtis of the Bangkok office of UNESCO also generously took the time out of his busy schedule to share his insights. We also appreciate those external stakeholders, partners and beneficiaries that made the effort to complete the questionnaires and participate in follow up skype discussions. Mr Frank Proschan's comments on an earlier draft were appreciated.

We also acknowledge the individuals who included representatives of member states, research participants and UNESCO field staff who assisted by providing their time to assist the review through the survey and follow-up interviews.

Table 1: Details of project responsibilities.

Client	UNESCO Contact Person: Mr Giovanni Scepi Programme Implementation Unit, Intangible Cultural Heritage Section, Division for Creativity, Culture Sector Tel.: +33 (0) 1 45 68 41 13 E: g.scepi@unesco.org
Property Owner	IRCI Japan Contact Person: Mr Akio Arata, Director General Sakai City Museum, 2 Mozusekiun-cho, Sakai-ku, Sakai City, Osaka Tel:+81(72) 2758050 E:akio.arata52@gf7.so-net.ne.jp
Heritage Assessors	AHMS Contact Person: Dr Susan McIntyre-Tamwoy, Associate Director Level 2, 729 Elizabeth St, Waterloo, 2017 T. +61 (0)2 9555 4000 E: smcintyre-tamwoy@ahms.com.au

1.4 Limitations

This report is based on:

- a brief but intense four-day field mission to Japan to meet with IRCI staff, governing board members and relevant government authorities;
- discussion with UNESCO staff;
- a review of the documents referred to section 2.2.1;
- a survey and interviews with stakeholders including representatives of member states, UNESCO field officers and professionals who have been involved in the IRCI activities.

During the mission some of the interviews and discussions relied on assistance from translators. In general to minimise bias and to ensure confidentiality for the interviewees, translators independent of the IRCI staff were used.

The electronic survey of stakeholders was limited to those people for whom contact emails could be supplied by UNESCO and the IRCI.

The methodology employed for the review generated a large amount of information comprising a broad range of verbal, survey and interview inputs from individuals within UNESCO, within the IRCI, the Advisory Body, and some members of the Governing Board, individual research partners and/or participants and representatives of Member States. This was in addition to the more formal official documents and reports, while every attempt has been made to appropriately include this information while maintaining the anonymity of the participant we note that not every view point or comment can be cross checked for accuracy. Nevertheless the high level of consistency in the range of views that emerged suggests that this is valuable input.

2 METHODOLOGY AND PROGRAMME

The methodology was designed as a rapid response review which employed several strands of enquiry simultaneously to gather insights into the function of the Centre and its effectiveness in achieving its agreed objectives and functions. In the sections below we outline the functions and objectives of the Centre and the methodology employed in this review.

2.1 The Objectives and Functions of the Centre

The objectives of the Centre are:

- a) to promote the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage and its implementation in the Asia-Pacific Region;
- b) to enhance safeguarding of the intangible cultural heritage in the Asia-Pacific Region, while developing and mobilizing research as a tool for safeguarding the intangible cultural heritage in the sense of Article 2.3 of the 2003 Convention; and
- c) to foster, coordinate and develop scientific, technical and artistic studies, as well as research methodologies, in the sense of Article 13(c) of the 2003 Convention, in the Asia-Pacific Region.

The agreed functions of the Centre are:

- a) to instigate and coordinate research into practices and methodologies of safeguarding endangered intangible cultural heritage elements present in the Asia-Pacific Region, while cooperating with universities, research institutions, community representatives and other governmental and non-governmental organizations in Japan and elsewhere in the Region;
- b) to assist, in terms of research, countries in the Asia-Pacific Region in implementing such measures as referred to in Articles 11, 12, 13 and 14 of the 2003 Convention, while paying special attention to developing countries;
- c) to organize workshops and seminars focusing on the role of research as a useful component for safeguarding the intangible cultural heritage and related practices and methodologies, involving experts, community representatives and administrators from the Asia-Pacific Region;

- d) to encourage and assist young researchers in the Asia-Pacific Region engaging in research activities related to safeguarding the intangible cultural heritage;
- e) to cooperate with other category 2 centres and institutions active in the domain of safeguarding the intangible cultural heritage, in the Asia-Pacific Region and beyond; and
- f) to initiate cooperation among all other interested institutions active in the domain of safeguarding the intangible cultural heritage, while furthering technical assistance vis-à-vis developing countries, in the Asia-Pacific Region.

We note that an additional domestic function of the IRCI is acknowledged by them in the Long-term and Mid-term Programme of the International Research Centre for Intangible Cultural Heritage in the Asia Pacific Region (IRCI). The medium term programme FY2013-2015 (see Annexure 7) includes reference to activities relating to Sakai city as follows:

Main Line of Action II (3) (ii):

'Within the framework of the Centre's mandate, contribute to the following projects carried out in Sakai by Sakai City mainly aimed at its citizens;

- (a) *Project led by Sakai City Museum to promote intangible cultural heritage elements inscribed in UNESCO's lists for its citizen*
- (b) *Local-citizen-led international cultural exchange project*
- (c) *Project to promote international cultural understanding among the youth for its citizens'*

Main Line of Action III (3):

'Within the framework of the Centre's mandate, contribute to the following projects carried out by Sakai City for its citizens.

- (1) *Project for dissemination of information concerning intangible cultural heritage carried out in cooperation with relevant research institutes and universities*
- (2) *Project to promote intangible cultural heritage elements inscribed in UNESCO's lists*
- (3) *Model project carried out at schools or other educational setting to enhance understanding on intangible cultural heritage'*

(see Annexure 8).

2.2 Methodology of the Review

The review of the Centre included:

- An inception meeting with the staff of the Programme Implementation Unit, Intangible Cultural Heritage Section, UNESCO, Paris
- A desktop study of relevant documents provided by the Centre and UNESCO;
- A pre- field mission skype meeting with Tim Curtis, UNESCO.
- A field mission, consisting of a visit to the Centre, and including interviews with the Centre's management, staff and relevant government representatives (Mission Schedule Annexure 2);
- An online survey of stakeholders, collaborators, and beneficiaries;

- Follow-up interviews (via skype and telephone) with the Centre's stakeholders, collaborators, and beneficiaries as well as UNESCO staff concerned;
- Preparation of the review report.

2.2.1 Desktop Review

The desktop review component took place over the life of the project as information was made available. While most of the documentation was provided prior to the mission several of the project reports were not available till after the field mission.

2.2.1.1 Information Provided by UNESCO

UNESCO made the following key documents available and additional publicly available documents were accessed:

- The Executive Board and General Conference documents concerning the establishment of the Centre;
- The existing Agreement between the Government of Japan and UNESCO concerning the establishment of the Centre, together with its amendment;
- The Medium-term Strategy 2008-2013 (34 C/4), Medium-term Strategy 2014-2021 (37 C/4), Approved programme and budget 2010-2011 (35 C/5), Approved programme and budget 2012-2013 (36 C/5) and Approved programme and budget 2014-2015 (37 C/5);
- UNESCO 2013b. '37 C Integrated Comprehensive Strategy for Category 2 Institutes and Centres under the auspices of UNESCO'- http://www.unesco.org/culture/ich/doc/src/37-C-Resolution_93_EN.pdf 37 C/Resolution 93 (November 2013)
- UNESCO 2013c '37 c/18 Revision of the Integrated Comprehensive Strategy for Category 2 Institutes and Centres under the auspices of UNESCO' Item 5.4 of the provisional agenda General Conference 37th Session. <http://unesdoc.unesco.org/images/0022/002217/221715e.pdf>
- Relevant correspondence concerning the cooperation between UNESCO and the Centre
- Contact details for Members States Permanent Delegations, National Missions for UNESCO and relevant UNESCO field officers.

2.2.1.2 Information provided by the IRCI

The IRCI provided the following document and other publicly available documents were also accessed in the course of the review:

- Annual progress reports;
- Recent financial reports;
- IRCI 2013 Long and Medium Term Programme 2013-2021
- List of staff and organisational chart;
- List of key publications and a hard copy and/or electronic copy of each of them;
- List of project partners;
- Minutes, decisions and working documents of the Governing Board and Executive Committee meetings;
- Report of support provided to or received from Member States;

- Available audit and evaluation reports;
- Account of networking achievements linked with other thematically related category 2 institutes/centres and UNESCO's programmes;
- Project publications and reports.

2.2.2 The Field Mission

Prior to embarking on the mission, and following a review of all available documentary material (as detailed above), some broad questions were identified around which to structure the interviews during the field mission. These include a range of both open and closed questions shown in Figure 1 below. These questions were intended to be indicative only. As the roles and accountability of the individuals interviewed varied, the questions were adapted as needed.

These questions were investigated via direct meetings with Centre staff, Governing Board members and some members of the Advisory Body during a mission to the IRCI in December 2014. The mission interview schedule is attached as Annexure 2.

2.2.3 Review of Draft Report

The IRCI, the relevant Japanese authorities and UNESCO each had an opportunity to comment on a draft version of this report and their comments have been considered and where appropriate incorporated into this final report.

Category	Question
General	Can you provide background as to your involvement in, or responsibility for, the IRCI?
	Are there any obstacles to achieving the objectives and functions of the IRCI that you can speak about?
	Can you supply me with more detailed accounts of the projects undertaken and their outcomes?
Scope of Research	How much of the work of the Centre would you categorise as research?
	Who does the research?
	What are the research outputs? And how useful are they?
	How are the research outcomes disseminated?
The role of the IRCI?	In your experience / to your knowledge has the IRCI ever stepped outside their agreed upon role? If so how? ...Why?
	Does the IRCI have a commitment to specialist ICH research? What is the IRCI's understanding of "research"?
Funding and Governance	Does funding come tied to government interests? Is this a conflict of interest, seeing as the IRCI is mandated to be independent and concerned with assisting the region?
	All of your board members (with the exception of the representatives from UNESCO and the Category 2 Centres in the Republic of Korea and China) are from Japan. How are the interests of external stakeholders and member states represented in the board or in the Centre's structure?
	Is there a consultation committee?
	Is the Advisory Body functional? Does it meet or if not how is it used?
	We have noted that some of the communication between the IRCI management and UNESCO has been strained. Can you shed some light on why this is so?
	In your opinion do you think the structure of the Centre could be changed to better deliver UNESCO objectives? Please expand on your answer.
Neutrality	How do countries become part of the network and how are these connections maintained?
	How can developing countries in the region seek assistance to participate in research?
	Are there any barriers that prevent poorer regional countries from being involved?
	How do you intend to increase the impact of the Centre's research in the region, especially in regards to developing nations in the region?
Relationships with UNESCO, member states and co-operative parties	What exactly do the Co-operative Institutes and Researchers do? How do each of these contributing to the goals of the IRCI?
	In your experience does the IRCI enjoy open and close communication with UNESCO? Please expand on your answer.
Barriers to achieving functions and objectives	What, in your opinion, are the barriers to the IRCI achieving the mandated functions and objectives? Domestically and more broadly in the region. What do you think the solutions are?
	Are there any competing objectives or functions that drive the IRCI's performance, that compete with the UNESCO objectives for the Centre?
	Is the lack of expert ICH researchers (with research track record) within the IRCI an issue, as has been suggested? How does the IRCI look to mitigate this issue in the near future?
	How is the IRCI progressing toward reaching the 2014 project benchmarks?
	Is there anything you would like to add?

Figure 1: The Field Mission Questions

2.2.4 The Electronic Survey

An electronic survey was prepared and circulated (using Survey Monkey) to stakeholders, participants in IRCI projects and researchers from member states. The raw results of the survey have not been included to maintain the anonymity of the respondents. The survey was initially conducted from November to December via email to stakeholders whose contact details had been provided by UNESCO and the IRCI. Twenty surveys were distributed during this initial phase and 10 responses were received. UNESCO subsequently asked for the survey to be more broadly distributed. At this time the survey was distributed to a further 191 people via email with a link to the electronic survey. The distribution included contacts for all the National Commissions for UNESCO for all the member states in the region, contacts for the permanent delegations for each member state, and the relevant UNESCO regional officers. Mr Arata also provided a further 10 contacts for Member States. Six of these had been included in previous mail outs and so only 4 new invitations to participate were distributed. In total 215 invitations to participate were distributed. The survey stayed open till the 13th March 2015. Despite the wide distribution and reminders that were sent only 10 additional survey responses were received via Survey Monkey. Two respondents provided direct email responses focussing on their opinions and involvement with the centre. These could not be included in the graphical analysis as this is generated through the programme but have been incorporated into the following discussion where appropriate as Respondent #21 and #22). Other email responses were received that essentially recorded the respondent's acknowledgement of the correspondence but declining to complete the survey. A range of reasons were provided including a lack of interest in or responsibility for ICH and /or changed employment circumstances that meant they were no longer a relevant contact for the issue. A number of email addresses bounced or returned a 'mailbox full' message.

1. Please describe your involvement with the IRCI Japan.
2. How would you describe your experience working with the IRCI Japan?
3. How effective do you think the IRCI has been in promoting the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage and its implementation in the Asia-Pacific Region?
4. How effective has the IRCI Japan been in meeting its objective to enhance safeguarding of the intangible cultural heritage in the Asia-Pacific Region, while developing and mobilizing research as a tool for safeguarding the intangible cultural heritage in the sense of Article 2.3 of the 2003 Convention?
5. How effective has the IRCI Japan been in achieving its third agreed objective of fostering, coordinating and developing scientific, technical and artistic studies, as well as research methodologies, in the sense of Article 13(c) of the 2003 Convention, in the Asia-Pacific Region ?
6. How do you think the IRCI Japan could improve its interaction with stakeholders from Member States?
7. Are you aware of any occasion where the centre has acted outside its agreed mandate?
8. If you answer to question 7 was yes then please provide details?
9. Do you have any criticisms of the IRCI and its interaction with you? If yes please provide details.
10. Are you available for a further short phone or skype interview? If so please provide skype name and contact details.

Figure 2: The electronic survey questionnaire.

2.2.5 Follow up Skype and Phone Interviews

The final step in data gathering prior to writing the report involved follow up phone calls and /or skype interviews with a range of stakeholders including: representatives of member states in the region that had worked with the IRCI on various projects, UNESCO field staff and representatives of National Commissions that had indicated during the survey that they were prepared to be interviewed. Fourteen respondents indicated a willingness to be interviewed. Of these, eleven were interviewed and three were unavailable.

Category of respondent	Surveys distributed	Email bounces ²	Responses received	Respondents interviewed
UNESCO field officers	29		4 (+2 via email)	3
Permanent Delegation	49		None that so identified	Nil
National Commission	108		5 (+3 via email comment) ³	2
Researcher/ participant beneficiary	29		10 (+1 via email comment)	6
Totals	215	13	25	11

Figure 3: Respondents by category

3 FINDINGS

3.1 Findings arising from the consultation with stakeholders

Despite only 12% of survey invitations being taken up, the process of surveys and interviews yielded a large amount of information and revealed a variety of opinions and experiences. It was clear from the responses that those people that had replied were people who felt strongly about the activities of the Centre. Overall there was a high degree of support and approval of the IRCI from those practitioners, researchers and member states that interacted with the IRCI as reported through both the survey and follow up interviews (see Questions 2 and 3). During one interview a researcher emphasised the important role that the Centre performed in bringing together researchers and practitioners working in the field of ICH in the region:

"The researcher's forums in particular provided both an opportunity for researchers to come together to discuss their work and generated new ideas. This creative space for researchers and practitioners to come together to discuss research directions priorities and needs relating to ICH did not exist elsewhere and this is an important niche filled by the IRCI." (Respondent #10)

It was pointed out that to be effective, researchers needed freedom to speak without censorship and a venue or opportunity to meet and collaborate. The support of UNESCO in allowing this creative scholarly space was noted and referred to as "essential to the success of the Centre in generating and promoting research".

However while most respondents found the *"IRCI excellent to work with and the outcomes of collaboration valuable"*; almost half of these also commented that they had not had regular contact

² This included out of office replies, email accounts full and emails that no longer functioned.

³ The National Commission of both Australia and New Zealand responded that as those countries were not signatories to the convention the survey was not relevant to them.

with the Centre since the initial original collaboration indicating that establishment of a robust network of engaged researchers and beneficiaries remains a challenge to be addressed by the Centre.

While the response to specific questions about the Centre's role in promoting the 2003 Convention and in pursuing its objectives was generally very positive; some of the comments made by individual respondents indicated that they were not familiar with the details of the Centre's mandate and its focus on research. If the mandate is to remain unchanged then the Centre will need to clarify and address the public understanding of its role in order to effectively manage expectations of stakeholders including member states.

One of the things that emerged from consultation with stakeholders, member states and UNESCO staff is the current strained relationship between the Centre and UNESCO. The IRCI has had a slow start and is only now gathering some momentum. It is evident that it still has a long way to go and while some aspects of concern to UNESCO have been addressed, others are still causing frustration. The relationship between the IRCI and UNESCO needs to be addressed by both parties as a priority if the IRCI is to succeed.

In the sections below, the results of the survey are discussed briefly.

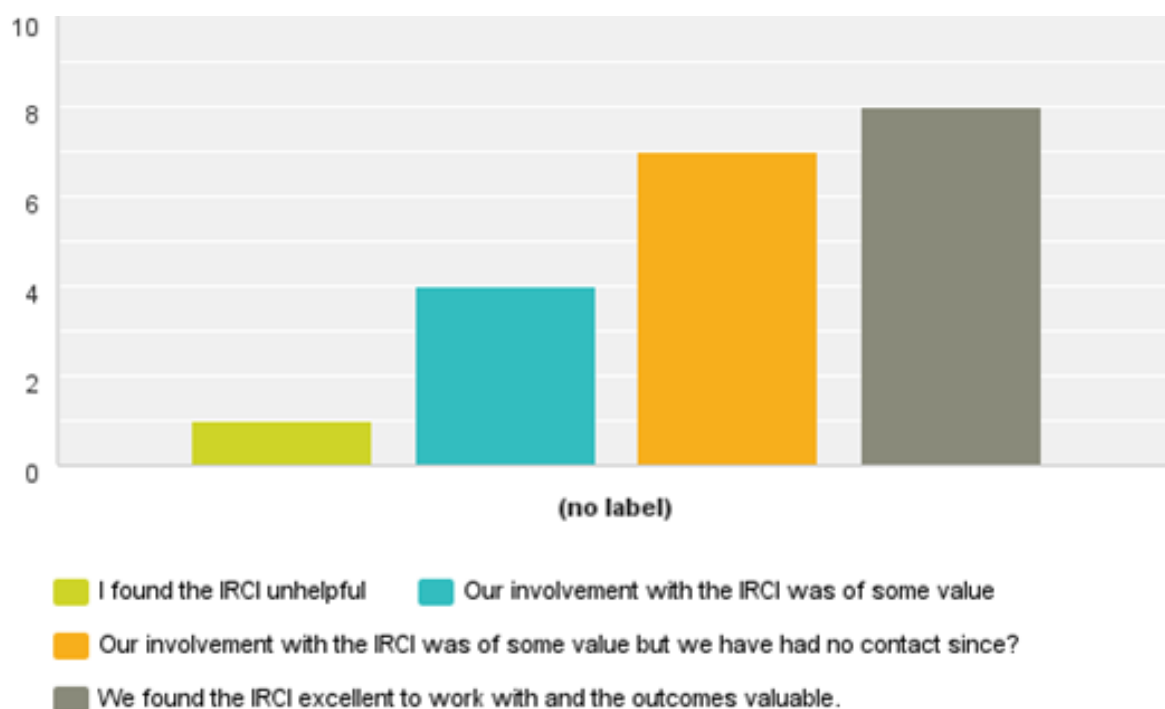


Figure 4: Response to Q2: How would you describe your experience working with the IRCI Japan?

Overall responses to Question 2 indicated that generally the respondents felt their experience with the IRCI was a positive one. This pattern was again reflected in the responses to Question 3 where respondents were asked about the perceived 'effectiveness' of the Centre in the broad aim of promoting the Convention and its implementation in the Asia Pacific Region. The majority of respondents felt the Centre was 'somewhat effective' indicating that the Centre could improve its role as an effective voice for ICH in the region.

The one response that the IRCI was not effective at all was received from a respondent/ Member State in the Pacific. In total three responses were received from the Pacific, the other two responding that the Centre had been "somewhat effective". This may indicate that the IRCI has not yet

sufficiently focused on the Pacific Member States and needs to build stronger links. Certainly this view was again presented in responses to Question 6 which focussed on areas for improvement. This is consistent with discussions held during the review mission with Centre staff who acknowledged that they have not yet focussed attention on the Pacific; however they have recently appointed a representative from the Pacific to the Advisory Body as a first step towards addressing this. Similarly, participants indicated that while there was an interest amongst Central Asian member states in Intangible cultural heritage research there had been no engagement with them by the IRCI.

Answer Choices	Responses	
Not at all effective	5.56%	1
Somewhat effective	61.11%	11
Very effective	33.33%	6
Total		18

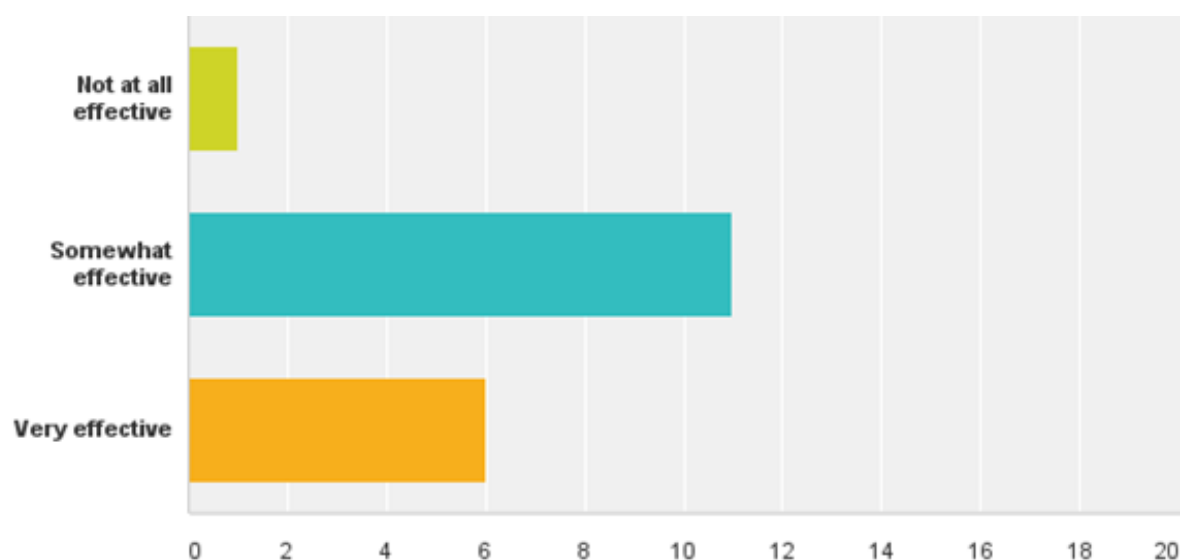


Figure 5: Response to Q3: How effective do you think the IRCI has been in promoting the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage and its implementation in the Asia-Pacific Region ?

