



United Nations
Educational, Scientific and
Cultural Organization



Intangible
Cultural
Heritage

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CONVENTION FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE

INTERGOVERNMENTAL COMMITTEE FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE

**Fifth session
Nairobi, Kenya
15 to 19 November 2010**

FORM ICH-02 REVISED

During the discussions on ways to facilitate the submission by States Parties of nominations to the Representative List and their examination by the Subsidiary Body, it was suggested to revise nomination form ICH-02. This form, revised on the basis of suggestions made at a meeting of experts held on 15 March 2010 and the meeting of the open-ended intergovernmental working group held on 21 May 2010, is included in this document.

Representative List

ICH-02 – Form



United Nations
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REPRESENTATIVE LIST OF INTANGIBLE CULTURAL HERITAGE

DEADLINE 31 MARCH 2011

Instructions for completing the nomination form are available at:

<http://www.unesco.org/culture/ich/en/forms>

A. State(s) Party(ies)

For multi-national nominations, States Parties should be listed in the order on which they have mutually agreed.

B. Name of the element

B.1. Name of the element in English or French

This is the official name of the element that will appear in published material.

Not to exceed 200 characters

B.2. Name of the element in the language and script of the community concerned, if applicable

This is the official name of the element in the vernacular language corresponding to the official name in English or French (point B.1).

Not to exceed 200 characters

B.3. Other name(s) of the element, if any

In addition to the official name(s) of the element (point B.1) mention alternate name(s), if any, by which the element is known.

C. Name of the communities, groups or, if applicable, communities concerned

Identify clearly one or several communities, groups or, if applicable, individuals concerned with the nominated element.

Not to exceed 150 words

D. Geographical location and range of the element

Provide information on the distribution of the element, indicating if possible the location(s) in which it is centred. If related elements are practised in neighbouring areas, please so indicate.

Not to exceed 150 words

E. Contact person for correspondence

Provide the name, address and other contact information of the person responsible for correspondence concerning the nomination. If an e-mail address cannot be provided, indicate a fax number.

For multi-national nominations provide complete contact information for one person designated by the States Parties as the main contact person for all correspondence relating to the nomination, and for one person in each State Party involved.

Title (Ms/Mr, etc.):

Family name:

Given name:

Institution/position:

Address:

Telephone number:

Fax number:

E-mail address:

Other relevant information:

(iii) How are the knowledge and skills related to the element transmitted today?

Not to exceed 250 words

(iv) What social and cultural functions and meanings does the element have today for its community?

Not to exceed 250 words

(v) Is there any part of the element that is not compatible with existing international human rights instruments or with the requirement of mutual respect among communities, groups and individuals, or with sustainable development?

Not to exceed 250 words

2. Contribution to ensuring visibility and awareness and to encouraging dialogue

For Criterion R.2, the States shall demonstrate that 'Inscription of the element will contribute to ensuring visibility and awareness of the significance of the intangible cultural heritage and to encouraging dialogue, thus reflecting cultural diversity worldwide and testifying to human creativity'.

(i) How can inscription of the element on the Representative List contribute to the visibility of the intangible cultural heritage in general and raise awareness of its importance at the local, national and international levels?

Not to exceed 150 words

(ii) How can inscription encourage dialogue among communities, groups and individuals?

Not to exceed 150 words

(iii) How can inscription promote respect for cultural diversity and human creativity?

Not to exceed 150 words

3. Safeguarding measures

For Criterion R.3, the States shall demonstrate that 'safeguarding measures are elaborated that may protect and promote the element'.

3.a. Past and current efforts to safeguard the element

Tick one or more boxes to identify the safeguarding measures that have been and are currently being taken by the **communities, groups or individuals** concerned:

- transmission, particularly through formal and non-formal education
- identification, documentation, research
- preservation, protection
- promotion, enhancement
- revitalization

- (i) How is the viability of the element being ensured by the concerned communities, groups or, if applicable, individuals? What past and current initiatives have they taken in this regard?

Not to exceed 250 words

Tick one or more boxes to identify the safeguarding measures that have been and are currently being taken by the **State(s) Party(ies)** with regard to the element:

- transmission, particularly through formal and non-formal education
- identification, documentation, research
- preservation, protection
- promotion, enhancement
- revitalization

- (ii) How have the concerned States Parties safeguarded the element? Specify external or internal constraints, such as limited resources. What are its past and current efforts in this regard?

Not to exceed 250 words

3.b. Safeguarding measures proposed

This section should identify and describe safeguarding measures that will be implemented, especially those intended to protect and promote the element.

- (i) What measures are proposed to help to ensure that the element's viability is not jeopardized in the future, especially as an unintended result of inscription and the resulting visibility and public attention?