Answer Choices	Responses
Not effective at all	10.53% 2
Somewhat effective	52.63% 10
Very effective	36.84% 7
Total	19

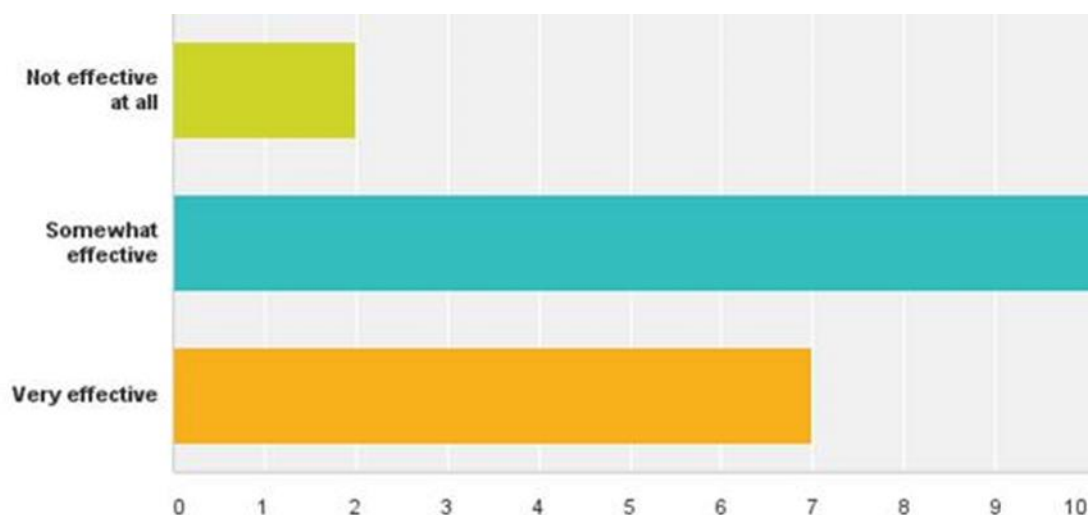


Figure 6: Response to Q4: How effective has the IRCI Japan been in meeting its objective to enhance safeguarding of the intangible cultural heritage in the Asia-Pacific Region, while developing and mobilizing research as a tool for safeguarding the intangible cultural heritage in the sense of Article 2.3 of the 2003 Convention?

In a similar vein Question 4 focussed on the effectiveness of the Centre in developing and mobilizing research as tool for safeguarding ICH. The majority of respondents answered that the Centre was either “effective” or “somewhat effective” while only 2 respondents said “not effective at all” and one respondent did not answer this question indicating they either did not know and /or did not have an opinion.

A key issue in how respondents viewed performance in this area relates to their understanding of what constitutes “research as a tool for safeguarding the intangible cultural heritage”. Most interviewed indicated that they adopted a broad definition of ‘research’ in this context including applied research into methods and practices relating to ICH as well as more theoretical discussions.

Of the two that responded that the Centre was not at all effective: one had not seen or been involved in any of the Centres projects and suggested that newsletters and other media should be used to disseminate or publicise the availability of research outcomes. The other respondent expressed strongly their opinion that much of the work of the Centre did not qualify as “research” and /or research into safeguarding”. The interview process was used as an attempt to tease out opinions about the research activities of the Centre. When interviewed most respondents felt that a range of both practical and theoretical research was required. Member States tended to want practical outcomes and research that focused on the documentation of practice and which also included

opportunities for skills transfer and capacity building of staff and local people to empower them carry out such applied research themselves. The skills transfer (or training) aspect, may contribute to concerns on the part of UNESCO about the Centre's mandate as revealed in Question 7.

Answer Choices	Responses
Not at all effective	10.00% 2
Somewhat effective	55.00% 11
Very effective	35.00% 7
Total	20

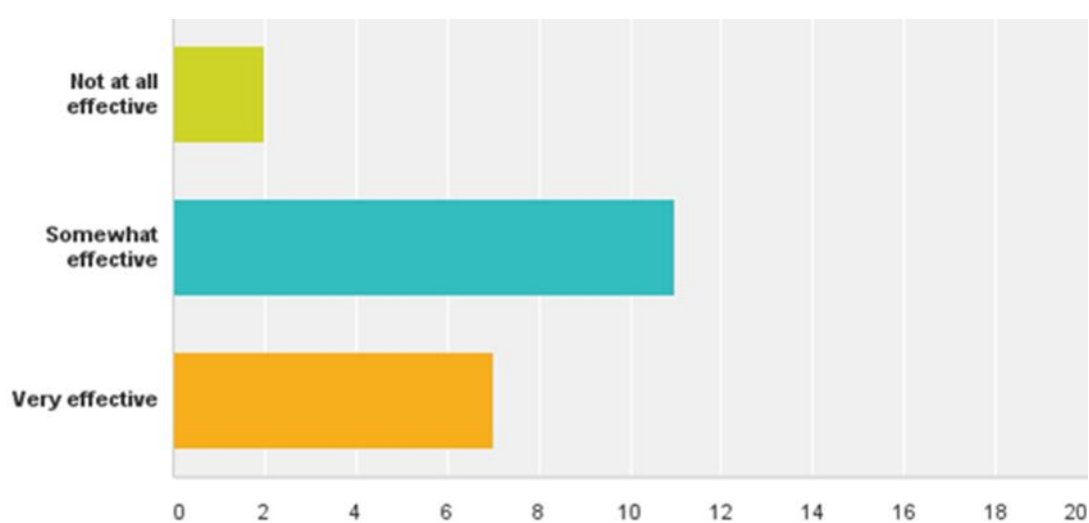


Figure 7: Response to Question 5 - How effective has the IRCI Japan been in achieving its third agreed objective of fostering, coordinating and developing scientific, technical and artistic studies, as well as research methodologies, in the sense of Article 13(c)

Question 5 focussed on the third agreed objective of the Centre i.e. *to foster, coordinate and develop scientific, technical and artistic studies, as well as research methodologies, in the sense of Article 13(c) of the 2003 Convention, in the Asia-Pacific Region*. The results were very similar to those received in Question 4 with the same two respondents assessing the Centre as “not at all effective”, and one respondent down grading their assessment from “very effective” in the preceding question to “somewhat effective” here.

The impression that the Centre is working with good intent but not necessarily as effectively as possible was also expressed by various interviewees, some of whom related this to the urgent need for the Centre to develop a strong research network in the region.

Question 6 sought specific advice from the respondents as to how the IRCI Japan could improve its interaction with member states. Eighteen of the respondents provided suggestions. These included some initiatives that do not fit within the current mandate of the Centre but the range of suggestions made serve to illustrate the diversity of expectations that the Centre has to manage. Some of the services that respondents thought the Centre should be doing which clearly **do not** fall within their mandate included:

- Promotion of ICH through finding places to sell [traditional] products
- Training workshops
- Sending experts [to Asia Pacific countries] to help safeguard ICH
- Take over as organizer of the ICH project exhibition -distribute invitations to member states

These responses demonstrate the need for the IRCI to continue to find ways to articulate their mandate and nature of the collaborations and assistance that they can provide so as to manage expectations of member states.

However, most of the suggestions proffered were constructive and relevant to the Centre's mandate and many of them are consistent with the reviews findings. The responses are grouped below into structural/resourcing suggestions and activities. Two respondents expressed the opinion that, while in an ideal world additional projects and initiatives could be undertaken, the IRCI was working at full capacity given its mandate and its budgetary constraints.

Operating as a research hub/ network connecting researchers and promoting the role of research

- Remaining open to contacts and dialogue with researchers and experts from all around the world;
- Adopt a pro-active approach in identifying research institutes and researchers within Member States;
- Do more networking activities with researchers in member states including:
 - Hosting regional workshops located in Member States
 - Co-ordinate sessions at regional conferences;
- Communication with researchers at National and regional Universities in the Pacific;
- More consultation and interaction to build a better network of researchers and relevant institutions;
- More research opportunities for Pacific researchers;
- Actively involve UNESCO Field Offices in initiating new programmes.

Better dissemination of information and communication with member states

- Clear work programme agreed and transparent;
- Use social media for short pictorial updates;
- Broaden contact with member States through use of Newsletters and other media;
- Improve communication with Pacific Member states through better co-ordination with UNESCO office in Apia;

- Reach out to Member States and UNESCO Asia Pacific field officers by promoting the Centre's publications and ICH related information.

Internal organisation, structural improvements and governance

- Preparation of mid- term Strategy and goals [for Pacific interaction];
- Less control by UNESCO;
- More focus on work with field officers outside the Bangkok office who are keen to help;
- Need to engage expert [expertise in ICH] staff in the Centre including knowledgeable [in ICH] director/management;
- Once hired- focus on retaining staff- current high turnover makes regular and sustained communication and planning difficult;
- More appropriate, less [academically and politically] isolated location for the Centre in Osaka or Tokyo;
- Clear and transparent programme;
- Adequate funding.

Answer Choices	Responses	
Yes	5.26%	1
No	57.89%	11
Not Sure	36.84%	7
Total		19

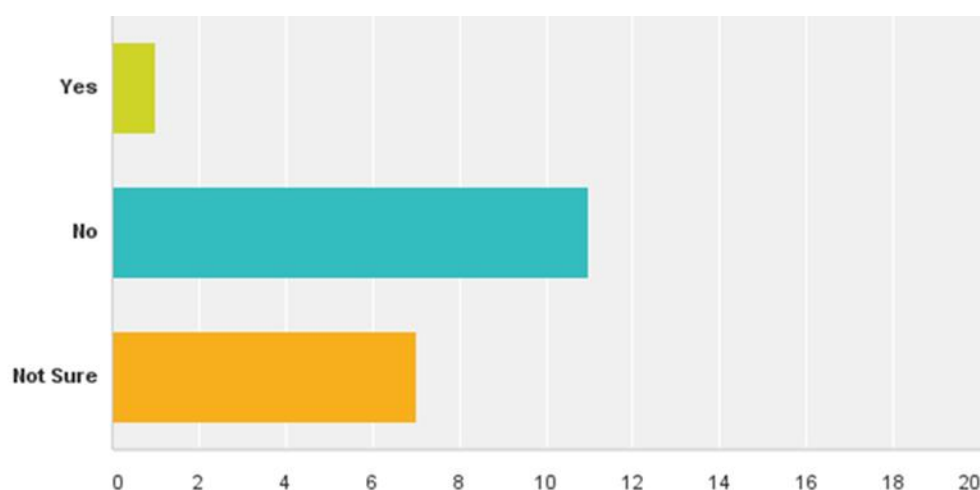


Figure 8: Response to Q 7- Are you aware of any occasion where the centre has acted outside its agreed mandate?

Questions 7 and 8 related to issue of the IRCI's mandate to instigate and develop **research into practices and methodologies of safeguarding endangered ICH** in the Asia Pacific region. Question 7 asked respondents if were aware of any occasions where the Centre acted outside its agreed mandate. If the answer to question 7 was affirmative question 8 requested details.

Only 1 respondent indicated that they believed the Centre to have overstepped its mandate, one respondent did not answer this question and another seven indicated they were not sure although three of the latter elaborated on the issue during interviews (see below). The responses to the questionnaire and as illuminated in the follow up interviews indicated that outside UNESCO there appears to be very little understanding of the different mandates of the three Category 2 Centres. Further where there is some understanding in some quarters such as the researcher participants/stakeholders the definition about what constitutes "research into practices and methodologies of safeguarding endangered ICH" is much broader than that understood by UNESCO. Amongst those who did understand the distinction in the mandate between the three Centres in the region, most (respondents #15, #9, #21) commented when interviewed that the mandate was too restrictive, and unworkable/unrealistic.

The examples of activities that were outside the mandate of the centre provided by respondent 14 included the following:

Example 1: The Centre held events with a global agenda outside the region (in Paris), without a regional focus and not on research of ICH for safeguarding;

Example 2: The Centre funded activities to do with training such as the field school Alumni Seminar in Lamphun, Thailand.

These two examples were examined in the course of the review. The first of these examples is a reference to "The First ICH Researchers Forum: on the Implementation of UNESCO's 2003 Convention" (IRCI 2012). This forum was held in June 2012 in Paris and organised in collaboration with the Maison des Cultures du Monde, France. This example had also been raised by UNESCO prior to the review mission to Japan and was then discussed at some length with both UNESCO and the IRCI management. While UNESCO was involved in this forum, and provided the first speaker, they were not supportive of the idea decision in the published proceedings that this forum would become a regular event of the Centre to be held in Paris once every two years, timed to coincide with the General Assembly of State Parties to the Convention. They were also concerned that its focus, as reflected by the Foreword in the published proceedings, presented the IRCI as a body that adopted a critical approach to the programme of the General Assembly and took a judgemental evaluation role of the implementation of the convention on a global basis that far exceed the role of a Category 2 Centre with a mandate to focus on research relating to the safeguarding of Intangible Cultural Heritage in the Asia Pacific. Representatives of the Centre, UNESCO and some participants in the event were questioned about this example in the course of the review. During this it became clear that while some researchers understood the mandate and the rationale behind it; others had a limited knowledge and did not understand the limited role of the Category 2 Centre in the broader context of the Convention and its operational network. Interviewees pointed out that robust debate and scholarly critique was an important mechanism in generating new knowledge and historically it had contributed to refining the operation and application of UNESCO conventions. While UNESCO agrees that this is important, their representatives point out that there are more appropriate forums within which that debate can occur and which would include more effective inputs from people actively engaged with the Convention and its application. They point out that the Centre's mandate is geographically focussed on the Asia Pacific Region and therefore an annual forum to be held in Europe was ill conceived and the Centre's focus should be its mandate i.e. research into practices and methodologies of safeguarding endangered ICH.

The review supports UNESCO's opinion that this activity falls outside the mandate of the centre. However we note that the Centre appears or have taken action in response to UNESCO's concerns.

Since that event the IRCI has changed the composition, location and focus of future forums. There remains a strong call amongst researchers for a regular forum and these have since been, and will continue to be, hosted within the Asia Pacific Region and will have an Asia Pacific focus. This example provided by Respondent #14 accurately represents an occasion where the Centre overstepped its mandate almost 3 years ago and which has been appropriately been addressed by the Centre.

The second example provided by Respondent #14 is the case of the '2012 International Field School Alumni Seminar on Safeguarding Intangible Cultural Heritage in the Asia Pacific (IRCI & Princess Maha Chakri Sirindhorn Anthropology Centre 2013). On reviewing the available documentation it seems that reference to this event as a 'training exercise' (and therefore outside the mandate of the IRCI) seems to be an oversimplification of the role and nature of the seminar. Rather the information as documented in the report referred to above, suggests that it was a post-graduate opportunity to learn, share research and documentation, and research methodologies. The description in Annex 1 of the project report states that "*Through a field practicum with four communities in Lamphun province, participants gained hands-on experience in applying anthropological tools and frameworks to research intangible culture.*" (IRCI & Princess Maha Chakri Sirindhorn Anthropology Centre 2013:321). The papers are presented as notes and or power points and appear in the main to consist of a range of case studies featuring research and documentation issues and approaches to them.

The review notes that this sort of "training" in applied research and research issues is a good example of the overlap inherent in the mandates of the three centres. While it is 'training', it is training related to 'research' and it could be argued that the effective application of anthropological tools and frameworks contributes to our understanding of methods for safeguarding intangible cultural heritage. Furthermore, it is understood that this type of training is not currently within the purview of the Chinese Category 2 Centre (CRIHAP). However, it is also noted that the activity was not included in the approved work programme of the IRCI and was arranged without prior notice to UNESCO.

The question of whether or not this activity was "effective" in pursuing the agreed objectives of the Centre is another matter. This is difficult to assess as there is no useful data on the success of the 'practicum'. Participants do not appear have been asked to provide feedback on the quality or usefulness of the "training" and the only document available to the review was the published report of the event. That document does not meet general standards for a scholarly work and at best could be viewed as a 'study notes' or 'proceedings' perhaps useful to the participants in reminding them of the lectures and discussions. However, because of the abbreviated form of the contributions i.e. notes and power points the document is of limited usefulness to anyone who was not a participant.

On the whole the review finds that, while this project did not involve high level research and nor did it produce scholarly academic papers, on the basis of the information available to the review, it could be argued that it is an example of applied research for safeguarding intangible cultural heritage. Such activities would benefit from the development of clear objectives and an appropriate performance measures (e.g. participant feedback surveys linked to objectives that relate directly to the Centres mandate) to evaluate their effectiveness in addressing the mandate. Publication of the material in the hardcover book form reviewed is an unnecessary use of funds as the 'book' of notes and power points is of minimal use to anyone who did not attend. Such material would be more appropriately disseminated via the Centre's website. As a separate but related matter the development of the Centre's approved work programme provides an opportunity for the IRCI, the Governing Board and UNESCO to discuss the scope and suitability of projects. Should it seem necessary / valuable to undertake a project not included on the approved work programme this opportunity for discussion still needs to be provided. UNESCO has advised that the problem of activities organised outside the approved work program and without proper notice to the relevant UNESCO offices has not reoccurred since the appointment of the current IRCI Director General

Prior to the review mission a number of issues had been raised concerning member states and reported instances where they had not been involved or responded following overtures to the centre. No first hand evidence was available, therefore in order to assess the value of these claims Question 9 aimed to identify firsthand specific examples of such issues. In response to the question *"Do you have any criticism of the IRCI and its interaction with you? If Yes please provide details."* Ten respondents replied 'no criticism' (also note that many did have suggestions for improvement -see response to Q6 above).

Respondent #4 commented that *"My main criticism is elsewhere: the authorities did not give the Centre a fair chance- see my response to Q6"*. This respondent's answer to Question 6 clearly indicates that the Japanese government is being referred to rather than UNESCO as the comment relates to resourcing, location, funding and skills- all matters which are the responsibility of the host government.

Respondent #5 notes that *"I found that there was little willingness and /or capacity for follow up or sustained discussion about how to broaden and strengthen the impact of our collaborations"*.

Respondent #6 included a specific issue about resourcing to participate in the field school in Thailand in 2012 which does not appear to have any bearing on the performance of the IRCI.

Respondent #12 commented that *" In the beginning communication during it's [the IRCI] establishment period was not very fast but there is excellent communication with the Director and his team now"*

Respondent #13 notes that *"the IRCI has become operational recently and perhaps it may need more time to demonstrate its delivery."*

Respondent #14 commented that *"In the past the IRCI tried to avoid informing [UNESCO] when they were initiating activities under the office mandate. However that has stopped since the new Director is in place. Concerning the Governing Board two main interrelated problems persist...being the delivery of Governing Board documents at the last minute and lack of any real time to discuss activities during the board meetings"*.

Respondent #15: provides the following: *"[This is] not a criticism of the IRCI as such but the fact that the IRCI comes under the Japanese administration system with its annual financial mechanism is not conducive to long-term planning of a project."*

Respondent #18 *There have been no direct activities in the countries of Central Asia.*

Respondent #19 comments that *"Unfortunately there has been no contact with us since the IRCI's foundation. Due to lack of Information, it is difficult for us to evaluate the IRCI's activities."*

Respondent #20 posed a question *"What is your [presumably the IRCI's] relationship with CRIHAP and ICHCAP? More communication from IRCI is needed."*

One respondent believed that there was room improve to the way in which UNESCO and the Centre interacted and that this was equally the responsibility of UNESCO.

Respondent #21 *"Why haven't you [reviewer] posed a question re criticisms of UNESCO as performance is dependent to some extent on the quality of the relationship between the Cat 2 Centres and the responsible UNESCO officers"*.

While the issue of the relationship between the Centre and UNESCO was mentioned in the survey responses, it emerged strongly in interviews particularly in connections with the issue of the Centre's mandate. Strong views were expressed about the efforts invested, and stresses that arose, around monitoring and addressing compliance with what some respondents saw as an unworkable and

restrictive mandate. Several considered that this had a negative impact on the productivity and creativity of the Centre. Respondents #15, #21, and #9 were particularly forthcoming on this issue. One respondent noting that

"The requirement to strictly adhere to the mandate was unworkable and ignores the reality of the regional political landscape which means that some Member States are unwilling or unable to collaborate with one or other of the 3 countries hosting the Category 2 Centres". (Respondent #21)

Some suggestions went beyond the brief for the current review suggesting that:

"...rather than policing.[the mandate], UNESCO ...may wish to review the basic definition of the mandate of each institution on a more realistic assessment of the on-ground situation." (Respondent #15)

3.1.1 Summary

The combination of survey responses and follow-up interviews yielded a large amount of information. That data often included personal views some of which were very informed by a detailed understanding of the Centre, UNESCO and the mandate while some revealed their interest in participating with the centre but a lack of fine-grained knowledge of its history or purpose. Overall the feedback on the centre and its relationships with stakeholders provided by the survey and skype interviews was positive. However, we note that the lack of response from some parties may indicate that the regional influence of the Centre is limited. It is likely that many member states in the region have little knowledge of the centres existence let alone the outcome of its projects. This is a reflection on the effectiveness of the Centre in promulgating its role and building its research network that need to be addressed.

While generally positive some comments raised by respondents need to be addressed by the Centre including:

- The perceived lack of progress in building a strong and comprehensive network of researchers,
- The perceived inability to function independently given current staffing, resources and qualifications.
- The lack of demonstrable senior experience amongst the centre Research staff.
- The need/ability to demonstrate the effectiveness of the activities of the centre in progressing the Centre's objectives.
- The need for better communication with stakeholders, researchers and member states. Including dissemination of information arising from projects, information relating to the function, purpose and work plan of the Centre.
- The need to engage more broadly with member states in the region including Central Asia and the Pacific.

Many constructive suggestions were made by respondents in response to Question 6 and these are worth further consideration by the Centre. Some of the criticisms raised by respondents were directed at a higher level than the IRCI personnel and questioned the Government of Japan's commitment to the Centre based on issues around funding, location/facilities, and leadership. Similarly, some concerns emerged about UNESCO's relationship with the Centre. This was largely around the usefulness of the mandate and the investment required/expended to ensure compliance with it.

A number of recommendations are made below to address some of these issues.

3.2 Response to the Questions outlined in the Review Brief

The project scope called for an assessment based on a broad, albeit rapid, investigation involving a review of available documents, discussions with IRCI staff and key government officials, Governing Board members, advisory body members and a survey of stakeholders including member states, UNESCO field officers and participant researchers. The findings in the following section take into account to the extent possible all the information from the desktop review, the field mission and interview with staff and the State party host; as well as discussion with UNESCO ICH Section staff and with stakeholders through the survey and follow up interviews.

3.2.1 Effectiveness and conformity of IRCI activities

Whether the activities effectively pursued by the Centre are in conformity with its functions as set out in the Agreement signed between UNESCO and the Government of Japan;

3.2.1.1 Finding

The review finds that the activities pursued by the centre generally conform to the objectives and functions as outlined in the agreement (UNESCO and Government of Japan 2010a) but that the 'effectiveness' of the activities in achieving the agreed objectives has been limited in some cases (this is discussed later in section 3.3.1). Notwithstanding this general conformity of the Centre's activities there are several projects that appear to sit outside the agreed functions. One of these which occurred 3 years ago has since been addressed. The other two relate to commitments made by the Centre to undertake some ICH related activities within their host City (see Annexure 4 and Annexure 7). In regard to these latter two projects we note that, while they do not conform to the list of agreed functions of the centre, they are not inconsistent with the objectives of the Centre as outlined in the agreement between Japan and UNESCO and they were included in the work programme of the Centre approved by the board. It was not possible to determine how much time of IRCI staff had been expended on these projects as compared to the other projects carried out by the Centre.

It is likely that intervention on the part of UNESCO prevented at least one and possibly two other projects (see discussion below) from developing in ways that did not conform to the agreed functions of the Centre. Close attention to defining the projects and their parameters in the agreed work plan of the Centre may assist in appropriate scoping of projects in the future.

3.2.1.2 Discussion: The question of Conformity

Since the establishment of the centre the question of conformity to their mandate has been raised from time to time as a matter of concern by UNESCO, particularly in relation to the intention to provide a distinct area of focus for each of the three Category 2 Centres for Safeguarding Intangible Cultural Heritage located in the Asia Pacific region. For example:

1. In 2012 (emails February 24-March 19) UNESCO raised concerns that IRCI had stepped outside of their objectives by pursuing inventory projects in Myanmar, labelled as research projects.
2. UNESCO voiced concern in relation to the Mekong Region project (December 19, 2013 email interactions between UNESCO and the IRCI Director), that the project went beyond a research mandate and involved "developing bylaws in Lao".
3. On February 13, 2013 an email from UNESCO to the IRCI raised concerns that the IRCI's forum on the evaluation of inscription criteria falls outside the agreed objectives of the IRCI.

The difficulty of operating within the mandate is exemplified in the IRCI's response to example two above. The IRCI believes this concern to be misdirected and claim that they were "fully aware of the limit of our mandate and at no moment had intention to involve itself in drafting of bylaws". Further

they maintain that they contacted UNESCO with a view to trying to find a way out of the difficulty that IRCI was facing regarding strong expectations from the member States about the focus and direction of the project. If this was the IRCI's intention, it was not clear from the correspondence provided for this review and UNESCO's concerned response to the email from the IRCI was reasonable. However, the review notes that the end result of the dialogue between UNESCO and the Centre appears to have settled the matter as the project now appears to conform to the mandate.

This issue of whether or not the Centre was operating within its mandate was also matter explored through the survey and follow up interviews. Question 7 specifically asked if the respondent was aware of instances of the IRCI operating outside its mandate and this matter was discussed by several respondents in the follow up issues (see Section 3.1). The only strong opinions on the question of the mandate were expressed by UNESCO officers. It was clear from those discussions that of those people who participated in the survey, most outside of UNESCO do not know about the mandate and/or do not understand how it is applied and the few who do know about it consider it problematic. Consideration of the reasonableness or usefulness of the mandate was outside the scope of this review however the views expressed by various individuals raise the following points relevant to the matter of conformity with the mandate:

- It is clear that most researchers, project beneficiaries and member states generally do not know about or understand the mandate and its implications for IRCI projects.
- Therefore, unless the mandate of the Centre is better promoted, it is likely that the Centre will continue to receive requests for assistance in activities that are outside their mandate;
- This is likely to lead to future difficulty in meeting the varied expectations for assistance from member states while at the same time conforming to their mandate.

The review looked at all the projects carried out by the Centre, and on the basis of the documentation provided to the review three stand out as not conforming to the functions as originally agreed between the Japanese Government and UNESCO:

- The Researcher's Forum in Paris (the Centre has addressed the conformity issue see previous discussion in section 3.1),
- The ICH panel exhibition, ICH project report vol. 1, 2012 (by Sakai City) and
- The Spot exhibition on Southeast Asian Puppet Theatre Exhibition at Sakai City museum. ICH project report vol. 1, 2012 (by Sakai City)

Little documentation about the latter two projects was available to the review. They appear to relate to added functions which were not specified in the agreement between Japan and UNESCO that the Centre has adopted regarding activities undertaken in Sakai City (see Annexure 5). However the review notes that while these activities do not particularly address UNESCO priorities they are not in conflict with the 3rd objective of the Centre to "foster, coordinate and develop scientific, technical and artistic studies, as well as research methodologies, in the sense of Article 13(c) of the 2003 Convention, in the Asia-Pacific Region." That objective can be interpreted much more broadly to include events that are not research focussed.

In response to questions relating to these activities the IRCI has responded that "cooperation on the cultural activities of Sakai City by is clearly stated in IRCI's Mid-term plan II (3) (ii), which was adopted at the 2nd Governing Board Meeting of 21 October 2013" (correspondence dated 24/4/2015). Therefore, while these activities do not contribute to the primary functions of the centre which relate to research on the safeguarding of Intangible Cultural Heritage it would seem reasonable that the Centre contributes to the community within which it has its operational base as long as the actions are included in the workplan approved by the Governing Board. This assumes that the Governing Board gives the work plan of the IRCI due consideration and discussion and that the papers provided to the Board members are detailed enough to enable the Board to make informed decisions with a view to

both compliance with the mandate and resource investment and other matters that they see as relevant (see Section 3.2.6).

3.2.2 The Centre's activities and UNESCO's strategic programme objectives

The relevance of the Centre's programmes and activities to achieving UNESCO's strategic programme objectives and sectoral or inter-sectoral programme priorities and themes, as defined in the Organization's Medium-Term Strategy (C/4), and to attaining programme results at the Main Lines of Action (MLA) level, as defined in the Organization's Approved Programme and Budget (C/5);

3.2.2.1 Finding

The projects that the centre is currently undertaking fall into 3 main areas:

- Applied case study research into the documentation of ICH as a way of safeguarding it;
- Information sharing, promotion of researcher collaboration and networking
- Research into policies legislation and guidelines as tools to assist in safeguarding ICH.

While all contribute to MLA2 in some way, only 2 are designed so as to potentially make a substantial contribution to the bench marks established for MLA 2 (see Annexure 6 for a summary of all projects and how they relate to MLA 2). The two projects that have the potential to make a direct and substantial contribution are:

- Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region
- Study of Legal Systems Related to Intangible Cultural Heritage in the Greater Mekong Region

Tighter alignment with MLA 2 could be achieved if new projects had a clearly defined 'Research Question' and 'Objectives' that were related directly to the 'expected results' as articulated in UNESCO's Approved Programme and Budget 37 C/5 2014-2017. UNESCO supports a Results-Based Management approach and it would be prudent to adopt this approach directly linking proposed projects to UNESCO's key policy documents (the C/4 and C/5).

3.2.2.2 Discussion

The UNESCO Cultural Heritage Programme 2014-2017 [37 C/5 IV Culture] has two main objectives:

- Strategic objective 7: Protecting, promoting and transmitting heritage
- Strategic objective 8: Fostering creativity and the diversity of cultural expressions.

In assessing the progress in meeting these objectives the Director General reports periodically to the governing bodies, on the achievement of expected results in terms of Main Lines of Action:

Main line of action 1: Protecting, conserving, promoting and transmitting culture, heritage and history for dialogue and development

(1) Tangible heritage identified, protected, monitored and sustainably managed by Member States, in particular through the effective implementation of the 1972 Convention;

(2) Policy dialogue promoted to combat illicit import, export and transfer of ownership of cultural property through enhanced, strengthened and more efficient international cooperation, including the implementation of the 1970 Convention and enhanced capacities of museums;

(3) Global, strategic and forward-looking directions developed and applied through the effective implementation of the 1954 Convention and its two Protocols and multiplier effect achieved;

(4) Global, strategic and forward-looking directions developed and applied through the effective implementation of the 2001 Convention and multiplier effect achieved;

(5) Access to knowledge enhanced through the promotion of shared history and memory for reconciliation and dialogue;

Main line of action 2: Supporting and promoting the diversity of cultural expressions, the safeguarding of the intangible cultural heritage, and the development of cultural and creative industries

- (6) National capacities strengthened and utilized to safeguard the intangible cultural heritage, including indigenous and endangered languages, through the effective implementation of the 2003 Convention;
 (7) National capacities strengthened and utilized for the development of policies and measures to promote the diversity of cultural expressions, through the effective implementation of the 2005 Convention;

While it is acknowledge that all documentation and research projects make some contribution albeit minor to MLA1 and especially to (5) *Access to knowledge enhanced through the promotion of shared history and memory for reconciliation and dialogue*: this MLA relates to tangible heritage and the 2001 World Heritage Convention. The work of the IRCI should align with and contribute primarily to MLA2 which is largely concerned with Intangible cultural heritage (the 2003 Convention) and cultural expression (the 2005 Convention). While most of the Centre's projects do contribute in some way to MLA 2, there are only two projects that stand out as having the potential, to make major contributions to meeting the benchmarks.

Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region

Potentially this project can make a significant contribution to achieving the performance indicator for expected results 6 "National capacities strengthened and utilised to safeguard ICH..." Especially the Benchmark: *Knowledge produced by all stakeholders involved in the implementation of the convention available through knowledge management systems*

Study of Legal Systems Related to Intangible Cultural Heritage in the Greater Mekong Region

This project is consistent with the MLA2 - Safeguarding of ICH and has the most direct link to UNESCO benchmarks for this MLA of any project undertaken by the centre. Potentially this project could make a major contribution to expected result 6 "*National capacities strengthened and utilised to safeguard ICH...*" Benchmark: *National policies and human and institutional resources for intangible cultural heritage developed and/or strengthened.*

The matter of the alignment of the Centre's projects to the Main Lines of Action should be considered at the project development and design stage to better contribute to the prioritised work areas of UNESCO's mission. As has been previously noted *centres might be doing interesting and even effective projects, but if they are not 'reportable' within UNESCO's results framework, they disappear from the view of UNESCO's governing bodies and thus cannot help to demonstrate the centres' contributions to the Organization*⁴

3.2.3 The effectiveness of the Centre and its programmes

The effectiveness of the Centre's programmes and activities to achieving its stated objectives, as defined in the Agreement.

3.2.3.1 Finding

The review finds that, while all the projects may be relevant to its stated objectives, they are not necessarily as effective as they could be. Further even if they were effective the IRCI would have difficulty demonstrating this as they do not appear to have a systematic process of project evaluation. Regular project evaluations should be implemented, incorporating Member State and Stakeholder

⁴ Report of the First annual meeting of category 2 centre active in the field of intangible cultural heritage. Sozopol Bulgaria 24-26 July 2013.

satisfaction, as well as the collation of project outputs. Ways of measuring the IRCI's influence in the region should also be identified and adopted.

3.2.3.2 Discussion

The Projects and Budget for FY2015 is attached as Annexure 5. A number of observations are made below regarding the effectiveness of the activities and the potential to develop them further.

Annual Researchers and Practitioners Forum

One of the key activities that the IRCI has implemented has been the annual Researchers and Practitioners Forum. The participants that reported to the review online survey all spoke positively of these forums. One of the three objectives of the Centre is to c) foster, co-ordinate and develop, scientific, technical and artistic studies as well as research methodologies...in the Asia Pacific.

While the organisation of the forum clearly targets this objective, the IRCI has struggled to articulate the effectiveness of these activities and as a result the full value of these forums in "fostering" research is understated. At these forums researchers get the opportunity to meet and form collaborations, and they return to their homes and work places with new ideas that they potentially develop into publications and studies. It is difficult to put a value on the opportunity provided or to measure its success in fostering research. One way of capturing the role of the Centre in fostering research in the region is to develop a cohort of researchers. Key research-active specialists, who would form the core of the Researchers Forum invitees, could be asked to affiliate themselves with the Centre as Adjunct Researchers. As a condition of this privilege they would be required to formally acknowledge this affiliation on all publications relating to ICH.

Most active researchers publish at least three peer reviewed papers per year. Assuming a minimum of 20 adjunct affiliates that means that around 60 papers a year would be produced that can be added to the Centre's website as indirect outcomes of their work to 'foster' research. Over time this will rapidly build the research credibility of the IRCI. Fundamental to the success of this is protecting the academic freedom of researchers. It is very important that the academic freedom to robustly critique, explore and discuss the Convention, methods and future directions is acknowledged as essential to the sustainability of the Convention as a tool for safeguarding ICH. It is recognised that from time to time some publications that emerge might be critical of current or past practices and this is often a first step in building and developing new methodologies and frameworks. The Centre (and/or UNESCO) does not necessarily have to align themselves with the opinions of Adjunct researchers nor would they be obliged to adopt the outcomes of their research. The Centre could consider the establishment and use of an editorial board to assist with the review of publications.

Building a Research Community

The IRCI is a small organisation with limited personnel. To realise the goal of becoming a focal point for ICH researchers the Centre will have to find ways to leverage its influence and maximise the effectiveness of its investments. This could include initiatives like:

- Combine expert workshops with an annual conference (mix of subsidised and fee paying).
- Maximise outputs i.e. use conference to feed a journal.
- More effective use of the Advisory Body expertise to help build the ICH network.
- Greater collaboration at the project officer level with Centres in China and the Republic of Korea.

For example a significant sum is spent each year on the Researcher Forum and the only measureable output currently is the proceedings report. The process of appointing adjuncts as

suggested above would increase the measurable output. The Forum could also continue but be attached to a regional conference on ICH research. A fee paying conference would provide a small income stream and increased visibility for the Centre. Funds could be used to assist emerging / early career researchers in the region. The Centre has indicated that there may be statutory restrictions on their ability to charge conference registrations and if this is the case alternatives such as mutual contributions on the part of the Centre and researchers and/or partnering with other organisations such as universities and NGOs should be considered.

The IRCI has recently agreed to consider the feasibility of a journal. Holding an annual conference in conjunction with the Researchers Forum would assist in feeding papers to the journal. There are several factors to consider in starting a journal however and to be both respected and useful in the modern context it should be an electronic journal, to maximise dissemination, and must be peer reviewed to have any value to scholars.

An electronic newsletter is a good way of building a community of researchers and practitioners. As an example of this, the Australia ICOMOS e-news was provided to Centre staff, however there are many other formats that could be considered. It should be simple to produce and distribute and be able to be compiled by one person in a morning and distributed weekly or fortnightly. This would make it ideal for a small team such as the IRCI. Graphics should be avoided so that it is easier for recipients to download and skim read.

Measuring Success

Project success appears to be measured primarily by the publication of a report and /or the holding of an event regardless of their effectiveness. While these "outputs" can be counted and are therefore one aspect that can and should be measured they do not provide a clear understanding of the "outcomes" or effectiveness of the projects themselves. For example, the publication of a report of a project is accepted as an indicator that the project has been completed. But how effective was the project a) for participants and b) in terms of the wider community. The former can be measured through participant evaluation feedback. One way of measuring the latter could be measuring the dissemination of the research report. If the reports are available electronically from the IRCI website- the number of downloads and the spread of countries accessing the report will provide one measure of the effective reach of the project outcomes.

Concerns about Progress

The relatively slow progress on the 'mapping project' is also of concern. The comment of one stakeholder from a member State illustrates this when they note that while they found the work of the IRCI useful, most of the Asia Pacific did not know it existed. After four years of operation one should expect to find the IRCI at the centre of an extensive network of researchers.

The review noted strong concerns about the "effectiveness" of activities overall and the effectiveness of the Centre in performing specific functions, For example there appears to be little co-operation and collaboration with universities and research institutions as envisaged in function (a) and little evidence of real cooperation with other category 2 centres in the region as envisaged in function (e).

There has been dialogue between UNESCO personnel and the Centre staff about how "effectively" activities have been pursued. The Japanese government officials and senior staff of the Centre acknowledge that the Centre has had a slower than desirable start. During the review this was attributed, with varying emphasis, to a range of factors including:

- The earthquake that occurred immediately prior to the Centre's opening which resulted in delays to the establishment and fit out of the Centre's office as well as an understandable shift in prioritization of non-essential work by the State party.
- The filling of the lead position in the agency on a part-time basis.

- A lack of expertise in ICH amongst staff.
- High turn-over of staff.
- The circumstance of the Centre's establishment as a research centre independent of a pre-existing research facility or track record.
- The geographic location of the IRCI isolated from related institutions in Tokyo.

At the time of the review, of the factors within its control the State Party has only taken steps to address the matter of the leadership of the IRCI and has appointed a new Director-General who has focussed on improving communication with UNESCO.

However, some of the concerns expressed by UNESCO have not been addressed including the need for a leadership team incorporating staff with high level, demonstrable experience in ICH, a research track record, and familiarity with the research fraternity/and or research networks.

3.2.4 Co-ordination and interaction with UNESCO

The quality of coordination and interaction with UNESCO, both at Headquarters and in the field, with regard to planning and implementation of programmes, as well as with other thematically-related category 2 institutes/centres, with regard to planning and implementation of programmes.

3.2.4.1 Finding

While past issues around the need for increased communication have been addressed, the quality of the relationship with UNESCO the review concludes that the relationship could be improved. UNESCO staff working with the Centre have expressed frustration that the IRCI still requires so much assistance and they feel that by now, four years after inception, the Centre should be able to operate with a higher degree of independence and effectiveness.

In relation to the matter of relationships with the other Category 2 Centres there is no evidence that the Centre has a functional collaborative working relationship with other category 2 Centres (a finding that by default also reflects on the other Category 2 Centres who are also required to collaborate with it).

UNESCO is committed to a Results Based Management (RBM) framework and it would assist the planning and implementation of projects and potentially improve the relationship between the IRCI and UNESCO if the IRCI also adopted RBM. This would also help to align the Centre's medium-term strategies and work-plans with those of UNESCO and make monitoring and reporting easier.

3.2.4.2 Discussion

On the part of the IRCI and Japanese officials the response to questions in this area were guardedly positive stating that while there had issues with communication between the Centre and UNESCO in the past, they believed this issue had been resolved. However while the responsible officers at UNESCO acknowledge that some progress has been made they remain frustrated by the slow progress both in the execution and delivery of projects and in the development of sound governance processes.

Consultation with UNESCO, combined with the results of the survey and follow up interviews, confirm the strain which is also evident in the emails amongst documents provided to the review team. Frustration at the level of resources (in terms of UNESCO staff time) that has been required over the years since the establishment of the Centre to assist it to carry out its functions, has affected the functionality of the relationship. If the Centre continues one assumes that steps will be taken to address some of the issues that have been causing concern.

The efficient functioning of the IRCI requires co-operation between them and UNESCO field offices in the Asia-Pacific region. At the same time the Centre needs to independently sustain its projects and day to day work programmes.

3.2.5 Relations with IRCI Member States

The quality of relations with IRCI Member States, including its focal points, government agencies and UNESCO National Commissions, and with public/private partners and donors

3.2.5.1 Finding

The review found that the quality of the Centre's relationships with these parties is variable. The IRCI has been slow to adopt a systematic approach to its communications with Member States and UNESCO National Commissions. In the beginning it operated by targeting several Member States where staff already had contacts and it now needs to develop mechanisms and processes that enable it to respond to all new requests for involvement in a timely manner. UNESCO field officers have indicated that they are willing to assist with facilitating contacts and this seems to have worked well in communications between for example the New Delhi office of UNESCO and the Centre in relation to projects in Sri Lanka; however other field offices such as the Apia office have indicated that they have yet to be actively engaged by the Centre even though they have Member States that are keen to be involved.

The review found that in countries where the IRCI has carried out projects they have built good relationships. This was obvious in the feedback provided by the survey and interviews. However, without a robust communication strategy there is a risk that this benefit is lost as stakeholders fall out of the communication loop and begin to feel neglected or disenfranchised and this was also reflected in the survey responses to some extent.

3.2.5.2 Discussion

The opportunity was provided to all Member States to provide an account of their experience of the IRCI through the questionnaire and/ or through follow up emails and phone interviews. Responses about collaborations with Vietnam, Sri Lanka, Thailand and Timor Leste and Fiji were positive; however the Cook Islands and Afghanistan and one respondent from Central Asia (specific country not identified) reported that they were disappointed that had not had any contact. The case of Bhutan was raised by UNESCO as an example of a Member State that registered their interest in participating in activities of the Centre and whose request had not been actioned. However this issue appears to be based on a misunderstanding as that was clarified with the New Delhi office of UNESCO. They advised that they had requested (after consultation with Member State) that the IRCI postpone involvement with Bhutan as they did not want to cause confusion with a project currently underway on legislative mechanisms that is being funded separately by UNESCO.

The review team attempted to contact representatives from China, Brunei Darussalam, the Philippines, Lao, Myanmar and Papua New Guinea, as requested by UNESCO. However, no response from these member states was received despite reminders being sent.

Clearly the IRCI needs to consider how it will respond to and manage requests for involvement from Member States. It also needs to establish a way to keep member states informed of activities, achievements and opportunities. Several member states suggested a regular newsletter and or social media⁵, as a way of doing this. In several countries where government infrastructure may be under-

⁵ For example, while it will not be an appropriate tool for all countries- Facebook is an excellent means of communication in Myanmar and Papua New Guinea where email networks are not always reliable.

resourced, social media has proved more useful than emails so this suggestion from a Pacific member may be worth considering.

Several of the responses to questions in the survey and follow up interviews indicated that there was not a shared understanding of the Centres mandate between the Member states and research participants. This leads to increased pressure on IRCI staff to undertake projects of marginal impact in relation to the Centre's key objectives. The Centre will need to clarify and address the public understanding of its role in order to effectively manage expectations of stakeholders including member states.

Other than Sakai City, the IRCI does not appear to have established any public/private sector donors. Funds secured from Sakai City while they align with approved activities relating to interactions with Sakai City in the Programme of IRCI (FY2013-2015) do not contribute directly to meeting the agreed functions of the Centre.

3.2.6 Organisational arrangement and governance

The nature and quality of organizational arrangements, including management, governance and accountability mechanisms

3.2.6.1 Finding

There is room for improvement in establishing sound governance processes to improve the accountability and transparency of the Centre's decision making processes. In particular:

- The influence, experience and support of the Governing Board should be harnessed through meaningful engagement with the centres activities through improved communication.
- In relation to the development of the agenda and the distribution and consideration of the working documents a forward calendar for Board meetings should be developed which includes key dates such as: a deadline for acceptance of agenda items 3 weeks prior to the meeting, and deadline for distribution of papers 2 weeks before the meeting following brief consultation with the Director General's (UNESCO) representative on the Board with regard to the agenda.
- The papers for each meeting should note if the matter is for noting or decision and provide enough information to enable informed discussion and decision making on matter of compliance with the mandate, strategic significance and relative investment of resources. Adequate time should be allocated on the agenda to enable board members to make informed decisions.
- A formal process should be adopted by the Governing Board at its meetings of calling for members to declare any conflicts of interest (real or perceived) relating to matters on the Agenda. This should be followed by a consideration of the appropriate actions to be taken in relation to the matter such as for example the member might be asked to real withdraw from discussions on the item and/or be excluded from voting on an agenda item or alternatively the Board may determine that there is no conflict. The decision of the board on this matter should be recorded in the minutes.
- Consideration should be given to expertise, gender and regional representation when filling the vacant position on the board.
- Consideration should be given by the IRCI to the adoption of a RBM management framework.
- The leadership of the IRCI needs to be strengthened and supported through senior appointments with demonstrable track record in ICH and research to support and shape the research activities and so that the Governing Board is confident in the capacity of the IRCI to execute their work programme.
- The Advisory Body should be reactivated to fulfil its intended role of providing the IRCI project staff with technical ICH advice and expertise. At appointment members should be provided

with a clear brief as to their role as technical advisors at the project level. Their role should be clearly differentiated from that of the Governing Board and the IRCI management. It should be made clear that they are not involved in the management of the Centre and are not authorised to speak for the Centre.

- The Governing Board has recently nominated a board member to act as the liaison with the Advisory Body in matters where their technical advice may be useful this practice should continue assuming that the Advisory Body is reactivated.
- UNESCO should note that communication concerning the centre should be directed through the Governing Board and /or the IRCI management rather than through members of the Advisory Body.
- Increased opportunities for interaction and co-operation of staff across the three Category 2 Centres for ICH in the Asia Pacific Region should be identified in order to increase co-operation and avoid duplication and waste of resources and to enhance the meaningful implementation of the MOU⁶ on co-operation between the 3 state parties,

3.2.6.2 Discussion

There are a number of matters which affect the transparent and efficient governance of the Centre. These are briefly discussed below.