Not to exceed 750 words

(ii) How will the States Parties concerned support the implementation of the proposed safeguarding measures?

Not to exceed 250 words

(iii) How have communities, groups or individuals been involved in planning the proposed safeguarding measures and how will they be involved in their implementation?

Not to exceed 250 words

3.c. Competent body(ies) involved in safeguarding

Provide the name, address and other contact information of the competent body(ies), and if applicable, the name and title of the contact person(s), with responsibility for the local management and safeguarding of the element.

Name of the body:

Name and title of the contact person:

Address:

Telephone number:

Fax number:

E-mail address:

Other relevant information:

4. Community participation and consent in the nomination process

For Criterion R.4, the States shall demonstrate that ‘the element has been nominated following the widest possible participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent’.

4.a. Participation of communities, groups and individuals concerned in the nomination process

Describe how the community, group or, if applicable, individuals concerned have participated actively in preparing and elaborating the nomination at all stages.

States Parties are encouraged to prepare nominations with the participation of a wide variety of all concerned parties, including where appropriate local and regional governments, communities, NGOs, research institutes, centres of expertise and others.

Not to exceed 500 words

4.b. Free, prior and informed consent to the nomination

The free, prior and informed consent to the nomination of the element from the community, group or, if applicable, individuals concerned may be demonstrated through written or recorded concurrence, or through other means, according to the legal regimens of the State Party and the infinite variety of communities and groups concerned. The Committee will welcome a broad range of demonstrations or attestations of community consent in preference to standard or uniform declarations. They should be provided in their original language as well as in English or French, if needed.

Attach to the nomination form information showing such consent and indicate below what documents you are providing and what form they take.

Not to exceed 250 words

4.c. Respect for customary practices governing access to the element

Access to certain specific aspects of intangible cultural heritage or to information about it is sometimes restricted by customary practices enacted and conducted by the communities in order, for example, to maintain the secrecy of certain knowledge. Indicate whether or not such practices exist, and if they do, demonstrate that inscription of the element and implementation of the safeguarding measures would fully respect such customary practices governing access to specific aspects of such heritage (cf. Article 13 of the Convention). Describe any specific measures that might need to be taken to ensure such respect. If no such practices exist, please provide a clear statement on it.

Not to exceed 250 words

4.d. Concerned community organization(s) or representative(s)

Provide the name, address and other contact information of community organizations or representatives, or other non-governmental organizations, that are concerned with the element such as associations, organizations, clubs, guilds, steering committees, etc.

Organization/ community:
Name and title of the contact person:
Address:
Telephone number:
Fax number:
E-mail address:
Other relevant information:

5. Inclusion of the element in an inventory

For Criterion R.5, the States shall demonstrate that 'the element is included in an inventory of the intangible cultural heritage present in the territory(ies) of the submitting State(s) Party(ies), as defined in Articles 11 and 12 of the Convention'.

Identify the inventory in which the element has been included and the office, agency, organization or body responsible for maintaining that inventory. Demonstrate that the inventory has been drawn up in conformity with the Convention, in particular Article 11(b) that stipulates that intangible cultural heritage shall be identified and defined 'with the participation of communities, groups and relevant non-governmental organizations' and Article 12 requiring that inventories be regularly updated.

The nominated element's inclusion in an inventory should not in any way imply or require that the inventory(ies) should have been completed prior to nomination. Rather, a submitting State Party may be in the process of completing or updating one or more inventories, but has already duly included the nominated element on an inventory-in-progress.

Attach to the nomination form documents showing the inclusion of the element in an inventory or refer to a website presenting that inventory.

Not to exceed 200 words

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6. Documentation

6.a. Appended documentation

The documentation listed below is mandatory, except for the edited video, and will be used in the process of examining and evaluating the nomination. It will also be helpful for visibility activities if the element is inscribed. Check the following boxes to confirm that related items are included with the nomination and that they follow the instructions. Additional materials other than those specified below cannot be accepted and will not be returned.

- 10 recent photographs in high definition
- cession(s) of rights corresponding to the photos (Form ICH-07-photo)
- edited video (up to 10 minutes) (strongly encouraged for evaluation and visibility)
- cession(s) of rights corresponding to the video recording (Form ICH-07-video)

6.b. Principal published references

Submitting States may wish to list, using a standard bibliographic format, principal published references providing supplementary information on the element, such as books, articles, audiovisual materials or websites. Such published works should not be sent along with the nomination.

Not to exceed one standard page

7. Signature on behalf of the State(s) Party(ies)

The nomination should conclude with the original signature of the official empowered to sign it on behalf of the State Party, together with his or her name, title and the date of submission.

In the case of multi-national nominations, the document should contain the name, title and signature of an official of each State Party submitting the nomination.