The Governing Board

The Governing Board is an important component of the management structure of the IRCI. Frequent and regular communication between the centre's director and the board members is important to involve them more fully in the work of the centre. The more comprehensive their knowledge about the Centre and its activities and the challenges it faces then the more equipped they will be to exercise their governance functions during Board Meetings and the more likely they will be to be supportive and constructive. At present the Governing Board does not appear to be effectively involved in the oversight and direction of the Centre.

There are currently nine (9) governing board members (see Annexure 3). The membership credentials of the Governing Board are primarily politico-administrative. From the interviews conducted with the government representatives during the mission I noted a strong belief that this high level representation was the appropriate structure to ensure status and commitment to such a centre in the Japanese context. They pointed out the important governance and political benefits of having representatives from China and the Republic of Korea, home to the other two Category 2 Centres for ICH in the region. A third position is filled by the representative of the Director General of UNESCO. The other six positions are all filled by senior Japanese men, only one of whom is an active senior researcher with a track record in the field of Intangible Cultural Heritage.

There is only one active research professional with expertise in ICH on the Board and consideration should be given to enhancing the expertise of the board as opportunities present. There is currently one unfilled position on the Board (see UNESCO and the Government of Japan 2010b Article 5). This provides the opportunity to expand the Board so as to achieve a useful balance of expertise, gender and regional representation. This vacant position could be used to appoint a senior, female professional (consistent with UNESCO priority A II (5): 2008:8) with demonstrable experience in the ICH field from the broader region.

Capacity to Exercise Sound Governance

Notwithstanding the composition of the board it is important that it operates effectively providing due oversight of the Centre's operation. On several occasions UNESCO has objected to the late

⁶<http://unesdoc.unesco.org/images/0018/001808/180878e.pdf> (181 EX/17 Part V) Annex 1

circulation of papers and the lack of appropriate time to discuss and reflect on substantive agenda items. The IRCI management must work with its governing board to support effective decision-making and agenda-setting so that it is able to fulfil its mandate in a fair and transparent manner as agreed between UNESCO and the host governments.

It is not appropriate to provide the working documents for the board meetings to the board members on the morning of the meeting or even a few days beforehand.

Meeting papers should be distributed a fortnight before meetings to allow for proper analysis and consideration by the board members and it would be useful for the IRCI to develop a management calendar that identifies in advance, all deadlines for the acceptance of new agenda items and then the date for the distribution of all working documents. Working back from the meeting date and subject to Centre work-loads and capacity to prepare the papers, the Calendar would include a deadline 3 weeks prior to the meeting for acceptance of agenda item and deadline 2 weeks before the meeting for distribution of papers. It is advisable to add an additional step to this calendar - consultation with the Director General's (UNESCO) representative on the Board regarding the draft agenda before finalisation. This will allow any correction and /or adjustments necessary to align with the agreement between the Centre and UNESCO to be completed before general distribution.

While the senior people on the Board will all have busy schedules it is important that they are cognizant of the importance of their role on the Governing Board. The meetings should be scheduled so as to allow an adequate time for substantive matters to be discussed. Concerns have also been raised during the review about the potential for conflicts of interest for example, where a Board Member might also have a role in managing one of the Centre's research projects. Despite common perception there is nothing inherently wrong with having multiple interests as long as they are declared and considered. It would be advisable for the Board to adopt a routine process at the start of every meeting of calling for any members with a conflict or potential conflict of interest in any of the matters for discussion to declare the nature of the conflict. The board can then decide if it is appropriate for the individual to participate in the discussion on that agenda item or not.

Supporting and strengthening the leadership of the Centre

The leadership of the centre needs to be strengthened and supported through senior appointments with demonstrable track record in ICH and research to support and shape the research activities. As noted in 3.2.4.1 the adoption of a RBM management framework would assist the IRCI. It would also strengthen the management and leadership of the Centre by reducing uncertainty and debate on issue around programmes and projects.

Functional Autonomy

It is almost impossible for the Centre to achieve 'functional autonomy' from the Japanese government, which is articulated by UNESCO as a fundamental principle of the integrated comprehensive strategy for category 2 institutes and centres, given that the Centre's accommodation is provided by the goodwill of the Mayor of Sakai City. One of the key staff members of the Centre is actually an employee of another government department. As a first step towards achieving functional autonomy appropriate permanent accommodation for the Centre should be provided and the existing seconded staff converted to full time permanent employees of the Centre with appropriate transfer of salary to the recurrent budget of the Centre.

The Advisory Body

The Advisory Body is currently completely non-functional and has no opportunity to meet as a 'body'. It appears to have been non-functional since inception and exists on paper only. Most members indicated dissatisfaction with how it functioned with all, except one, commenting that they were rarely consulted and had no opportunity for effective input. It is noted that the Advisory Body was intended

to provide essential expert input into the work programme of the Centre by contributing to the development of technical projects through the provision of ICH expertise.

Only one member is in regular contact with the Centre and there are clear governance issues associated with this singular voice appearing to represent the whole Advisory Body. All other members of the Advisory Body reported that either they had never been consulted, had only episodically been consulted or had not been consulted for several years. There is no mechanism for interaction between the members of the Advisory Body. The Governing Board has recently nominated a board member to act as the liaison with the Advisory Body this practice should continue assuming that the Advisory Body is reactivated.

Increased co-operation between Category 2 Centres

Despite a senior official from each of China and the Republic of Korea being appointed to the Governing Board, there appears to be little real interaction and co-operation of staff across the three centres and this is clearly a matter that should be addressed to avoid duplication and waste of resources. Planning and communication at the project level should be encouraged across the three centres and may produce a better result for the Member States and stakeholders. For example NGOs and project partners may welcome research if it is packaged with capacity building/training.

Increased opportunities for co-operation between the centres are likely to reduce confusion and concerns over the matter of the mandate of the individual centres and promote consistency with the MOU between the member States and UNESCO on this matter (181 EX/17 Part V Annex 1).

3.2.7 Human and Financial resources

The human and financial resource base and the quality of mechanisms and capacities, as well as context-specific opportunities and risks for ensuring sustainable institutional capacity and viability

3.2.7.1 Findings

While cognizant of the current financial situation in Japan and the expressed view of the Japanese government officials consulted during the field mission that no further funding will be provided, the review notes that the sustainability of the Centre requires a commitment to a reliable recurrent budget that is guaranteed beyond the annual allocation. That part of the Centre's funding that is supplied from a competitive grant process (the MEXT) component should be converted to recurrent budget and added to the existing budgetary amounts. As a minimum, the current total budget of the Centre (including the salaries of seconded staff) should be guaranteed (indexed for inflation) for the life of any future agreement.

Regardless of whether or not more funding becomes available the IRCI should leverage its domestic partnerships to increase access to resources. For example, through partnerships with key organisations such as the National Museum of Ethnology and Japanese universities, the Centre could target early career researchers and interns who are traditionally motivated to produce scholarly publications for their career development.

The position of Director-General of the IRCI remains a part-time position, one day per week. The current incumbent has worked to improve communication with UNESCO and this has addressed one of the concerns that had previously been a matter of concern to UNESCO. However this fractional appointment is insufficient to provide the level of leadership that the centre requires at this stage of its operation. In addition the IRCI lacks sufficient senior expertise in ICH, with a demonstrable track record in research, which is needed to provide credibility and gravitas for the Centre and its work.

The IRCI does not have the funds (both in quantum and security of guaranteed recurrent budget) to attract high calibre established researchers in the field. In addition the position of the Centre remote from, rather than associated with, the structure of a major academic institution makes it an unlikely career choice for people working in this field.

The sustainable future of the IRCI also requires some strategic approach to its accommodation and physical resources. The current agreement regarding accommodation is approaching its expiry date. The current resources available to the centre are inadequate to support its current and future functions.

3.2.7.2 Discussion

On the matter of human resources the IRCI team is comprised of a team of 10 people, of whom two are employed full time at the IRCI in established posts funded by the recurrent budget, 3 associate fellows are employed on a full-time basis funded by funds allocated each year by the Agency for Cultural Affairs. While it was understood from interviews with staff at the centre that some were employed on contract as short as 6 months, the Centre's response to the draft report has advised that Associate Fellows of the IRCI are employed on 2-3 year contracts. The Director-General is formally employed to work at the Centre one day per week and commutes to Sakai City for this purpose. By necessity then, most of the day to day management of the centre is undertaken by the Deputy Director General. The head of the General Affairs section, while noted as a fulltime employee on the organizational chart (see Annexure 3), has a substantive position in another Government department.

During the review process a range of concerns were expressed by individuals about the composition of the IRCI staff and the ICH research expertise or lack thereof. These concerns can be summarised as follows:

- The individuals employed in the 'research section' (see Organization chart Annexure 3) do not have a background in ICH; and related to this
- The individuals employed in the 'research section' do not have a research track record on ICH research;
- The team lacks direction;
- There is a problem with timely decision-making;
- The Centre is too reliant on assistance from UNESCO, and related to this
- Competing claims that the IRCI does not consult enough / over consults with UNESCO.

Each of these issues and their implications are discussed below, however it should be noted that these opinions/comments were not universally shared by all persons interviewed as part of this review.

There are still relatively few professionals with a substantial background which covers the emerging field of ICH broadly. Individuals trained in a variety of disciplines and sub-disciplines can legitimately claim a 'background' in ICH, although a demonstrable track record in safeguarding ICH is much rarer. Adopting this broader lens the staff of the research section all have social science disciplines (several with degrees in anthropology and cultural studies) that can be applied to focus on ICH assuming that there was clear direction and leadership guiding that focus. However without such ICH leadership then the lack of direct experience becomes an issue.

It is clear that the team does not have a strong track record in scholarly publications in the field. That said the team which has only been working together for about 1.5 years of the IRCI's current term has a modest publication record as both Ms Ohnuki and Ms Nojima have published in the area. The other point to consider is that it is not necessary to have an extensive publication record to facilitate and

project-manage research programs that engage other researchers although it does help to at least understand the parameters and challenges involved in developing publications.

While it was originally envisaged that the IRCI would be located in Tokyo the decision to move it to the City of Sakai was made before it had even commenced. It is hampered by limitations on facilities and resources and these factors combine to create the impression that the Centre is not valued by the Japanese Government. However, Japan has a long history of engagement with ICH and the Convention and is home to a substantial number of academics with strong reputations in related fields and there is no reason why the IRCI should not thrive if supported adequately. This perception, that the Centre is not valued by the government, was strongly contested by the Director of the Traditional Culture Division of the Agency for Cultural Affairs who commented that "Japan is fully aware of the importance of contributing to enhancing the safeguarding of ICH in the Asia-Pacific Region, making use of its vast knowledge and experiences in this field. The IRCI plays a main role to achieve this. The fact that the Japanese Government has provided financial support to the amount of roughly 365 million yen since its establishment, in spite of the constraint of its national budget, clearly shows the high value the Government places on this matter" (correspondence received 24/4/2015).

Part of the problem regarding the timely decision making and progress on the work programme would be solved if the leadership of the IRCI was confident to manage the competing viewpoints and personalities on the Board, Advisory Body and in UNESCO. The fractional appointment at one day per week does not assist in this regard although it is acknowledge that leadership can be provided through a team approach if the management team includes other employees with high level research and ICH skills.

The bulk of the funding base for the IRCI comes directly from the Agency for Cultural Affairs, Ministry of Culture. It has remained the same since inception with no CPI or other increases. A smaller component of the budget is MEXT (Minister of Education, Culture, Sports, Science and Technology) funding and subject to an internal grants process. This latter portion has diminished slightly over the years as the money is shared across other organisations. The money is not a continuing recurrent budget but is subject to approval and allocation each year. The senior government representatives interviewed firmly indicated that there was no budgetary increase planned and they were confident that the Centre was adequately funded.

The current 2014-15 combined budget totals 87,500,000 JPY (approx. \$US875,000⁷ at the time of the review mission) and is a somewhat less than the annual budget of the International Training Centre for Intangible Cultural Heritage in the Asia and the Pacific Region, China (approximately \$US912,000) and significantly less than the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region, Republic of Korea (\$US2.5mill).

There are only two permanent full-time positions. The Director-General position is not one of these. The latter is a permanent part-time position (one day per week). The matter of permanent strong leadership for the Centre has been raised previously with the Japanese government and appears to be crucial to the success and sustainability of the IRCI. The opinion was expressed by one Governing Board member that the Centre could function adequately because the Centre staff are capable of following instructions and carrying out projects in the absence of a Director-General, but this response goes directly to the concerns raised. Who is providing the technical component of the "instructions" in a structure where most staff do not have substantial experience in ICH, the Director General does not have experience in ICH, most members of the Governing Board do not have a background in ICH, and the Advisory Body which was intended to provide access to technical expertise exists in name only? It is unclear who is in a position to "instruct" the IRCI staff on ICH issues and provide strategic direction.

⁷ However note that approximately \$US704,707 as at May 2015 due to drop in exchange rate,

One of the key problems faced by this Centre is the general lack of access to or input from high calibre researchers with demonstrable track records in research related to ICH whether on staff, the management team or the governing board. The centre lacks a critical mass of established researchers with demonstrable track record in ICH research. Various reasons for the Centres failure to attract experienced staff with a background in ICH have been suggested including the budget and issue of salaries for highly skilled and experienced staff and the short tenure of contracts. At the very least contracts of 3 year tenure are needed to ensure sustainable institutional capacity. Staff turnover/retention was mentioned by one stakeholder in their survey response as an issue in maintaining communication with the IRCI.

In practice it appears that the leadership component for direction of ICH at present is provided by inputs from Professor Kono (Governing Board Member) and Ms Aikawa (Advisory Body appointee) who assist with filling this leadership void. Both individuals are highly respected professionals of international renown amongst their peers and with a substantial track record in ICH in their own right. While they add value to the Centre through their association with it, they are not resourced or appointed to 'direct' the Centre and their advice is not always openly acknowledged, mediated or negotiated. This is related to an ongoing structural governance issue (see section 3.6.2.2) and has resulted in delays to projects which have been approved by the Governing Board as part of the IRCI work programme, due to uncertainty on the part of the Director-General and staff about which advice to preference.

The other resourcing issue is the location context and facilities provided to the Centre. The IRCI is located at the rear of the local Sakai City Museum. They have one small open plan office area where the eight full and part time staff work and one office subdivided off from the open plan section for the Director-General. There is a storeroom labelled "library" and a meeting room. Not only is the Centre hidden within the museum but the museum itself is somewhat hidden from the city and the IRCI is physically disconnected from Japan's major research institutions. During the review field the Mayor of Sakai City, was asked about opportunities for increased or improved facilities for the IRCI. Future plans for the Centre are dependent on the city obtaining World Heritage status for its tumuli sites. Should that future nomination be successful then there are plans for a new visitors centre (proposed for around 2017) which would include premises for the IRCI. In correspondence received since the evaluation mission the Centre has advised that "*Sakai City affirms that the construction of the [visitors] centre will be pursued as planned even if the inscription of the sites is delayed.*" (Correspondence received 24/04/2015)

During the evaluation mission, when questioned on the issue of resources, the NICH and other officials provided no plans for resolving the accommodation issues of the IRCI. However, since then the IRCI has clarified this issue advising that *as the 5-year agreement between the NICH and Sakai City will expire at the end of 2015; both parties have started to consider the strategy for the next 5 years including the accommodation issue before the expiration of the current agreement* (correspondence 24/-4/2015). Nevertheless at this stage no public commitments have been made. On a positive note there was a willingness to consider the funding of an audio visual conferencing facility for the Centre's meeting room. If adequate equipment is provided, this could go a long way to addressing isolation from academics, research partners and member states and could open the way for virtual meetings of the Centre staff, the Advisory Body and project partners. It does not however address the long term accommodation issue.

3.2.8 Extra-Budgetary Resources

The process of mobilizing extra-budgetary resources and to what extent such extra-budgetary funding is aligned to the strategic programme objectives of UNESCO.

3.2.8.1 Findings

The major source of extra – budgetary resources appears to come via the arrangement with Sakai City and through collaborative research partners. The contributions from Sakai city (other than the accommodation provided for the Centre) do not appear to be aligned to the strategic Programme objectives of UNESCO but rather to an additional function of the Centre which is included in the Medium- term work programme (see Annexure 7):

Main Line of Action II (3) (ii):

'Within the framework of the Centre's mandate, contribute to the following projects carried out in Sakai by Sakai City mainly aimed at its citizens;

- (a) Project led by Sakai City Museum to promote intangible cultural heritage elements inscribed in UNESCO's lists for its citizen*
- (b) Local-citizen-led international cultural exchange project*
- (c) Project to promote international cultural understanding among the youth for its citizens'*

Main Line of Action III (3):

'Within the framework of the Centre's mandate, contribute to the following projects carried out by Sakai City for its citizens.

- (1) Project for dissemination of information concerning intangible cultural heritage carried out in cooperation with relevant research institutes and universities*
- (2) Project to promote intangible cultural heritage elements inscribed in UNESCO's lists*
- (3) Model project carried out at schools or other educational setting to enhance understanding on intangible cultural heritage'*

Resourcing from project partners does generally align with the agreed functions of the centre although it is often not targeted to the strategic objectives of UNESCO. Generally these projects are considered by the Centre as contributing to Strategic Objective 7 'Protecting promoting and transmitting heritage' (see Annexure 6). However this is generally a loose association and the projects are not 'reportable within UNESCO's results framework.

3.2.8.2 Discussion

In general, the Centre has made little progress in accessing extra budgetary sources but has been primarily reliant on the government allocated budget. Those extra resources that it does receive tend to come from two main sources: funding from the regional government to hold events within Sakai; and project subsidisation from research partners.

Many of the projects with partner organisation may be 'good' projects but unless they are aligned to The Strategic Objectives more effectively they are not 'reportable' within UNESCO's results framework, and they cannot help to demonstrate the Centre's contributions to the UNESCO. More care needs to be taken in negotiating with research partners regarding outcomes and design of the projects.

4 RECOMMENDATIONS

The project brief allows for broad recommendations to be made however it specifically asked that recommendations address as a priority the following areas:

- whether renewal of the Centre's status as a category 2 centre is warranted and would conform to the Integrated Comprehensive Strategy;
- specific recommendations to the Centre for improving the effectiveness of its operations;
- specific recommendations to UNESCO for improving the effectiveness of its coordination and interaction with the Centre;
- specific recommendations for possible amendments to the Agreement, in the event it is to be renewed.

4.1 Renewal of the IRCI's Status

This review recommends the renewal of the IRCI's status as a category 2 centre subject to the adoption of the following key recommendations:

1. Preferably contingent on the appointment of a full-time Director-General with a background in ICH and/or substantial experience working in a research environment at a senior level and whose key performance measures include demonstrable improvements in the visibility and credibility of the IRCI both domestically and in the region, the establish of a robust research network, and sourcing of additional funding/partnership arrangements to promote ICH research projects through the Asia-Pacific region;

Or

2. At the very least a part time Director- General is supported by the appointment of additional long term senior research staff with demonstrable experience in ICH.

In this regard it is encouraging that the Japanese Government and NICH have advised since preparation of the draft report of this review that *“Taking the current conditions of the NICH into consideration, the NICH will increase the workdays of the Director-General from the current 1 day per week plus more days in a month to 3 days per week”* and further that *“After internal consultation and co-ordination within the NICH this may be implemented during the first half of the fiscal year.”*

In addition we note with great optimism that the IRCI has advised that following *“A recent large-scale private sector donation to NICH allowed IRCI to enjoy an additional associate fellow position for the maximum funding for 5 years at senior grade from April 2015. The position is currently open. Once filled by a qualified researcher with a sufficiently high-level track record and experience, this will largely contribute to upgrading the capacity of the centre.”* (Correspondence received 24/4/2015)

3. The Governing Board (see section 3.2.6) is
 - a. More effectively utilised and involved in the robust consideration of the centres program and resourcing;
 - b. Board meetings are appropriately scheduled with time to discuss the agenda;
 - c. Meeting papers are circulated according to an agreed schedule that allows sufficient time for their review before meetings;

- d. A practice of calling for, identifying real and or perceived conflicts of interest is adopted as standard for all Governing Board Meetings.
 - e. Consideration is given to filling the remaining position on the Board using criteria that look at gender, regional coverage and ICH expertise.
4. The Advisory Body
- a. Is appropriately populated with a range of ICH experts from the Asia Pacific Region; and this is done in such a way as to establish gender, member state and discipline diversity (essential to comprehensively understand and research ICH);
 - b. Should include experts from the broader region with a track record in Intangible Cultural Heritage Research and/or substantial practical experience in safeguarding intangible cultural heritage;
 - c. Is utilised to provide expertise to the IRCI and provide specialist advice via the use of electronic meetings formally incorporated into the annual meeting cycles of the IRCI and the Governing Board;
 - d. The new practice approved recently by the Governing Board of assigning to a Board member the task of liaison between the Board and the Advisory Body should be implemented immediately;
 - e. Is available as a source of ICH expertise to IRCI staff to utilize in project development and execution. IRCI researchers are to be encouraged to, communicate with the experts who make up the Advisory Body on a project by project basis as needed. Skype or other electronic meeting formats should be utilised for such applied research meetings;
 - f. provided with an operational brief that clearly outlines its function and excludes it from Centre management functions.
5. Commitment is made to realigning the work programme more close to the UNESCO MLA and Strategic Objectives and a Results Base Management Framework is adopted.
6. The NICH develops a comprehensive strategy and timeframe for implementation to ensure the appropriate facilities for housing the IRCI. Ideally this would involve moving the IRCI to a location where it is hosted as an independent centre by a university or other research institution.
7. Progress on the implementation of the recommendations in this report (including 4.1-4.3) and the work of the IRCI is reviewed after 2 years.

4.2 Recommendations to the Centre for Improving its Operations

The following recommendations are made in the context of the discussions in sections 3.2.1 to 3.2.5:

8. Improve the Effectiveness of its works programme and project outputs by:
 - a. Adopting a Results Based Management Framework and, at the project development phase, design projects to be consistent with the Centre's agreed functions so as to align to the MLA's and strategic objectives of UNESCO.
 - b. Establish and grow a cohort of researchers that are affiliated with the IRCI through adjunct appointments;
 - c. Capture and report on the publications that are generated by the Adjunct Research Fellows (using this as one of the measures of 'fostering research');

- d. Address the public understanding of its role in order to effectively manage expectations of stakeholders including member states.
9. Build on the success of the Forums by holding them in conjunction with an open conference which focusses on themes relevant to the objectives of the IRCI. The following recommendations should be considered:
 - a. The conference should be structured so as to be self-funding in the long term based on income from sponsors and delegate fees;
 - b. Registration fees charged for general delegates can be used to offset costs for delegates from developing nations and to encourage early career and emergent researchers⁹;
 - c. While the conference should rotate amongst member states as hosts, in order to build the support of the Japanese people for the IRC, consideration should be given to the first conference being held in Japan;
 - d. In order to secure funding for subsequent conferences a local conference organising committee should be established for each conference which includes Centre staff and people identified by relevant member states;
 10. Develop communication and engagement processes that:
 - a. Enable member states and other stakeholders to stay connected to the centre and informed as to its activities and outputs. These could include an electronic newsletter and or the use of social media in addition to the IRCI's website.
 - b. Enable timely response to requests from member states for engagement in Centre activities;
 - c. In light of the outcomes of the survey of stakeholders address as matter of priority the interest from Pacific and central Asian member states.
 11. Appropriate and sustainable accommodation is needed to ensure the future of the Centre (see Recommendation 4.4) however in the short term the IRCI should immediately be outfitted with quality audio visual meeting facilities and should also be provided with free access to major electronic journals in a manner equivalent to the major research institutions.

4.3 Recommendations to UNESCO

It is understood that UNESCO works within a complex geo-political landscape however, as both parties acknowledge, the IRCI is not UNESCO and needs to negotiate its own position in the region. It is also acknowledged that a 'research' centre requires a certain amount of freedom to explore research agendas if it is to build a credible research hub. The Centre's ability to maintain the required independence within the parameters of the Agreement between the UNESCO and the Government of Japan should be respected.

A structural governance problem was noted in the course of the review i.e. that UNESCO staff have direct lines of contact with members of the Advisory Body that report on the functioning of the IRCI despite the Advisory Body currently existing in name only. This is a governance issue that needs to be resolved by the IRCI but should not be exacerbated inadvertently by UNESCO. Therefore it is recommended that:

⁹ Advice received from NICH via the IRCI on the draft report identifies a current legal constraint "So far as IRCI uses the government budget, either from the Agency for Cultural Affairs, MEXT, or any other Government departments, IRCI is not allowed to charge fees to participants, unlike such conferences organized in a self-funding manner by academic associations." It is unclear to the reviewer if this means that the IRCI could run a self-funded conference as long as it does not allocate government budget funds to it. This should be explored further by the IRCI along with other mechanisms to maximising funds.

12. UNESCO should communicate with the IRCI through the official channels and refer other parties back to those channels.
13. UNESCO should continue to provide the support agreed to, consistent with, the current agreement but should reflect on the state of relationships between UNESCO and the IRCI and make their own, considered determination whether current arrangements are still feasible;
14. Consideration be given to working intensively with the IRCI to assist it in developing a Results Based Management Framework tailored to the work of the Centre.

4.4 Specific recommendations for possible amendments to the Agreement, in the event it is to be renewed.

The renewal of the Centre provides an opportunity to review the existing agreement between UNESCO and the State Party and in view of this the following recommendations are made for consideration of both parties:

15. In Article 5
 - a. Clause 3 a) is amended by adding the words "...taking note of their alignment with the Main Lines of Action and the strategic Objectives of UNESCO."
 - b. Clause 3 b) is amended by adding the words "...taking note of the alignment with the Centre's agreed functions."
16. In Article 6:
 - a. Clause 1 is amended to read: "The Centre shall consist of a Director and at least 2 senior research staff with demonstrable track record in research and ICH, in addition to such staff as is required for the proper function of the Centre that may include members of UNESCO's staff who are temporarily seconded and made available to the Centre."
17. In Article 7:
 - a. Clause a) is amended to read: "prepare the long term and medium term programmes aligned to the MLA and Strategic objectives of UNESCO and consistent with the agreed functions of the Centre as well as the work plan and budget of the Centre to be submitted to the Governing Board."
 - b. A new clause is added to include in the duties of the director: "Develop and implement a Results Based Management Framework tailored to the operation of the Centre and within into which the Centres programme, budget and work plan are integrated".
18. In Article 9:
 - a. A new clause is added to the effect that: "The minimum recurrent budget of the centre will be guaranteed for the duration of this agreement and shall be an amount equal to the amount provided by NICH + MEXT + the value of seconded staff as at 2014-15 FY"; this amount to be annually indexed to compensate for inflation.
 - b. A new clause is added to the effect that: "The State party will provide suitable accommodation for the IRCI in Tokyo or Osaka as an independent institute aligned to a major university or similar research institution. Any cost associated with securing this accommodation will be provided in addition to the minimum recurrent budget above".

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Annexure 1: Scope of Works



ANNEXURE 1

Call for expression of interest for the review of the International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region (IRCI)

Closing date: 10 September 2014

TERMS OF REFERENCE

Background

Category 2 institutes and centres under the auspices of UNESCO form an important part of UNESCO's network and as a general rule represent an effective partnership model for UNESCO's programme delivery, significantly contributing to priority areas in UNESCO's fields of competence. Category 2 institutes and centres are intended to contribute to the achievement of UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes and to the attainment of programme results at the Main Lines of Action (MLA) level of the UNESCO programme and budget (C/5), whether through individual action, joint action with other category 2 institutes and centres or through joint implementation with the Secretariat. Category 2 institutes and centres can also play a considerable role in helping the Organization achieve programme objectives for which sectoral expertise or resources are not sufficient.

In order to enhance the operation and effectiveness of individual UNESCO category 2 institutes/centres, as well as the effectiveness of their network, a revised Integrated Comprehensive Strategy for Institutes and Centres under the Auspices of UNESCO, as contained in document [37 C/18 Part I and its annex](#), was approved by the 37th Session of the General Conference ([37 C/Resolution 93](#)). This strategy, among other elements, provides guidelines for renewal assessment procedures of category 2 institutes and centres.

Those guidelines provide that an agreement for the establishment of an institute or centre as a category 2 institute is typically concluded for a definite time period, not exceeding six years. The agreement may be renewed by the Director-General, with the approval of the Executive Board, in the light of a review of the activities of the institute/centre and of its contribution to the strategic programme objectives of the Organization and the aforementioned Integrated Comprehensive Strategy for category 2 institutes and centres.

The 35th session of the General Conference, in its [35 C/Resolution 52](#), approved the establishment in Japan of the International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereafter, 'the Centre'). The objectives of the Centre are: (a) to promote the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage and its implementation in the Asia-Pacific Region; (b) to enhance safeguarding of the intangible cultural heritage in the Asia-Pacific Region, while developing and mobilizing research as a tool for

safeguarding the intangible cultural heritage in the sense of Article 2.3 of the 2003 Convention; and (c) to foster, coordinate and develop scientific, technical and artistic studies, as well as research methodologies, in the sense of Article 13(c) of the 2003 Convention, in the Asia-Pacific Region.

In order to achieve those objectives, the functions of the Centre are: (a) to instigate and coordinate research into practices and methodologies of safeguarding endangered intangible cultural heritage elements present in the Asia-Pacific Region, while cooperating with universities, research institutions, community representatives and other governmental and non-governmental organizations in Japan and elsewhere in the Region; (b) to assist, in terms of research, countries in the Asia-Pacific Region in implementing such measures as referred to in Articles 11, 12, 13 and 14 of the 2003 Convention, while paying special attention to developing countries; (c) to organize workshops and seminars focusing on the role of research as a useful component for safeguarding the intangible cultural heritage and related practices and methodologies, involving experts, community representatives and administrators from the Asia-Pacific Region; (d) to encourage and assist young researchers in the Asia-Pacific Region engaging in research activities related to safeguarding the intangible cultural heritage; (e) to cooperate with other category 2 centres and institutions active in the domain of safeguarding the intangible cultural heritage, in the Asia-Pacific Region and beyond; and (f) to initiate cooperation among all other interested institutions active in the domain of safeguarding the intangible cultural heritage, while furthering technical assistance vis-à-vis developing countries, in the Asia-Pacific Region.

Subsequent to the approval of the General Conference, an [Agreement concerning the establishment of the Centre](#) (hereafter, 'the Agreement') was signed between the Government of Japan and UNESCO on 30 August 2010 and entered into force immediately (Article 13). UNESCO's assistance under the Agreement is fixed for a period of five years as from its entry into force. Seven Member States of the Asia and Pacific region have informed the Director-General of their interest in participating in the activities of the Centre, in accordance with Article 2 of the Agreement: Afghanistan, Bhutan, Brunei Darussalam, China, Philippines, Sri Lanka and Uzbekistan.

Purpose

The main objectives of this review are to assess the Centre's performance with respect to its objectives and functions, as specified in the agreement between UNESCO and the host Government, and its contribution to UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes. The findings of the review will serve as the basis for the sector Review Committee's recommendation to the Director-General as to whether the Agreement should be renewed. The Director-General will then provide the results of these reviews, including the endorsement or rejection to renew a specific agreement, in his/her report to the Executive Board on the execution of the programme (EX/4 and C/3 documents). The approval of the Executive Board will be required before the Director-General can proceed with the renewal of an agreement between UNESCO and the Government of Japan.

The results of this review will be shared with the Government of Japan and the Centre, and included in the report to the Executive Board on the execution of the Programme, as specified in the Integrated Comprehensive Strategy. They will also be made available on the website of the Section for Intangible Cultural Heritage.

Scope

In order to meet the purpose of the review described above, the following parameters shall be considered by the expert(s) responsible for conducting the review and writing a report that is consistent with UNESCO's reporting mechanisms:

- a) Whether the activities effectively pursued by the Centre are in conformity with its functions as set out in the Agreement signed between UNESCO and the Government of Japan;
- b) The relevance of the Centre's programmes and activities to achieving UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes, as defined in the Organization's Medium-Term Strategy (C/4), and to attaining programme results at the Main Lines of Action (MLA) level, as defined in the Organization's Approved Programme and Budget (C/5);
- c) The effectiveness of the Centre's programmes and activities to achieving its stated objectives, as defined in the Agreement;
- d) The quality of coordination and interaction with UNESCO, both at Headquarters and in the field, with regard to planning and implementation of programmes, as well as with other thematically-related category 2 institutes/centres, with regard to planning and implementation of programmes;
- e) The quality of relations with IRCI Member States, including its focal points, government agencies and UNESCO National Commissions, and with public/private partners and donors;
- f) The nature and quality of organizational arrangements, including management, governance and accountability mechanisms;
- g) The human and financial resource base and the quality of mechanisms and capacities, as well as context-specific opportunities and risks for ensuring sustainable institutional capacity and viability;
- h) The process of mobilizing extrabudgetary resources and to what extent such extrabudgetary funding is aligned to the strategic programme objectives of UNESCO.

In addition to the findings on each topic, the expert(s) shall offer four types of recommendations: 1) a general recommendation whether renewal of the Centre's status as a category 2 centre is warranted and would conform to the Integrated Comprehensive Strategy; 2) specific recommendations to the Centre for improving the effectiveness of its operations; 3) specific recommendations to UNESCO for improving the effectiveness of its coordination and interaction with the Centre; 4) specific recommendations for possible amendments to the Agreement, in the event it is to be renewed.

Methodology

The review of the Centre will include:

- A desk study of relevant documents, provided by the Centre and UNESCO Secretariat;
- A visit to the Centre, including interviews with the Centre's management and staff;
- Interviews (telephone, online and/or via e-mail) with the Centre's stakeholders, collaborators, and beneficiaries as well as UNESCO staff concerned;
- Preparation of the review report.

Roles and responsibilities

The review will be conducted by a team comprising one or two independent experts. Local travel, materials, secretarial support and office space will be provided by the Centre during the field visit. The reviewer(s) will be responsible for telecommunications and printing of documentation.

The Section for Intangible Cultural Heritage will facilitate and oversee the review process, to the extent possible, by providing any relevant information. The UNESCO Culture Sector will be responsible for reviewing and approving the final report.

Background documents

UNESCO shall make the following documents available to the review team in electronic form:

- The Executive Board and General Conference documents concerning the establishment of the Centre;
- The existing Agreement between the Government of Japan and UNESCO concerning the establishment of the Centre, together with its amendment;
- The Medium-term Strategy 2008-2013 (34 C/4), Medium-term Strategy 2014-2021 (37 C/4), Approved programme and budget 2010-2011 (35 C/5), Approved programme and budget 2012-2013 (36 C/5) and Approved programme and budget 2014-2015 (37 C/5);
- Relevant correspondence concerning the cooperation between UNESCO and the Centre.

The Centre shall make the following documents available to the review team in English, in electronic or paper form:

- Annual progress reports;
- Financial reports;
- List of staff;
- List of key publications;

- List of donors and project partners;
- Minutes, decisions and working documents of the Governing Board and Executive Committee meetings;
- Report of support provided to or received from Member States;
- Available audit and evaluation reports;
- Account of networking achievements linked with other thematically related category 2 institutes/centres and UNESCO's programmes.

Draft review report

A draft report shall be submitted in English presenting findings, conclusions and recommendations, with a draft executive summary. The UNESCO Culture Sector, the Government of Japan and the Centre itself will have the opportunity to comment and give feedback to the review team.

Final review report

The final report (max. 20 pages, excluding annexes) should be structured as follows:

- Executive summary (maximum four pages);
- Introduction (background, purpose and scope)
- Methodology;
- Findings;
- Recommendations (as described above);
- Annexes (including interview list, data collection instruments, key documents consulted, Terms of Reference).

The language of the report shall be English.

Review team

The review team will consist of one or more independent experts/reviewers. A single proposal/expression of interest must be submitted on behalf of the team, whether it is one or several persons, and a single contract will be executed.

Qualifications:

- At least 7 years of professional experience in research and/or capacity-building in the field of cultural heritage, cultural policy or culture and development;

- At least 7 years of professional experience in policy and programme evaluation in the context of international development;
- Fluency in English (written and spoken);
- Knowledge of the role and mandate of UNESCO and its programmes.

Schedule

The review shall be completed no later than 31 January 2015.

The schedule for the review is as follows:

- A desk study of background documents (to be completed prior to the visit to the Centre);
- A mission to visit the Centre, if possible in conjunction with its Governing Board meeting on 1 October 2014;
- Writing and submission of the draft review report no later than 31 December 2014;
- Submission of the final review report.

The date of the mission to the Centre will be defined by UNESCO in coordination with the Centre and taking into account the reviewers' availability.

Submission of proposals/expression of interest

Interested candidates should submit their applications in English, consisting of:

1. Curriculum vitae of experts/reviewers and, if applicable, company profile;
2. Letter expressing interest and clearly identifying how the candidate/candidate team meets the required skills and experience;
3. For enterprises/companies, a single overall cost; for individuals a total cost, distinguishing the fees for services from the travel expenses.

Applications should be submitted no later than 10 September 2014, midnight (Paris time) to Mr Giovanni Scepi (g.scepi@unesco.org). Please note that applications submitted through other channels will not be considered. Selection will be made on the basis of best value for money.

Annexure 2: Mission Schedule

Evaluation of IRCI

(7-12 December 2014 in Osaka & Tokyo)

Provisional Schedule

Appointments with interviewees are highlighted.

Sun, 7 Dec

- 17:25 Arrive at Kansai Airport by JQ15
 18:50 Shuttle bus departure (Meeting service arranged)
 19:40 Arrive at Sakaihigashi Station
 19:45 Walk to check in at Daiwa Roynet Hotel, attended by IRCI staff Ms Minori LASSES

Mon, 8 Dec

- 9:00 Meet Mr Akio ARATA (Director-General, IRCI) at the lobby
 9:00- 9:20 Leave for IRCI by taxi with DG
 9:20-12:00 **IRCI**
 9:20-9:50 Introduction by DG
 9:50- Interviews with DG and DDG
 12:00-13:30 Lunch
 13:30-17:00 **IRCI**
 17:00 Leave for the Hotel by taxi with DG

Tue, 9 Dec

- 8:45-10:30 Leave for National Museum of Ethnology (Minpaku) by train with DG
 10:30-11:30 **Minpaku**
 Interview with:
 Mr Kenichi SUDO Director of National Museum of Ethnology
 Mr Shota FUKUOKA Associate Professor (Advisory Body)
 11:30-14:00 Return to Sakai City by train with IRCI staff & Take away lunch
 14:00-15:00 **Sakai City Council**
 Interview with:
 Mr Osami TAKEYAMA Mayor of Sakai City Governing Board
 Mr Katsumi MIZOGUCHI Director of Sakai City Museum
 15:00-16:00 Leave for Shin-osaka Station by train with IRCI staff
 16:30-19:00 Move to Tokyo by JR Nozomi Super Express with IRCI staff
 19:30 Check in at Atagoyama Tokyu Inn, attended by IRCI staff Ms Minori LASSES

Wed, 10 Dec

- 9:20-10:00 Leave for Agency for Cultural Affairs by taxi with IRCI staff Ms Misako OHNUKI
- 10:00-11:30 Agency for Cultural Affairs
Interview with:
Mr Hiroshi KAMIYO Director, Traditional Culture Division, Cultural Properties Department
Ms Hiroko MORIYAMA
Deputy Director, Office for International Cooperation on Cultural Properties, Traditional Culture Division, Cultural Properties Department
- 11:30-13:30 Lunch
- 13:30-14:30 Agency for Cultural Affairs
Interview with :
Ms Noriko AIKAWA The representative of IRCI Advisory Body
- 15:30-16:00 Walk to Ministry of Foreign Affairs(MoFA) with IRCI staff
- 16:00-17:30 MoFA
Interview with:
Ms Mayuri JIBIKI Senior Deputy Director, Multilateral Cultural Cooperation Division, Minister's Secretariat
Mr Shinichiro BABA Deputy Director, Multilateral Cultural Cooperation Division, Minister's Secretariat
- 17:30 Leave for the Hotel by taxi with IRCI staff Mr Takao MISHIMA

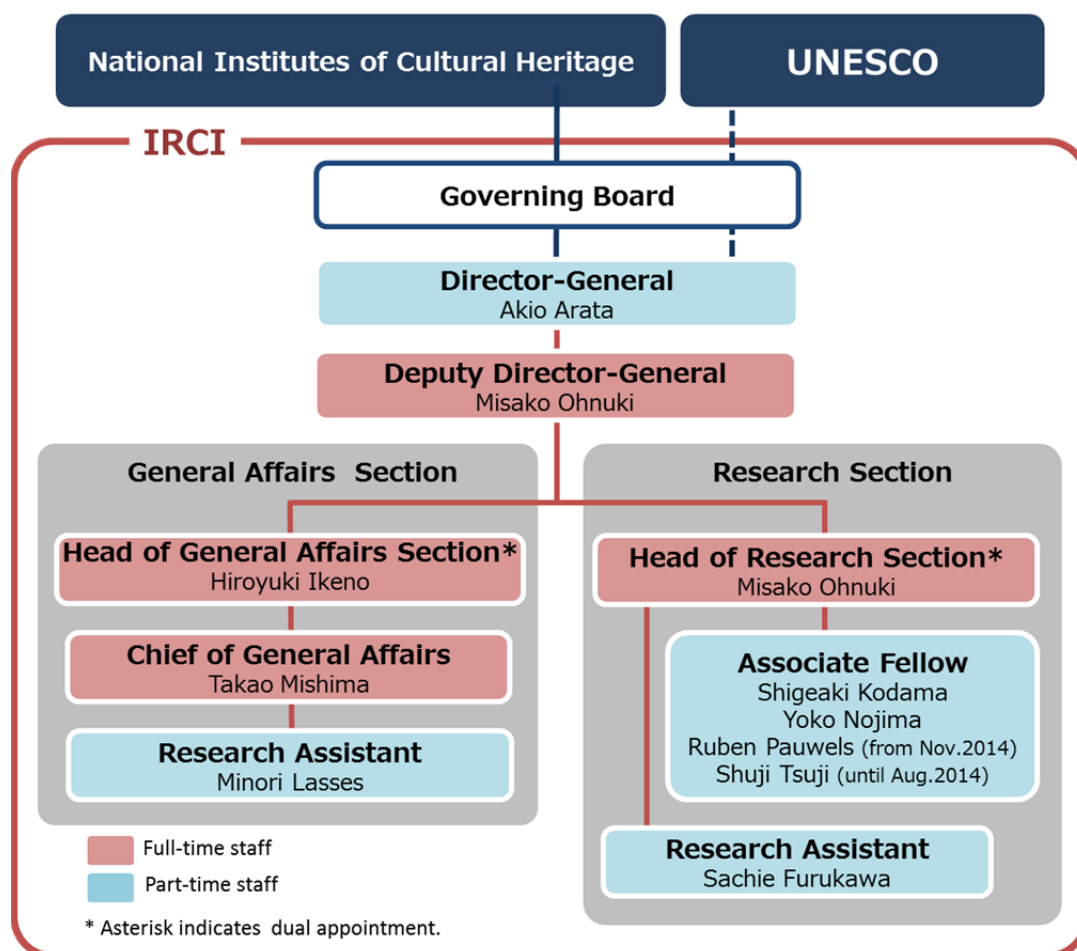
Thus,11 Dec

- 8:30- 9:00 Leave for Ministry of Education, Culture, Sports, Science and Technology, Japan (MEXT) by taxi with IRCI staff Mr Takao MISHIMA
- 9:00-10:00 MEXT
Interview with:Mr Toshiyuki KONO A member of IRCI Governing Board
- 10:30-12:00 MEXT
Interview with:
Masashi AKIBA Executive Secretary, Minister's Secretariat
Takao NODA Assistant Secretary-General, Office of the Director-General for International Affairs (Japanese National Commission for UNESCO)
- 12:00-13:30 Leave for National Institutes for Cultural Heritage(NICH) by taxi with IRCI staff & Take away lunch
- 13:30-15:00 Tokyo National Museum
Interview with:
Mr Mitsuhiro IKEHARA Director, NICH
Mr Hiroyuki IKENO
Head,General Affairs Section, IRCI / Director, General Affairs Division, NICH
- 15:00 Leave for Ueno Station by taxi and catch Keisei Liner Express for Narita

Annexure 3: Organisational Chart IRCI, Governing Board and Advisory Body

**Basic Information provided for
Review of International Research Centre for Intangible Cultural Heritage in the
Asia-Pacific Region (IRCI)**

Organizational Chart of IRCI



List of IRCI staff members (FY 2014)

Director-General	Akio ARATA
Deputy Director-General / Head of Research Section	Misako OHNUKI
Head of General Affairs Section	Hiroyuki IKENO
Chief Executive Clerk	Takao MISHIMA
Associate Fellow	Shigeaki KODAMA Yoko NOJIMA Ruben Pauwels (from November 2014) Shuji TSUJI (until August 2014)
Research Assistant	Minori LASSES
Assistant	Sachie Furukawa

**Basic Information provided for
Review of International Research Centre for Intangible Cultural Heritage in the
Asia-Pacific Region (IRCI)**

List of Governing Board Members

Name	Title	Term
Johei SASAKI	President, National Institutes for Cultural Heritage	Chief Executive of NICH (Chairperson) 1/Oct/2013-30/Sep/2015
Masanori AOYAGI	Commissioner, Agency for Cultural Affairs	Representative of the Government of Japan 1/Oct/2013-30/Sep/2015
Shigeharu KATO	Secretary-General, Japanese National commission for UNESCO	Representative of the Japanese National Commission for UNESCO 1/Oct/2013-30/Sep/2015
Ling ZHANG	Director, Division of Multilateral Affairs, Bureau for External Cultural Relations, Ministry of Culture P. R. China	Representative of other Member States of UNESCO 1/Oct/2013-30/Sep/2015
Hee-Ung PARK	Director, International Cooperation Division, Heritage Promotion Bureau, Cultural Heritage Administration of Korea	Representative of other Member States of UNESCO 1/Oct/2013-30/Sep/2015
Hiroyuki KONO	Professor, Kyushu University	Representative of Japanese universities and research institutions as well as local authorities 1/Oct/2013-30/Sep/2015
Koichiro MATSUURA	Visiting Professor, Ritsumeikan University / Former Director-General of UNESCO	Representative of Japanese universities and research institutions as well as local authorities 1/Oct/2013-30/Sep/2015
Osami TAKEYAMA	Mayor, Sakai City	Representative of Japanese universities and research institutions as well as local authorities 1/Oct/2013-30/Sep/2015
Tim CURTIS	Chief, Culture Unit, UNESCO Bangkok	Representative of Director-General of UNESCO 1/Oct/2011-30/Sep/2015

**Basic Information provided for
Review of International Research Centre for Intangible Cultural Heritage in the
Asia-Pacific Region (IRCI)**

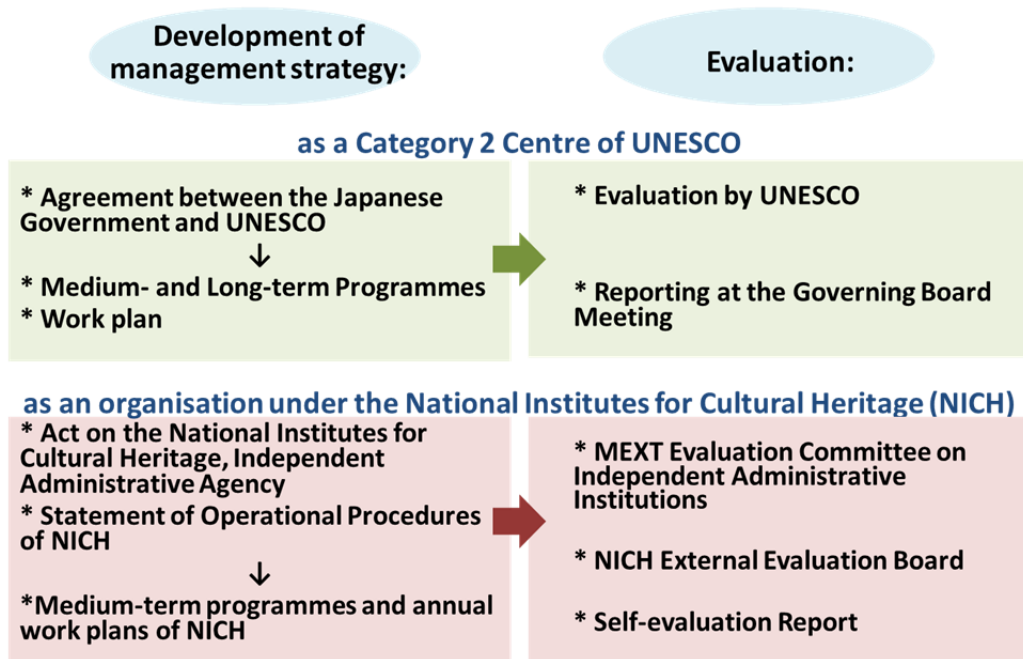
List of Advisory Body Members

Name	Title	Term
Noriko AIKAWA-FAURE	Former Chief of Section, Intangible Cultural Heritage Section	24/Jan/2014- 31/Oct/2015
Shota FUKUOKA	Associate Professor, Research Center for Cultural Resources, The National Museum of Ethnology	25/Feb/2014- 31/Oct/2015
Chérif KHAZNADAR	President, Maison des Cultures du Monde	24/Jan/2014- 31/Oct/2015
Ritu SETHI	Chairperson, Craft Revival Trust	24/Jan/2014-3 1/Oct/2015
Adi Meretui Tuvou RATUNABUABUA	Pacific Heritage Hub Manager, University South Pacific	24/Jan/2014-3 1/Oct/2015

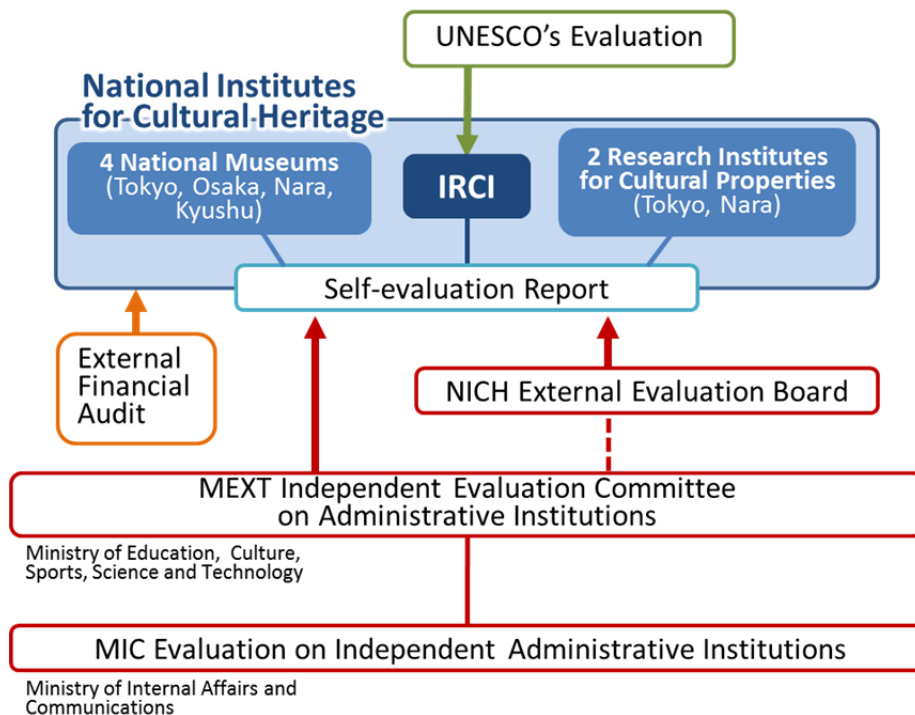
**Basic Information provided for
Review of International Research Centre for Intangible Cultural Heritage in the
Asia-Pacific Region (IRCI)**

Management and Evaluation

Development of IRCI's management strategy



Structure of External Audit



**Basic Information provided for
Review of International Research Centre for Intangible Cultural Heritage in the
Asia-Pacific Region (IRCI)**

List of Publications

1. *2013 Study Tour Report: Toward Safeguarding the Intangible Cultural Heritage for the Promotion of Cultural Identity and Community Resilience in Timor-Leste*. March 2014, 116p.
2. *2013 IRCI Meeting on ICH–Evaluating the Inscription Criteria for the Two Lists of UNESCO’s Intangible Cultural Heritage Convention: The 10th Anniversary of the 2003 Convention (Final Report)*. March 2013, 169p.
3. *2012 International Field School Alumni Seminar on Safeguarding Intangible Cultural Heritage in the Asia Pacific (Report)*. February 2013, 336p.
4. *The First ICH-Researchers Forum: The Implementation of UNESCO’s 2003 Convention (Final Report)*. September 2012, 111p.
5. *Report: 2012 International Field School Alumni Seminar on Safeguarding Intangible Cultural Heritage in the Asia Pacific, August 6-10, 2012, Lumphun, Thailand*. SAC, co-hosted by IRCI. 43p.
6. *The First Intensive Researchers Meeting on Communities and the 2003 Convention: “Documentation of Intangible Cultural Heritage as a Tool for Community’s Safeguarding Activities” (Final Report)*. July 2012, 93p.

**Basic Information provided for
Review of International Research Centre for Intangible Cultural Heritage in the
Asia-Pacific Region (IRCI)**

List of MoUs

1. Memorandum of Understanding on the Project “Safeguarding Intangible Cultural Heritage on the verge of extinction – Vietnamese ICH element *Dong Ho* wood-block printings”, Between International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region, under the auspices of UNESCO (IRCI) and Vietnam Institute of Culture and Arts Studies (VICAS) (from November 2013 to December 2014)
2. Memorandum of Understanding on Research and Study on Endangered Traditional Handicraft in Post-conflict States
(with Craft Revival Trust, India, from December 2013 to February 2014)
3. Memorandum of Understanding on the Research and Capacity Building of Experts on Safeguarding Intangible Cultural Heritage, between the International Research Centre for Intangible Cultural Heritage in Asia Pacific Region, under the auspices of UNESCO (IRCI) and the Princess Maha Chakri Sirindhorn Anthropology Centre, Thailand (from August 2012 to December 2013)
4. The Memorandum of Understanding between The International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region and Individual Researcher
(on the first phase of the research project on the legal framework for safeguarding of intangible cultural heritage in the Greater Mekong region)
 - 1) Steven Van Uytsel, Associate Professor, Faculty of Law, Kyushu University, Japan (from April 2014 to October 2014)
 - 2) Hazucha Blanislav, Associate Professor, School of Law, Hokkaido University, Japan (from April 2014 to October 2014)
 - 3) Yuriko Haga, Associate Professor, School of Law, Kanazawa University, Japan (from April 2014 to October 2014)
 - 4) Kheng-Lian Koh, Emeritus Professor, Faculty of Law, National University of Singapore, Singapore (from April 2014 to October 2014)

**Basic Information provided for
Review of International Research Centre for Intangible Cultural Heritage in the
Asia-Pacific Region (IRCI)**

Partner Organizations

1. Faculty of Law, Kyushu University, Japan
Contact person: Toshiyuki Kono (Professor)
Projects/Activities:
 - 1) "Study of Legal Systems Related to Intangible Cultural Heritage in the Greater Mekong Region" (FY 2013-2016)
 - 2) "Current condition of safeguarding of intangible cultural heritage and its national legal system in Bhutan" (FY 2012)

2. Craft Revival Trust, India
Contact person: Ritu Sethi (Chairperson)
Projects/Activities:
 - 1) "Research for Endangered Traditional Handicrafts in Post-Conflict States (Sri Lanka)" (FY 2013-2015)
 - 2) Ms Sethi also serves as a member of Advisory Body

3. Vietnamese Institute of Culture and Arts Studies (VICAS), Vietnam
Contact person: Nguyen Chi Ben (Director)
Projects/Activities:

"Research for Endangered Traditional Handicrafts in Post-Conflict States (Sri Lanka)" (FY 2013-2015)

4. Ministry of Tourism, Timor-Leste
Contact person: Cecilia Maria Belo de Assis (General-Director of Arts and Culture)
Projects/Activities:

Study tour for East Timorese ICH officers in Japan "Toward Safeguarding the Intangible Cultural Heritage for the Promotion of Cultural Identity and Community Resilience in Timor-Leste"

5. The Princess Maha Chakri Sirindhorn Anthropology Centre, Thailand
Contact person: Suvanna Kriengkraipetch (Director, until 2012)
Alexandra Denes (Researcher, until 2013)
Projects/Activities:

"Intangible Field School Alumni Seminar on Safeguarding Cultural Heritage in the Asia Pacific" (Co-hosted seminars in Thailand in 2012 and 2013)

6. Maison des Cultures du Monde, France
Contact person: Chérif Khaznadar (President)
Projects/Activities:
 - 1) Co-organized "The First ICH-Researchers Forum: The Implementation of UNESCO's 2003 Convention" in Paris, June 3, 2012
 - 2) Mr Khaznadar also serves as a member of Advisory Body

Annexure 4: Summary of IRCI Projects

Summary of IRCI Projects

Project title	Period (FY)	Budget		Relevance to Agreement Art.4(2)	Major Activities	Outputs	Partners/related organizations	Reference
		Source	Amount (JPY)					
Projects from FY 2013 (based on the revised version of long- and mid-term programmes)								
Activity Focus: Mapping of researchers and research institutions that are engaged in research on current status and various methodologies of safeguarding ICH in the Asia-Pacific region (Medium-term III-1)								
A Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region	2013	Agency for Cultural Affairs	3,206,032	a b e f	<ul style="list-style-type: none"> ▪ Preliminary meeting, "Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region" (February 19-20, 2014; UNESCO Bangkok) ▪ (Expert meeting to be held in Kuala Lumpur, on January 26-27, 2015) 	<ul style="list-style-type: none"> ▪ Research Database on ICH Safeguarding in the Asia-Pacific Region (http://ichdb-irci.org/ released on September 25, 2014) 	<ul style="list-style-type: none"> ▪ Islamic Arts Museum Malaysia ▪ UNESCO Bangkok ▪ N. Aikawa-Faure (Former Chief of UNESCO ICH Section) 	<ul style="list-style-type: none"> ▪ Draft plan approved at the meeting with UNESCO Bangkok on June 4, 2013 ▪ 2013 2nd GBM approval (Programmes for FY 2013 and FY 2014) ▪ IRCI Biannual Report for the 2nd half of FY 2013 ▪ IRCI Biannual Report for the 1st half of FY 2014
	2014		5,759,890					
Activity Focus: Research on current status and safeguarding measures of the endangered ICH in the Asia-Pacific region due to factors such as conflict, climate change and natural disasters (Medium-term III-2)								
B Research for Endangered Traditional Handicrafts in Post-Conflict States (Sri Lanka)	2013	MEXT	3,063,551	a e f	<ul style="list-style-type: none"> ▪ Feasibility study (workshops) in 10 provinces in northern and eastern Sri Lanka (February-March 2014). ▪ Research and meetings in Colombo (September 17-19, 2014) 	<ul style="list-style-type: none"> ▪ (Draft of the first report under revision) 	<ul style="list-style-type: none"> ▪ Craft Revival Trust ▪ Ministry of Culture and Arts (Sri Lanka) ▪ National Crafts Council (Sri Lanka) ▪ UNESCO country focal point 	<ul style="list-style-type: none"> ▪ Draft plan approved at the meeting with UNESCO Bangkok on June 4, 2013 ▪ 2013 2nd GBM approval (Programmes for FY 2013 and FY 2014) ▪ IRCI Biannual Report for the 2nd half of FY 2013 ▪ IRCI Biannual Report for the 1st half of FY 2014
	2014		1,493,000					
	2015		TBD					

Summary of IRCI Projects

Project title	Period (FY)	Budget		Relevance to Agreement Art.4(2)	Major Activities	Outputs	Partners/related organizations	Reference
		Source	Amount (JPY)					
C Research for Safeguarding Intangible Cultural Heritage on the Verge of Extinction: Vietnamese ICH Element Dong Ho Woodblock Printing	2013	MEXT	2,956,905	a b f	▪ A bearer and a representative of Bac Ninh province participated in the workshop organized by IRCI (February 4-6, 2014)	▪ Encouraged by the project, the Vietnamese government decide to build a community centre in Dong Ho for sustainable safeguarding of ICH.	▪ VICAS	▪ Draft plan approved at the meeting with UNESCO Bangkok on July 11, 2013 ▪ 2013 2nd GBM approval (Programmes for FY 2013 and FY 2014) ▪ IRCI Biannual Report for the 2nd half of FY 2013 ▪ IRCI Biannual Report for the 1st half of FY 2014"
	2014		3,393,000					
	2015		TBD					
D Study of Legal Systems Related to Intangible Cultural Heritage in the Greater Mekong Region	2013	MEXT	3,554,584	a b f	▪ Meeting "Legal Systems for Safeguarding of ICH in the Mekong Region" (February 27-28, 2014; Kyushu University) ▪ Meeting to be held on December 19-20, 2014.	▪ Interim report (FY 2013)	▪ Faculty of Law, Kyushu University, Japan ▪ Ministry of Culture and Fine Arts, Cambodia	▪ Draft plan approved at the meeting with UNESCO Bangkok on June 4, 2013 ▪ 2013 2nd GBM approval (Programmes for FY 2013 and FY 2014) ▪ IRCI Biannual Report for the 2nd half of FY 2013 ▪ IRCI Biannual Report for the 1st half of FY 2014
	2014		2,498,000					
	2015		TBD					
	2016		TBD					
E Toward Safeguarding the Intangible Cultural Heritage for the Promotion of Cultural Identity and Community Resilience in Timor-Leste (Study tour for East Timorese ICH officers in Japan)	2013	UNESCO	4,648,093	a b f	▪ Study tour on October 22-26, 2013 in Tokyo and 3 local communities in Japan.	Publication: ▪ <i>2013 Study Tour Report: Toward Safeguarding the Intangible Cultural Heritage for the Promotion of Cultural Identity and Community Resilience in Timor-Leste.</i> March 2014, 116p	▪ UNESCO Jakarta (co-organizer) ▪ Agency for Cultural Affairs, Japan ▪ National Research Institute for Cultural Properties Tokyo ▪ Ministry of Tourism (Timor-Leste)	▪ 2013 2nd GBM approval (Programmes for FY 2013 and FY 2014) ▪ IRCI Biannual Report for the 2nd half of FY 2013 ▪ IRCI Biannual Report for the 1st half of FY 2014

Summary of IRCI Projects

Project title	Period (FY)	Budget		Relevance to Agreement Art.4(2)	Major Activities	Outputs	Partners/related organizations	Reference
		Source	Amount (JPY)					
Documentation of ICH as a Tool for Community-led Safeguarding Activities	2013	Agency for Cultural Affairs	5,521,748	a b c d	<ul style="list-style-type: none"> Workshop at the Tokyo National Museum (February 4-6, 2014) 	Publication: <ul style="list-style-type: none"> Final publication under editing 	<ul style="list-style-type: none"> M. Postma (Leiden University) H. Deacon (The Archival Platform South Africa) 	<ul style="list-style-type: none"> 2013 2nd GBM approval (Programmes for FY 2013 and FY 2014) IRCI Biannual Report for the 2nd half of FY 2013 IRCI Biannual Report for the 1st half of FY 2014
	2014	Agency for Cultural Affairs	4,958,420					
Activity Focus: Within the framework of the Centre's mandate, contribute to the projects carried out by Sakai City for its citizens (Mid-term III-3)								
International Symposium in Celebration of the 10th Anniversary of the Convention for the Safeguarding of Intangible Cultural Heritage	2013	Agency for Cultural Affairs	8,075,521 (3,432,782)	c e f	<ul style="list-style-type: none"> "Celebration for the 10th Anniversary of the Convention for the Safeguarding of Intangible Cultural Heritage" (August 3, 2014) 	<ul style="list-style-type: none"> Video recordings of public performance are available on IRCI website. <i>Intangible Cultural Heritage Project Report</i> vol.2, 2013, (by Sakai City) 	<ul style="list-style-type: none"> Sakai City Agency for Cultural Affairs 	<ul style="list-style-type: none"> 2011 1st GBM approval (Agenda 2: Draft Work Plan and Budget, II(3) & III)

Summary of IRCI Projects

Project title	Period (FY)	Budget source amount (JPY)	Relevance to Agreement Art.4(2)	Major Activities	Outputs	Partners/related organizations	Reference
Projects in 2011-2012 (based on the old version of long- and medium-term programmes)							
Activity Focus: Facilitating research and studies on ICH in the Asia- Pacific region (Long-term III-1)							
a. Current status of ICH, in particular, research and studies on ICH in urgent need of safeguarding							
H Current status of intangible cultural heritage and its protection in Thailand	2011	MEXT	1,927,730	a b	▪ Field researches on traditional craftsmanship (feasibility study)(December 14-18, 2011; January 10-15, 2012; January 25-29, 2012	▪ IRCI established a connection with the Princess Maha Chakri Silindhorn Anthropoogy Centre (SAC).	▪ In accordance with IRCI's Long-term and Mid-term Programmes approved at the 1st GBM in 2011 ▪ IRCI Progress Report (October 2011-April 2013)
	2012		1,434,447				
I Current status of intangible cultural heritage and its protection in India	2011	MEXT	4,530,649	a b	▪ Field researches on traditional craftsmanship (feasibility study)(November 19-28, 2012)	▪ IRCI established a connection with Craft Revival Trust in India, which subsequently led to the implementation of the Sri Lanka project.	▪ In accordance with IRCI's Long-term and Mid-term Programmes approved at the 1st GBM in 2011 ▪ IRCI Progress Report (October 2011-April 2013)
	2012		1,434,447				
J Intangible Cultural Heritages in Myanmar toward Inventory-making	2011	MEXT	1,606,482	a b	▪ Field researches on social practices, rituals and festive events, and traditional craftsmanship (feasibility study)(February 14-24, 2012; December 15-30, 2012; January 6-15, 2013)	▪ Internal report in Japanese.	▪ In accordance with IRCI's Long-term and Mid-term Programmes approved at the 1st GBM in 2011 ▪ IRCI Progress Report (October 2011-April 2013)
	2012		1,032,644				
K Current status of intangible cultural heritage and its protection in Papua New Guinea	2012	MEXT	1,267,329	a b	▪ Field researches on oral traditions and expressions (feasibility study)(September 10-30, 2012)	▪ Internal report in Japanese.	▪ In accordance with IRCI's Long-term and Mid-term Programmes approved at the 1st GBM in 2011 ▪ IRCI Progress Report (October 2011-April 2013)

Summary of IRCI Projects

L	International Field School Alumni Seminar on Safeguarding Cultural Heritage in the Asia Pacific	2012	Agency for Cultural Affairs	1,860,851	c d f	<ul style="list-style-type: none"> ▪ Seminar held in Lamphun, Thailand, August 6-10, 2012 ▪ "Intangible Cultural Heritage and Museums: Field School 2013" Surin, Thailand, August 6-18, 2013 (co-organised by IRCI and SAC) 	Publication: <ul style="list-style-type: none"> ▪ <i>Report: 2012 International Field School Alumni Seminar on Safeguarding Intangible Cultural Heritage in the Asia Pacific, August 6-10, 2012, Lumphun, Thailand.</i> SAC and IRCI, 43p. ▪ <i>2012 International Field School Alumni Seminar on Safeguarding Intangible Cultural Heritage in the Asia Pacific (Report).</i> February 2013, 336p. 	<ul style="list-style-type: none"> ▪ The Princess Maha Chakri Sirindhorn Anthropology Centre (SAC) (co-organizer) 	<ul style="list-style-type: none"> ▪ In accordance with IRCI's Long-term and Mid-term Programmes approved at the 1st GBM in 2011 ▪ IRCI Progress Report (October 2011-April 2013)
		2013		357,500					
A	Database for ICH research	2011		(Personnel cost only)	e f	<ul style="list-style-type: none"> ▪ Continuous data collection of ICH researchers and institutions. 	<ul style="list-style-type: none"> ▪ The importance of this research led to the development of "Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region (FY 2013-2014)" as one of the core activities of IRCI. 		<ul style="list-style-type: none"> ▪ 2011 1st GBM approval (Draft Work Plan and Budget, I) ▪ IRCI Progress Report (October 2011-April 2013)
		2012		(Personnel cost only)					
b. Promotion and impact of the Convention for the safeguarding of ICH									
M	The First ICH-Researchers Forum: The Implementation of UNESCO's 2003 Convention	2012	Agency for Cultural Affairs	4,508,903	a f	<ul style="list-style-type: none"> ▪ Forum "The Implementation of UNESCO's 2003 Convention" (Paris, June 3, 2012) 	Publication: <ul style="list-style-type: none"> ▪ <i>The First ICH-Researchers Forum: The Implementation of UNESCO's 2003 Convention (Final Report).</i> September 2012, 111p. 	<ul style="list-style-type: none"> ▪ Maison des Cultures du Monde (MCM)(co-organizer) 	<ul style="list-style-type: none"> ▪ 2011 1st GBM approval (Draft Work Plan and Budget, II(2)) ▪ IRCI Progress Report (October 2011-April 2013)
		2012	Agency for Cultural Affairs	9,426,217	a f	<ul style="list-style-type: none"> ▪ Meeting "Evaluating the Inscription Criteria for the Two List of UNESCO's Intangible Cultural Heritage Convention" (Tokyo, January 10-11, 2013) 	Publication: <ul style="list-style-type: none"> ▪ <i>2013 IRCI Meeting on ICH- Evaluating the Inscription Criteria for the Two Lists of UNESCO's Intangible Cultural Heritage Convention: The 10th Anniversary of the 2003 Convention (Final Report).</i> March 2013, 169p. 	<ul style="list-style-type: none"> ▪ C. Kaznadar (MCM) ▪ T. Kono (Kyushu University) 	<ul style="list-style-type: none"> ▪ 2011 1st GBM approval (Draft Work Plan and Budget, II(2)) ▪ IRCI Progress Report (October 2011-April 2013)
N	2013 IRCI Meeting on ICH - Evaluating the Inscription Criteria for the Two Lists of UNESCO's Intangible Cultural Heritage Convention	2012	Agency for Cultural Affairs	9,426,217	a f	<ul style="list-style-type: none"> ▪ Meeting "Evaluating the Inscription Criteria for the Two List of UNESCO's Intangible Cultural Heritage Convention" (Tokyo, January 10-11, 2013) 	Publication: <ul style="list-style-type: none"> ▪ <i>2013 IRCI Meeting on ICH- Evaluating the Inscription Criteria for the Two Lists of UNESCO's Intangible Cultural Heritage Convention: The 10th Anniversary of the 2003 Convention (Final Report).</i> March 2013, 169p. 	<ul style="list-style-type: none"> ▪ C. Kaznadar (MCM) ▪ T. Kono (Kyushu University) 	<ul style="list-style-type: none"> ▪ 2011 1st GBM approval (Draft Work Plan and Budget, II(2)) ▪ IRCI Progress Report (October 2011-April 2013)

Summary of IRCI Projects

c. Various records of ICH and their utilization									
O	Documentation of Intangible Cultural Heritage as a Tool for Community's Safeguarding Activities	2011	Agency for Cultural Affairs	5,025,475	a c	<ul style="list-style-type: none"> The First Intensive Researchers Meeting on Communities and the 2003 Convention "Documentation of Intangible Cultural Heritage as a Tool for Community's Safeguarding Activities" (Tokyo, March 3-4, 2012) 	Publication: <ul style="list-style-type: none"> <i>The First Intensive Researchers Meeting on Communities and the 2003 Convention: "Documentation of Intangible Cultural Heritage as a Tool for Community's Safeguarding Activities" (Final Report)</i>. July 2012, 93p 	<ul style="list-style-type: none"> M. Postma (Leiden University) H. Deacon (The Archival Platform South Africa) 	<ul style="list-style-type: none"> 2011 1st GBM approval (Draft Work Plan and Budget, II(2)) IRCI Progress Report (October 2011-April 2013)
P	Intangible Cultural Heritage Documentation as a Tool for Community's Safeguarding Activities	2012	Agency for Cultural Affairs	9,363,664	a c d	<ul style="list-style-type: none"> Workshop held in Tsuruoka, Japan, February 22-25, 2013 	<ul style="list-style-type: none"> Participants drafted a plan of the filming of their own ICH elements. The project contributed to designing further activities for "Documentation" project in 2013-2014. 	<ul style="list-style-type: none"> M. Postma (Leiden University) H. Deacon (The Archival Platform South Africa) 	<ul style="list-style-type: none"> 2011 1st GBM approval (Draft Work Plan and Budget, II(2)) IRCI Progress Report (October 2011-April 2013)
d. Good practices in safeguarding of ICH									
Q	Case study on the transmission of a folk-art performance and its safeguarding in North Eastern Japan	2011	Agency for Cultural Affairs	706,230	a	<ul style="list-style-type: none"> Field researches on safeguarding measures in Tsuruoka, Japan (November 8-11, 2011; January 29-February 3, 2012; February 24- March 1, 2012) 	<ul style="list-style-type: none"> Cordial relationship with community members and the municipal government established through the study allowed IRCI to host a workshop on documentation. 		<ul style="list-style-type: none"> In accordance with the IRCI's Long-term and Medium-term Programmes approved at the 1st GBM in 2011 IRCI Progress Report (October 2011-April 2013)
R	Current condition of safeguarding of intangible cultural heritage and its national legal system in Bhutan	2012	MEXT	1,131,291	a b	<ul style="list-style-type: none"> Field researches on safeguarding measures (September 29- October 7, 2012; January 28- February 2, 2013) 	<ul style="list-style-type: none"> The project is succeeded by Kyushu University as an ODA project This project also encouraged IRCI to develop the Mekong project in 2013-2016. 	<ul style="list-style-type: none"> Faculty of Law, Kyushu University, Japan 	<ul style="list-style-type: none"> In accordance with the IRCI's Long-term and Medium-term Programmes approved at the 1st GBM in 2011 IRCI Progress Report (October 2011-April 2013)
Activity Focus: Encourage cooperation with projects carried out by Sakai City (Long-term III-2)									
S	Inaugural Symposium of IRCI	2011	Agency for Cultural Affairs	614,330 (3,497,000)	f	<ul style="list-style-type: none"> Symposium held in Sakai, Japan, October 4, 2011 	<ul style="list-style-type: none"> <i>Intangible Cultural Heritage Project Report</i> vol.1, 2012, (by Sakai City) 	<ul style="list-style-type: none"> Sakai City 	<ul style="list-style-type: none"> 2011 1st GBM (Draft Work Plan and Budget, III)

Summary of IRCI Projects

T	Symposium on Intangible Cultural Heritage	2012	Agency for Cultural Affairs	231,845 (24,000)	f	<ul style="list-style-type: none"> ▪ Symposium held on February 17, 2013 	<ul style="list-style-type: none"> ▪ IRCI reported its activities. ▪ <i>Intangible Cultural Heritage Project Report</i> vol.2, 2013, (by Sakai City) 	<ul style="list-style-type: none"> ▪ Sakai City ▪ National Museum of Ethnology 	<ul style="list-style-type: none"> ▪ 2011 1st GBM (Draft Work Plan and Budget, III)
U	Seminars on Intangible Cultural Heritage	2012	(Sakai City)	/	f	<ul style="list-style-type: none"> ▪ ICH Seminars on July 15, October 21, and November 23, 2012. 	<ul style="list-style-type: none"> ▪ IRCI contributed to the ICH Seminars. ▪ <i>Intangible Cultural Heritage Project Report</i> vol.1, 2012, (by Sakai City) 	<ul style="list-style-type: none"> ▪ Sakai City 	<ul style="list-style-type: none"> ▪ 2011 1st GBM (Draft Work Plan and Budget, III)
V	ICH panel exhibition	2012	(Sakai City)	/	f		<ul style="list-style-type: none"> ▪ <i>Intangible Cultural Heritage Project Report</i> vol.1, 2012, (by Sakai City) 	<ul style="list-style-type: none"> ▪ Sakai City 	<ul style="list-style-type: none"> ▪ 2011 1st GBM (Draft Work Plan and Budget, III)
W	Spot exhibition on Southeast Asian Puppet Theatre	2012	(Sakai City)	/	f	<ul style="list-style-type: none"> ▪ Exhibition at Sakai City Museum during October 2- November 4, 2012 	<ul style="list-style-type: none"> ▪ Exhibition catalogue ▪ Public lecture (ICH Seminar) ▪ <i>Intangible Cultural Heritage Project Report</i> vol.1, 2012, (by Sakai City) 	<ul style="list-style-type: none"> ▪ Sakai City ▪ National Museum of Ethnology 	<ul style="list-style-type: none"> ▪ 2011 1st GBM (Draft Work Plan and Budget, III)

*Agreement Article 4.2 (Centre's Function)

In order to achieve the objectives, the functions of the Centre will be:

- (a) to instigate and coordinate research into practices and methodologies of safeguarding endangered ICH elements, while cooperating with universities, institutions, community representatives and other governmental and non-governmental organizations in Japan and elsewhere in the region
- (b) to assist, in terms of research, countries in AP region in implementing measures as referred to in Articles 11-14 of the Convention, while paying attention to developing countries
- (c) to organize workshops and seminars focusing on the role of research as a useful component for safeguarding the ICH and related practices and methodologies, involving experts, community representatives and administrators from the Asia-Pacific region
- (d) to encourage and assist young researchers in Asia-Pacific engaging in research activities related to safeguarding the ICH
- (e) to cooperate with other C2 centres and institutions active in the domain of safeguarding the ICH, in the Asia-Pacific region and beyond
- (f) to initiate cooperation among all other interested institutions active in the safeguarding ICH, while furthering technical assistance vis-à-vis developing countries, in the Asia-Pacific region

Annexure 5: Work Plan and Budget for FY2015

<Mapping Project 1> International Forum on ICH Safeguarding in the Asia-Pacific Region			
Expected results	International and regional cooperation for ICH safeguarding strengthened through sharing research information		
Period	FY2015		
Relevance	Agreement Article 4.2: (a) (c) (f)	37C/4 paragraphs: 66, 68, 69	37C/5 paragraphs: 4023, 4024, 4029, 4030
Current issues:		Specific project goals (How can the issues be resolved or improved?):	
<ol style="list-style-type: none"> 1. Information of research activities pertaining to the safeguarding of ICH in the Asia-Pacific region is not effectively shared among ICH experts, which is limiting the development of productive discussions. 2. ICH safeguarding researches are still an emerging field of study, with limited number of specialists involved. 		<ol style="list-style-type: none"> 1. Arguments related to ICH safeguarding in the Asia-Pacific region progress through the international researchers' forum 2. The forum connects ICH researchers having various research fields and academic backgrounds to develop a network for information exchange, and functions as a commonplace for discussion. 	
Details of specific activities:		Targets and partners for the activities:	
<ol style="list-style-type: none"> 1a. Organize an international forum on specific topics* related to ICH safeguarding in the Asia-Pacific region. (* Themes of the forum will be determined at the meeting to be held in January 2014.) 1b. CFP (call for papers) will be sent to major institutions. 1c. Hold the forum at Islamic Arts Museum Malaysia, in FY 2015. 2. Publish papers presented at the forum. 3. Discuss specific focuses for future forums after FY 2015. 4. Discuss and prepare for the future periodical publication of scientific journal specialized in ICH safeguarding. 		<p>Targets: Experts on ICH safeguarding in the Asia-Pacific region (in particular, participation of young researchers including PhD students are encouraged); experts, institutions, and museums related to ICH safeguarding; researchers in ICH related fields</p> <p>Partners: Islamic Arts Museum Malaysia ICH specialists selected by IRCI; research institutions related to ICH safeguarding in the Asia-Pacific region</p>	
Expected outcomes (indicate the beneficiaries and who will effect changes if changes are part of the outcomes):		How the outcomes will be measured, means of obtaining data, and potential:	
<ol style="list-style-type: none"> 1. Arguments related to ICH safeguarding in the Asia-Pacific region progress, leading to the development of ICH safeguarding studies in the Asia-Pacific region. 2. Interdisciplinary network of researchers and specialists are developed to enhance research activities. 		<ol style="list-style-type: none"> 1. The forum will be evaluated based on the number of participants and contributing papers. 2. Factors such as participants' research fields/expertise and geographic focuses will be considered for the development of researchers' network. 	

Performance Indicator:		
<ol style="list-style-type: none"> 1. CFP will be sent to major institutions. 2. A forum will be successfully organized. 3. Researchers from a various disciplines/research focuses participate in the forum. 4. Papers presented at the forum will be published. 		
Benchmarks (by Mar. 2016):	(by Mar. 2017)	(by Mar. 2018)
<ol style="list-style-type: none"> 1. Send CFP to major institutions, and post at IRCI website. 2. At least 30 researchers participate in the forum. 3. Researchers from at least 6 different disciplines/research focuses participate in the forum. 4. Publish the papers presented at the forum. 		
Specific deliverables (if applicable):	Distribution and beneficiaries of the deliverables, how benefits are provided:	
proceedings, including discussions and papers presented at the forum	Proceedings will be distributed to UNESCO, culture sections of governments in the Asia-Pacific countries, and major institutions in the region.	
Notes:		
<p>Total budget for Mapping Project 1 and 2: 10.5 million JPY</p> <p>* In addition to the above budget, IRCI is seeking external grants for expanding the scale of forum.</p>		

<Mapping Project 2> Research Data Collection on ICH Safeguarding in the Asia-Pacific Region and Optimization of its Use			
Expected results	International and regional cooperation for ICH safeguarding strengthened through sharing research information		
Period	FY2015 – FY 2017		
Relevance	Agreement Article 4.2: (a) (c) (f)	37C/4 paragraphs: 66, 68, 69	37C/5 paragraphs: 4023, 4024, 4029, 4030
Current issues:		Specific project goals (How can the issues be resolved or improved?):	
<ol style="list-style-type: none"> 1. Systematic information on ICH safeguarding in the Asia-Pacific region is limited. 2. Information of research activities pertaining to the safeguarding of ICH in the Asia-Pacific region is not effectively shared among ICH experts, which is limiting cooperation for ICH safeguarding. 		<ol style="list-style-type: none"> 1. Current database of IRCI is significantly improved through continuous data collection and by functional development in collaboration with IT specialists. 2. Refined database is widely utilised by specialists and institutions as a common platform for sharing information related to ICH safeguarding researches. 	
Details of specific activities:		Targets and partners for the activities:	
<ol style="list-style-type: none"> 1. Collect information related to ICH safeguarding in the Asia-Pacific region, such as research papers and reports, institutions and researchers. 2. Expand and strengthen database functions, (a) by adding more entries collected in above activities, and (b) by collaborating with IT specialists. 3. Hold constant review sessions every 4 months, for assuring effective data collection and optimization. 4. Release the refined database on IRCI website to be utilised by related institutions and experts. 		Targets: Researchers on ICH safeguarding in the Asia-Pacific region; experts, institutions, and museums related to ICH safeguarding; researchers in ICH related fields Partners: 1. and 2(a). ICH specialists, research institutions and museums in Asia-Pacific that are in contact/collaborations with IRCI (* Cooperation with ICHCAP will be pursued through mutual consultations.) 2(b). IT specialists on database development.	
Expected outcomes (indicate the beneficiaries and who will effect changes if changes are part of the outcomes):		How the outcomes will be measured, means of obtaining data, and potential:	
<ol style="list-style-type: none"> 1. Refined database functions as a common platform for sharing information. 2. Effective utilisation of the database contributes to the improvement of information sharing among specialists and institutions that are working for ICH safeguarding in the Asia-Pacific region. 		<ol style="list-style-type: none"> 1. Refining database functions is evaluated by the number of new entries, and by functional improvement added to the database. 2. Degree of database utilisation is measured by analysing access information (such as access count and countries). 	

Performance Indicator:		
<p>1. Provision of additional entries by other institutions and experts will be increased.</p> <p>2a. Database entries will be increased.</p> <p>2b. Database function will be strengthened by adding modifications and new functions to the current database design.</p> <p>3. Access to the database will be increased in the total access count, and in the number of unique visitors.</p> <p>4. The process of data collection and optimization is monitored through constant review sessions.</p>		
Benchmarks (by Mar. 2016):	(by Mar. 2017)	(by Mar. 2018)
<p>1. At least 5 institutions/specialists provide data entries.</p> <p>2a. Expand the database at least 600 entries.</p> <p>3. Access count reaches 500.</p> <p>4. Hold at least 3 review sessions.</p>	to be determined	to be determined
Specific deliverables (if applicable):	Distribution and beneficiaries of the deliverables, how benefits are provided:	
Research database on ICH safeguarding in the Asia-Pacific region	Database will be available and updated on IRCI website. Update information will be notified to related researchers and institutions via e-mail, and on the website.	
Notes:		
<p>Total budget for Mapping Project 1 and 2: 10.5 million JPY</p> <p>* In addition to the above budget, IRCI is applying for Grants-in-Aid for Scientific Research (by JSPS) for extending database functions.</p>		

Study of Legal Systems related to Intangible Cultural Heritage in the Greater Mekong Region			
Expected results	Legal systems related to the safeguarding of intangible cultural heritage in the Mekong region strengthened		
Period	FY 2013 – FY 2016 (April 2013 – March 2017)		
Relevance	Agreement Article 4.2: (a) (b) (f)	37C/4 paragraphs: 66, 69	37C/5 paragraphs: 4023, 4024, 4029, 4030
Current issues:		Specific project goals (How can the issues be resolved or improved?):	
<ol style="list-style-type: none"> 1. UNESCO does not have sufficient information on legal systems related to the safeguarding of ICH in the Mekong region. 2. Available literature generally notes the insufficient development of legislation regarding cultural heritage in the Mekong region. 3. Sufficient analysis of legal systems is not provided. 		<ol style="list-style-type: none"> 1. Information on the legal systems related to ICH in the Greater Mekong region is collected and analyzed , and the findings are shared with UNESCO and the governments as well as research institutions of countries in focus and in other areas 2a. Current issues on ICH related legal systems in the Mekong region are identified. 2b. If the government of countries in focus requests, recommendations for solving current problems will be provided by the legal experts based on the findings in 2a. 	
Details of specific activities:		Targets and partners for the activities:	
<p>(1st year)</p> <ol style="list-style-type: none"> 1. Review of existing legal systems by the legal expert team 2. Send a questionnaire to the government authorities and universities. 3. Field interviews based on the findings in 1 and 2 by the legal expert team (Laos and Cambodia in 2013) <p>(2nd – 4th years)</p> <p>Given the critical importance and the potential of this research, project period is also extended to FY 2016 so that productive results will be delivered in the scope of implementing further programmes.</p> <ol style="list-style-type: none"> 1. By the end of FY 2013, IRCI, through the commitment of legal experts, reach agreement on project activities with the governments concerned, and identify local project partners. 2. Legal experts conduct the review of existing legal systems to safeguard ICH, which include laws and regulations as well as other mechanisms and arrangements in the Mekong countries. 3. Hold a workshop/seminar, inviting legal experts/government officials, without excluding other stakeholders, to examine current conditions of the above mentioned legal systems related to ICH in the Mekong region. 4. Draft a final report including the result of workshop and recommendations. 5. Discuss possibilities of developing further programmes based on recommendations. 		<p>The project primarily focused on three countries of Laos, Myanmar, and Cambodia; however, other countries in the Mekong region such as Thailand and Vietnam could be included from the 2nd to 4th years.</p> <p>Targets (for 2nd – 4th year): stakeholders, including government officials in ICH or related section as well as NGOs and research institutions Partners (for 2nd – 4th year): individual researchers/legal experts working in the countries in focus in both governmental and private sectors</p>	

Expected outcomes (indicate the beneficiaries and who will effect changes if changes are part of the outcomes): 1. Analysis of legal systems to safeguard ICH, including laws, regulations, policies and good practices in the countries in focus will be made and issues needing solutions will be identified.		How the outcomes will be measured, means of obtaining data, and potential: In addition to available legal documents, interviews are conducted for examining the current situations and problems of legal systems related to ICH. Impact of the project outcomes will be assessed by collecting feedback from stakeholders for ICH safeguarding in governmental and private sectors.	
Performance Indicator: 1a. Current legal systems related to ICH in three countries in the Mekong region (Laos, Cambodia, and Myanmar) will be studied and analyzed. 1b. Current legal systems related to ICH in other countries in the Mekong region (such as Thailand and Vietnam) may be analyzed. 2. At least one workshop/seminar will be held in the FY 2015. 3. Final report will be drafted and completed.			
Benchmarks (by Sept. 2014): Draft project reports on the 2 countries.		(b by Mar. 2017) 1. Complete the analysis of current legal systems related to ICH in the Mekong region. 2a. Hold a workshop inviting participants from at least 3 countries in the Mekong region. 2b. Current legal systems in at least 3 countries are analyzed at the workshop. 3. Project final report completed by Mar. 2017.	
Specific deliverables (if applicable): Final report (submitted by the end of FY 2016), which will be prepared in English		Distribution and beneficiaries of the deliverables, how benefits are provided The report will be distributed to UNESCO, governments and academic institutions in the countries in focus as well as in other areas. The biggest beneficiaries are expected to include UNESCO, and stakeholders in governmental and private sectors in the countries in focus, who can utilize the deliverables as a basic resource for ICH safeguarding	
Source (1st year): Budget of around 2 million JPY Four legal experts (Experts from Kyushu University and the National University of Singapore. Study team's leader is an expert in conflict of laws.)	(2nd year) Budget: 2.49 million JPY	(3rd year) Budget (estimation): 4.5 million JPY	(4th year)

Research for Endangered Traditional Handicrafts in Post-Conflict States (Sri Lanka)			
Expected results	Transmission of ICH in post-conflict areas promoted to support reconstruction of livelihoods. Elements of ICH in need of urgent safeguarding identified.		
Period	FY2013 – FY 2015		
Relevance	Agreement Article 4.2: (a) (e) (f)	37C/4 paragraphs: 66, 67	37C/5 paragraphs: 4023, 4025, 4030
Current issues:		Specific project goals (How can the issues be resolved or improved?):	
<p>1. Although the culture of traditional craftsmanship is regarded as one of the building blocks to create the prospects for sustainable development in the areas impacted by the conflict in the northern and eastern provinces, information on traditional handicrafts per se is not readily available.</p> <p>2. Loss of life and displacement in the above areas resulted in destitution, and the extinction of traditional handicrafts has been observed by UNESCO Delhi Office. Under these circumstances, the revitalization of traditional handicrafts by widowed artisans, which assists in the reconstruction of their traditional livelihoods, is seen as a potential way to create a more peaceful and stable environment for recovery.</p>		<p>1. Collect data, identify and map the ICH elements of traditional craftsmanship and their practitioners (especially female) in post-conflict areas of Sri Lanka.</p> <p>2. Identify and list handicrafts and skills in need of urgent safeguarding.</p>	
Details of specific activities:		Targets and partners for the activities:	
<p>(1st year)</p> <p>1. IRCI and Craft Revival Trust experts collect data (by research and documentation) in the northern and eastern provinces, and initiate the process of establishing a research database.</p> <p>2a. Participatory community workshops for the identification of key issues, including the stakeholder analysis, are implemented in the above provinces including.</p> <p>(2nd and 3rd years)</p> <p>2b. Experts are sent to discuss action plans for revitalization upon the request of the Sri Lankan government and UNESCO Delhi Office.</p> <p>3. Extend research and data collection in northern, northeastern, and eastern provinces.</p> <p>4. Conduct research on good practices of craft revitalization in other countries, for formulating action plans in cooperation with international experts.</p> <p>5. Publish the project report.</p>		<p>Partners: UNESCO Delhi Office, Craft Revival Trust, Ministry of Culture and Arts in Sri Lanka, Ministry of Traditional Industries & Small Enterprise Development in Sri Lanka</p> <p>Beneficiaries: Practitioners and/or people having knowledge related to the practice of traditional craftsmanship in the post-conflict areas. Particular attention is given to women and youth.</p>	

<p>Expected outcomes (indicate the beneficiaries and who will effect changes if changes are part of the outcomes):</p> <p>1a. Traditional handicrafts and their practitioners in the post-conflict areas are identified. 1b. Data on traditional handicrafts identified in 1a. is made available for interventions by the Sri Lankan government, IRCI and UNESCO, to solve problems. 2. Practitioners identified in 1. as being in need of socio-economic improvement are supported by UNESCO and the Sri Lankan government in their activities of revitalizing traditional handicrafts.</p>	<p>How the outcomes will be measured, means of obtaining data, and potential:</p> <p>1. Database entries will be evaluated quantitatively. Specific benchmark figures will be determined based on the result of feasibility study in 2013. 2. The number of identified practitioners requiring support will be indicated. Evaluation will be based on the number of identified practitioners who actually participated in programmes provided by UNESCO and the Sri Lankan government.</p>	
<p>Performance Indicator:</p> <p>1. Information regarding handicraft production covering 10 provinces of the northern and the eastern Sri Lanka will be collected. 2a. Information regarding good practices of craft revitalization in other countries will be collected. 2b. Action plans for revitalizing traditional handicrafts in the above regions of Sri Lanka will be drafted. 3. Final report will be published.</p>		
<p>Benchmarks (by Sept. 2014):</p> <p>1. Conduct the feasibility study. 2. Complete handicraft data collection covering at least 3 provinces of the northern and eastern Sri Lanka. 3. Develop further benchmarks of the project such as the number of the records and more specific geographic coverage of the entire project based on the outcome of the research conducted in FY2013.</p>	<p>(by Mar. 2016)</p> <p>1. Collect further handicraft data in northern, northeastern, and eastern regions. 2a. Collect information on good practices of craft revitalization. 2b. Draft action plans. 3. Complete the final report.</p>	
<p>Specific deliverables (if applicable):</p> <p>1. Research database of documents, audio, video recordings and photographs. 2. List of the traditional handicrafts and practitioners in need of urgent safeguarding. 3. Survey report and recommendations for the next phase of the programme. 4. Project report</p>	<p>Distribution and beneficiaries of the deliverables, how benefits are provided</p> <p>Deliverables from activities 1 and 2 will be distributed to UNESCO, the Sri Lankan government, and Sri Lankan academic institutions. If the Sri Lankan government and UNESCO give their consent, deliverables will also be distributed to NGOs that work in the areas of microfinance and fair-trade. Although administrative officials will be the direct beneficiaries, practitioners will be also benefitted if programmes tied to safeguarding of traditional handicrafts and poverty reduction are implemented.</p>	
<p>Source (1st year):</p> <p>Budget: 2.35 million JPY Human resources: 1-2 IRCI staff; 1 staff at UNESCO Delhi Office; 2 staff at Craft Revival Trust</p>	<p>(2nd year)</p> <p>Budget: 1.49 million JPY</p>	<p>(3rd year)</p> <p>Budget (estimation): 4 million JPY</p>

Research for Safeguarding Intangible Cultural Heritage on the Verge of Extinction: Vietnamese ICH Element Dong Ho Woodblock Printing			
Expected results	ICH in danger of extinction safeguarded		
Period	FY2013 – FY 2015		
Relevance	Agreement Article 4.2: (a) (b) (f)	37C/4 paragraphs: 66, 67	37C/5 paragraphs: 4023, 4025, 4027, 4030
Current issues:		Specific project goals (How can the issues given left be resolved or improved?):	
<ol style="list-style-type: none"> 1. Due to the aging of craftsmen, the loss of traditional techniques and knowledge of woodblock printing has been a matter of concern. 2. In the context of rapid urbanisation and industrialisation, the number of young people who are involved in traditional handicrafts has been decreasing. 3. The Vietnamese government and research institutions do not have sufficient information regarding the causes of the decline of transmission. 		<ol style="list-style-type: none"> 1. Produce video records of techniques and knowledge of woodblock printing, and store them in research institutions, local museums, and community centres in Vietnam. 2. Provide young people with opportunities to be involved in the process of documentation. 3. Form a model explaining the causes of the decline of transmission based on inputs from villagers and local government officials. 	
Details of specific activities:		Targets and partners for the activities on the left:	
<p>(1st year)</p> <ol style="list-style-type: none"> 1. Representatives of Dong Ho village or Bac Ninh Province learn methods of ICH documentation by participating in a workshop in Japan. 2. Participants in the above workshop lead community-based documentation in Dong Ho village. Young villagers are encouraged to be a part of this documentation team. <p>(2nd and 3rd year)</p> <ol style="list-style-type: none"> 3. Hold a workshop in collaboration with VICAS, inviting practitioners, researchers and government officials to collect further information on the risk factors on transmitting ICH and to discuss the methodology for sustainable safeguarding in the community. 4. Researchers interview villagers to investigate the causes of the current endangered situation. 5. Publish the final report to present the researchers' papers as outcomes of the three-year research project. 		<p>Partners: VICAS (*Progress of the project is to be shared with UNESCO Hanoi Office.)</p> <p>Targets: Residents in and around Dong Ho village. Aged craftsmen (for documentation), villagers and local government officials (for interviews by VICAS).</p>	

<p>Expected outcomes (indicate the beneficiaries and who will effect changes if changes are part of the outcomes):</p> <ol style="list-style-type: none"> 1. Records of woodblock printing will be produced, which are stored in such a way that villagers can utilise them by themselves. 2. Communication between aged craftsmen and young people will be increased. 3. Vietnamese Government will prepare action plans for the safeguarding of ICH based on the model formulated by the project, and applies for registration to the UNESCO's urgent list. 4. The detail of the above process will be made available as a model case for the safeguarding of endangered ICH, through the websites of VICAS and IRCI. 	<p>How the outcomes on the left will be measured, means of obtaining data, and potential:</p> <ol style="list-style-type: none"> 1. and 2. After the completion of the project (in Sept. 2014), a third-party expert who is fluent in the local language will be sent to the field for qualitative assessment of the impact of the project. 3. Nomination of Dong Ho woodblock printing to the UNESCO's urgent safeguarding list fulfills the measurement 4. The number of accesses to the project contents on IRCI's and VICAS' websites will be monitored to assess the uses of project outcomes. 	
<p>Performance Indicator:</p> <ol style="list-style-type: none"> 1. Video records and documents regarding the Dong Ho woodblock printing will be produced by Dong Ho community in cooperation with Bac Ninh local government. 2. Interviews with bearers and people in the Dong Ho community will be conducted. 3. Final report will be published. 		
<p>Benchmarks (by Sept. 2014):</p> <ol style="list-style-type: none"> 1a. Invite representatives of bearers and Bac Ninh Province to the workshop. 1b. Representatives of bearers and Bac Ninh Province complete the production of the first version of the video record by October 2014. <ol style="list-style-type: none"> 2. Complete interviews with bearers and people in the community. 	<p>(by Mar. 2016)</p> <ol style="list-style-type: none"> 1. Hold a workshop. 2. Conduct interviews with bearers and people in the community. 3. Publish the final project report. 	
<p>Specific deliverables (if applicable):</p> <ol style="list-style-type: none"> 1. Video records and documents on Dong Ho woodblock printing 2. Project report as a basic reference for the Vietnamese government in formulating action plans. 3. Web contents describing the process of documentation and formulation of the model. 	<p>Distribution and beneficiaries of the deliverables, how benefits are provided</p> <ol style="list-style-type: none"> 1. Records will be distributed to UNESCO, the Vietnamese government, VICAS, the National Museum of Ethnology in Vietnam, and schools and community centres in Dong Ho and in the surrounding region. 2. The project report will be distributed to the Vietnamese government and UNESCO. 3. Web contents, which will be in English, Vietnamese, and Japanese, will be open to the public. The release of web contents will be notified to ministries of culture in neighbouring countries to encourage referential uses. 	
<p>Source (1st year):</p> <p>Budget: 2.5 million JPY Human resources: 1 or 2 IRCI staff; 3 VICAS staff; 1 or 2 officers of Bac Ninh Province</p>	<p>(2nd year)</p> <p>Budget: 3.39 million JPY</p>	<p>(3rd year)</p> <p>Budget (estimation): 4 million JPY</p>

Budget for FY 2015

Estimated Budget for FY 2015

(JPY)

Income		Category	Amount
	Government Funds	Operation Expenses	27,812,000
	External Funds	Agency for Cultural Affairs	International collaborative project for the safeguarding of cultural properties
		Ministry of Education, Culture, Sports, Science and Technology	ODA for supporting UNESCO's activities
	Total Amount		
Expenditure			
	Endangered Traditional Handicrafts in Post-Conflict States		4,000,000
	Safeguarding ICH on the Verge of Extinction: Vietnamese ICH Element Dong Ho Wood Block Painting		4,000,000
	Study of Legal Systems Related to Intangible Cultural Heritage in the Greater Mekong Region		4,500,000
	<Mapping Project 1> International Forum on ICH Safeguarding in the Asia-Pacific Region		10,500,000
	<Mapping Project 2> Development of Research Database on ICH Safeguarding in the Asia-Pacific Region		
	Expenses for website and purchase of research materials		2,300,000
	Fourth Governing Board Meeting		3,500,000
	Expenses for attending conferences and meetings in and out of Japan		4,400,000
	Miscellaneous		4,500,000
	Operation expenses		9,800,000
	Personnel expenses		40,000,000
Total Amount			87,500,000

* Figures are the estimation based on the budget for FY 2014.

* Sakai City's budget for FY 2015 is yet to be determined.

Annexure 6: Analysis of projects and outcomes against MLAs and strategic objectives

IRCI Project	Detail	Contribution to MLA 2	Medium-term strategic objectives met
Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region	Preliminary meeting, "Mapping Research for the Safeguarding of ICH in the Safeguarding of ICH in the Asia-Pacific Region" (February 19-20, 2014; UNESCO). Mapping of researchers and research institutions that are engaged in research on current status and various methodologies of safeguarding ICH in the Asia-Pacific region. Research Database on ICH Safeguarding in the Asia-Pacific Region (http://ichdb-irci.org/ released on September 25, 2014)	<p>MLA 2- Safeguarding of ICH. -Significant Contribution</p> <p>Potentially this project can make a significant contribution to achieving the performance indicator for expected results 6 "National capacities strengthened and utilised to safeguard ICH...." Especially the Benchmark: "Knowledge produced by all stakeholders involved in the implementation of the convention available through knowledge management systems"</p>	7 Protecting, promoting and transmitting heritage

<p>Research for Endangered Traditional Handicrafts in Post-Conflict States (Sri Lanka)</p>	<p>Feasibility study (workshops) in 10 provinces in northern and eastern Sri Lanka (February-March 2014). Research on current status and safeguarding measures of the endangered ICH in the Asia-Pacific region due to factors such as conflict, climate change and natural disasters (Medium-term III-2)</p>	<p>2- Supporting and promoting diversity. Safeguarding of ICH. Potentially a major contribution to Expected result 6 "National capacities strengthened and utilised to safeguard ICH...."</p> <p>Potentially the outcome so this project if developed will also contribute to Expected outcome 7: " National capacities strengthened and utilized for the development of policies and measures to promote the diversity of cultural expressions thorough the effective implementation of the 2005 convention</p>	<p>6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles</p> <p>7 Protecting, promoting and transmitting heritage</p> <p>8 Fostering creativity and the diversity of cultural expressions</p>
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<p>Research for Safeguarding Intangible Cultural Heritage on the Verge of Extinction: Vietnamese ICH Element Dong Ho Woodblock Printing</p>	<p>A bearer and a representative of Bac Ninh province participated in the workshop organized by IRCI (February 4-6, 2014). Research on current status and safeguarding measures of the endangered ICH in the Asia-Pacific region due to factors such as conflict, climate change and natural disasters. Encouraged by the project, the Vietnamese government decide to build a community centre in Dong Ho for sustainable safeguarding of ICH</p>	<p>MLA 2- Supporting and promoting diversity. Safeguarding of ICH Minor contribution.</p> <p>The claim for the sustainable safeguarding of ICH made by the centre is not well substantiated as there is no evidence provided of how the community centre will contribute to sustainability</p>	<p>6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles</p> <p>7 Protecting, promoting and transmitting heritage</p> <p>8 Fostering creativity and the diversity of cultural expressions</p>
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<p>Study of Legal Systems Related to Intangible Cultural Heritage in the Greater Mekong Region</p>	<p>Meeting "Legal Systems for Safeguarding of ICH in the Mekong Region" (February 27-28, 2014; Kyushu University). Research on current status and safeguarding measures of the endangered ICH in the Asia-Pacific region due to factors such as conflict, climate change and natural disasters. Interim report.</p>	<p>MLA 2- Safeguarding of ICH. Significant Contribution This project has the most direct link to UNESCO benchmarks for this MLA. Potentially a major contribution to Expected result 6 <i>"National capacities strengthened and utilised to safeguard ICH...."</i> Benchmark=National policies and human and institutional resources for intangible cultural heritage developed and/or strengthened.</p>	<p>6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles (see para 59 &60)</p> <p>7 Protecting, promoting and transmitting heritage</p> <p>8 Fostering creativity and the diversity of cultural expressions</p>
<p>Toward Safeguarding the Intangible Cultural Heritage for the Promotion of Cultural Identity and Community Resilience in Timor-Leste (Study tour for East Timorese ICH officers in Japan)</p>	<p>Study tour on October 22-26, 2013 in Tokyo and 3 local communities in Japan. Research on current status and safeguarding measures of the endangered ICH in the Asia-Pacific region due to factors such as conflict, climate change and natural disasters. 2013 Study Tour Report: 'Toward Safeguarding the Intangible Cultural Heritage for the Promotion of Cultural Identity and Community Resilience in Timor-Leste'. March 2014, 116p.</p>	<p>MLA 2- Supporting and promoting diversity. Safeguarding of ICH It is unclear how effectively this project contributed to this MLA.</p> <p>Minor contribution through knowledge sharing</p>	<p>6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles</p> <p>7 Protecting, promoting and transmitting heritage</p> <p>8 Fostering creativity and the diversity of cultural expressions</p>

Documentation of ICH as a Tool for Community-led Safeguarding Activities	Workshop at the Tokyo National Museum (February 4-6, 2014). Research on current status and safeguarding measures of the endangered ICH in the Asia-Pacific region due to factors such as conflict, climate change and natural disasters	MLA 2- Safeguarding of ICH. Minor contribution through knowledge sharing	Unclear
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International Symposium in Celebration of the 10th Anniversary of the Convention for the Safeguarding of Intangible Cultural Heritage	Celebration for the 10th Anniversary of the Convention for the Safeguarding of Intangible Cultural Heritage" (August 3, 2014). Within the framework of the Centre's mandate, contribute to the projects carried out by Sakai City for its citizens. Video recordings of public performance are available on IRCI website. Intangible Cultural Heritage Project Report vol.2, 2013, (by Sakai City)	Not Directly attributable to MLA [Promotional activity with local community consistent with the Centre's Medium term programme e policy "6. Co-operate with Sakai City to implement the project aiming at the safeguarding and inheritance of intangible cultural heritage and the promotion of international cultural exchange, in line with Sakai City Master Plan.]	Unclear
Current status of intangible cultural heritage and its protection in Thailand	Field researches on traditional craftsmanship (feasibility study) (December 14-18 2011; January 10-15, 2012; January 25-29, 2012. IRCI established a connection with the Princess Maha Chakri Silindhorn Anthropoogy Centre (SAC).	MLA 2- Safeguarding of ICH	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles 7 Protecting, promoting and transmitting heritage 8 Fostering creativity and

			the diversity of cultural expressions
Current status of intangible cultural heritage and its protection in India	Field researches on traditional craftsmanship (feasibility study) (November 19-28, 2012) IRCI established a connection with Craft Revival Trust in India, which subsequently led to the implementation of the Sri Lanka project.	MLA 2- Safeguarding of ICH.	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles 7 Protecting, promoting and transmitting heritage 8 Fostering creativity and the diversity of cultural expressions
Intangible Cultural Heritages in Myanmar toward Inventory making	Field researches on social practices, rituals and festive practices, rituals and festive events, and traditional craftsmanship (feasibility study)(February 14-24, 2012). Field researches on social practices, rituals and festive practices, rituals and festive events, and traditional craftsmanship (feasibility study) (December 15-30, 2012; January 6-15, 2013). Internal report in Japanese.	MLA 2- Supporting and promoting diversity. Safeguarding of ICH.	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles 7 Protecting, promoting and transmitting heritage 8 Fostering creativity and the diversity of cultural expressions

Current status of intangible cultural heritage and its protection in Papua New Guinea	Field researches on oral traditions and expressions (feasibility study) (September 10-30, 2012). Internal report in Japanese	MLA 2- Supporting and promoting diversity. Safeguarding of ICH.	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles 7 Protecting, promoting and transmitting heritage 8 Fostering creativity and the diversity of cultural expressions
International Field School Alumni Seminar on Safeguarding Cultural Heritage in the Asia Pacific	Seminar held in Lamphun, Thailand, August 6-10, 2012 "Intangible Cultural Heritage and Museums: Field School 2013" Surin, Thailand, August 6-18, 2013 (co-organised by IRCI and SAC). Report: '2012 International Field School Alumni Seminar on Safeguarding Intangible Cultural Heritage in the Asia Pacific, August 6-10, 2012, Lumphun, Thailand'. SAC and IRCI, 43p. Report: '2012 International Field School Alumni Seminar on Safeguarding Intangible Cultural Heritage in the Asia Pacific'. February 2013, 336p.	MLA 2- Safeguarding of ICH	7 Protecting, promoting and transmitting heritage
Database for ICH research	Continuous data collection of ICH researchers and institutions. The importance of this research led to the development of 'Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region' as one of the core activities of the IRCI. Publication of 'Mapping Research for the Safeguarding of ICH in the Asia-Pacific Region'	MLA 2- Safeguarding of ICH	7 Protecting, promoting and transmitting heritage

The First ICH- Researcher's forum: The implementation of UNESCO's 2003 Convention	Forum- 'The implementation of UNESCO's 2003 Convention' in Paris, Jun 3, 2012. Publication of this forum.	MLA 2- Safeguarding of ICH	7 Protecting, promoting and transmitting heritage
2013 IRCI Meeting on ICH- Evaluating the Inscription Criteria for the Two Lists of UNESCO's ICH Convention	Meeting in Tokyo, Jan 10-11, 2013. Publication of meeting.	MLA 2- Safeguarding of ICH	7 Protecting, promoting and transmitting heritage
Documentation of ICH as a Tool for Community's Safeguarding Activities	First intensive Researcher's meeting in Tokyo, March 3-4, 2012. Publication of First Intensive Researcher's meeting followed in 2012-3	MLA 2- Safeguarding of ICH	7 Protecting, promoting and transmitting heritage
ICH documentation as a tool for community's safeguarding activities	Workshop in Tsuruoka, Japan, Feb 22-25, 2013. Participants drafted plan of filming their own ICH elements. This project contributed to designing further activities for 'documentation' project in 2013-2014. This project contributed to designing further activities for 'documentation' project in 2013-2014.	MLA 2- Safeguarding of ICH	7 Protecting, promoting and transmitting heritage
Case study on the transmission of a folk-art performance and it's safeguarding in North Eastern Japan	Field researches on safeguarding measures in Tsuruoka, Japan (November 8-11, 2011; January 28- February 3, 2012, February 24-March 1, 2012). Relationship-building with community and municipal government allowed IRCI to host a workshop on documentation	MLA 2- Safeguarding of ICH – Minor contribution	7 Protecting, promoting and transmitting heritage
Current condition of safeguarding of ICH and its national legal system in Bhutan	Field researches on safeguarding measures. This project encouraged IRCI to develop the Mekong Project in 2013-2016.	MLA 2- Safeguarding of ICH	7 Protecting, promoting and transmitting heritage

Inaugural symposium of IRCI	Symposium held in Sakai, Japan, October 4, 2011. 'ICH Project report vol. 1, 2012 (by Sakai City)	MLA2 – minor	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles
Symposium on ICH	Symposium, Feb 17, 2013. 'ICH' project report vol.2, 2012 (by Sakai City)	MLA2 – minor	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles
Seminars on ICH	ICH seminars. IRCI contributed to seminars. ICH project report vol. 1, 2012 (by Sakai City)	Not directly related - promoting IRCI within community	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles
ICH panel exhibition	ICH project report vol. 1, 2012 (by Sakai City)	Not directly related - promoting IRCI within community	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles
Spot exhibition on Southeast Asian Puppet Theatre	Exhibition at Sakai City museum. ICH project report vol. 1, 2012 (by Sakai City)	Not directly related - promoting IRCI within community	6 Supporting inclusive social development, fostering intercultural dialogue for the rapprochement of cultures and promoting ethical principles

Annexure 7: Long-term and Medium-term Work Programme as approved by the Governing Board

Long-term Program (2013-2021)

I. Duration

The duration of the long-term programme is 10 years after the inauguration of the International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region

II. Vision

- (1) Promote the 2003 Convention in the Asia-Pacific region on the ground of the Article 4 Paragraph 1 of the Agreement.
- (2) Achieve the objectives prescribed in the Article 4 Paragraph 1 of the Agreement between UNESCO and Japan, through the function outlined in the Article 4 Paragraph 2 of the Agreement.
- (3) Contribute to the achievement of UNESCO's Medium-term Strategy 37/C4 and Quadrennial Program and Budget 37 C/5, through the functions outlined in the Article 4 Paragraph 2 of the Agreement.

III. Mission

- (1) To instigate and coordinate research into practices and methodologies of safeguarding endangered intangible cultural heritage elements present in the Asia-Pacific Region, while cooperating with universities, research institutions, community representatives and other governmental and non-governmental organizations in Japan and elsewhere in the Region
- (2) To assist, in terms of research, countries in the Asia-Pacific Region in implementing such measures as referred to in Articles 11, 12, 13 and 14 of the 2003 Convention, while paying special attention to developing countries;
- (3) To organise workshops and seminars focusing on the role of research as a useful component for safeguarding the intangible cultural heritage and related practices and methodologies, involving experts, community representatives and administrators from the Asia-Pacific Region;

- (4) To encourage and assist young researchers in the Asia-Pacific Region engaging in research activities related to safeguarding the intangible cultural heritage;
- (5) To cooperate with other category 2 centres and institutions active in the domain of safeguarding the intangible cultural heritage, in the Asia-Pacific Region and beyond;
and
- (6) To initiate cooperation among all other interested institutions active in the domain of safeguarding the intangible cultural heritage, while furthering technical assistance vis-à-vis developing countries, in the Asia-Pacific Region.

Medium-term Program (2013-2015)

I . Duration

The duration of the long-term programme is 3 years from 2013 to 2015.

II . Main line of action

- (1) Perform the functions outlined in the Article 4 Paragraph 2 of the Agreement, through instigating and coordinating research activities on the following domains in the Asia-Pacific Region:
 - (i) Current status of endangered intangible cultural heritage in the Asia-Pacific Region;
 - (ii) Various methodologies for safeguarding endangered intangible cultural heritage such as documentation of intangible cultural heritage elements present in the Asia-Pacific Region and their utilization;
 - (iii) Good Practices in Safeguarding of endangered Intangible Cultural Heritage in the Asia-Pacific Region.
- (2) Instigate the following activities during the course of the paragraph (1) above,
 - (i) Participation of young researchers from the Asia-Pacific Region who are engaged in research on the safeguarding of endangered intangible cultural heritage into the activities of the Centre;

- (ii) Collaboration with researchers and institutions identified during the course of the paragraph (i) above;
 - (iii) Organising workshops and seminars to disseminate various methodologies and good practices of safeguarding endangered intangible cultural heritages identified in the Asia-Pacific Region;
- (3) Conduct following activities domestically with a view to contributing to II (1) of the long-term programme
- (i) Collect information about international trends of research on the 2003 Convention in accordance with the Medium term program of the National Institutes of Cultural Heritage;
 - (ii) Within the framework of the Centre's mandate, contribute to the following projects carried out in Sakai by Sakai City mainly aimed at its citizens:
 - (a) Project led by Sakai City Museum to promote intangible cultural heritage elements inscribed in UNESCO's lists for its citizen
 - (b) Local-citizen-led international cultural exchange project
 - (c) Project to promote international cultural understanding among the youth for its citizens.

III. Specific Contents of Activities

1. Mapping of researchers and research institutions that are engaged in research on current status and various methodologies of safeguarding endangered intangible cultural heritage in the Asia-Pacific Region, with special attention to contribution to the Major Programme IV, strategic Objective 2, MLA 2, Paragraph 4024 of UNESCO's Quadrennial Programme and Budget 37/C5 (2014-2017).
2. Research on current status and safeguarding measures of the endangered intangible cultural heritages in the Asia-Pacific region due to factors such as conflict, climate change and natural disasters, in accordance with the Article 13 (c) of the 2003 Convention and Strategic Objective 7 Paragraph 121 and 122 of UNESCO Medium-term Strategy 37C/4.

3. Within the framework of the Centre's mandate, contribute to the following projects carried out by Sakai City for its citizens.

- (1) Project for dissemination of information concerning intangible cultural heritage carried out in cooperation with relevant research institutes and universities.
- (2) Project to promote intangible cultural heritage elements inscribed in UNESCO's lists
- (3) Model project carried out at schools or other educational setting to enhance understanding on intangible cultural heritage.