Name:
Title:
Date:
Signature:

Representative List

ICH-02 – Instructions



United Nations
Educational, Scientific and
Cultural Organization



Intangible
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REPRESENTATIVE LIST OF THE INTANGIBLE CULTURAL HERITAGE OF HUMANITY

INSTRUCTIONS FOR COMPLETING FORM ICH-02

Please pay careful attention to the instructions below. Files that do not conform cannot be accepted.

Deadline of submission

1. Nominations must be received at UNESCO on or before **31 March 2011** in order to be evaluated by the Committee when it meets in November 2012. Nominations received after that deadline will be evaluated in the next cycle.

Submission of nominations

Form and language of the nominations

2. States Parties shall submit a nomination file using the standard ICH-02 form available on the Internet site of the Convention (<http://www.unesco.org/culture/ich/en/forms>).
3. The file shall conclude with the **original signature** of the official empowered to sign it on behalf of the State Party. Multi-national nominations shall include the signature of one official for each of the participating States Parties.
4. States Parties shall submit the nomination file in English or French, the working languages of the Intergovernmental Committee. States Parties are encouraged, whenever possible, to submit nomination files in both languages.

Style for preparing the form

5. Form ICH-02 should include only text, without any illustrations or photographs inserted. Maximum word counts are indicated for a number of sections. Where no maximum length is specified, submitting States Parties should nevertheless provide as briefly as possible the information that is needed for the Committee's evaluation.
6. Nomination files shall be prepared using Arial size 11 font, if your system so allows; decorative fonts should be avoided and special characters, if needed, must employ a standard Unicode font.
7. An original signature copy of the nomination shall be presented on A4 or letter-size paper and strictly follow the standard form. It shall be provided in a loose-leaf and one-sided format (**not in a bound volume**).

Contents of requests

8. The nomination file should include only the information requested in the form ICH-02, and be prepared in accordance with the guidelines provided in each section.
9. In the nomination file, submitting States Parties should describe, explain or demonstrate, as appropriate to each part of the form, rather than simply declaring or asserting. Declarative statements should be solidly supported by evidence and explanations.
10. Materials such as supporting letters or endorsements will not be accepted for the purposes of examination and evaluation and should not be attached. Nominations should also not refer to any annexes or any other attachments except documents concerning item 4.b. (free, prior and informed consent to the nomination) and item 5 (inclusion of the element in an inventory).

Address for submission

11. The original signed copy of the file shall be sent to the following address:
UNESCO Intangible Cultural Heritage Section
1, rue Miollis
75732 Paris Cedex 15
France
Tel: +33 (0) 1 45 68 43 95
Fax: +33 (0) 1 45 68 57 52 (for correspondence only, not files)
12. The text of the file shall also be transmitted in **electronic format** (standard .rtf, or .doc format), on CD-ROM or through Internet at: ich-nominations@unesco.org.

Documentation

13. The photos and video should represent different aspects of the element in its current state, focussing in particular on its role within its community, its transmission processes and any challenges it faces.
14. Only the photos and video covered by the cessions of rights (Form ICH-07-photo and Form ICH-07-video) will be considered.

Technical specifications of mandatory photos

15. The nomination file should contain exactly 10 photos. Photos should be submitted as digital files, in.tiff, .raw, .jpeg or .pdf format, preferably on CD/DVD. If not provided in a digital format, photo prints will only be accepted on photographic paper.
16. The resolution of photos should be suitable for publication, with horizontal and vertical dimensions of at least 1800 pixels (or 15 x 20 cm / 6 x 8 inch with printing resolution no less than 300 dpi).
17. Photos should not be scanned from a print, if the original digital format is available, and should not be resampled.
18. An informative caption should be provided for each photo, within the cession of rights. Photos should not include embedded texts or dates within the image.

Technical specifications of the recommended video

19. The nomination may contain a video lasting up to 10 minutes, with English or French soundtrack and/or subtitles. States Parties are encouraged to submit the video in different linguistic versions, including in the original language(s). Subtitles are encouraged, and should be separated from the image, for instance in .srt, .sub, .smi or .rt files.
20. Accepted formats are, in preferred order: Blu-ray, HDV (DV or MiniDV tapes), DVD or DV (DV, MiniDV or DVCAM tapes).

Cessions of rights including registry of items (Forms ICH-07-photo and ICH-07-video)

21. All documentation must be accompanied by a non-exclusive cession of rights document granting worldwide rights to UNESCO to use the materials. Cessions of rights must be submitted in English or French, without alteration of any kind to the text of the form.
22. An original signed cession must be submitted. In many cases, the submitting State is the owner of the rights, and the signature should be that of an authorized official. In other cases, the photographer or videographer might retain ownership of the rights, and it is the responsibility of the State to secure his or her signature. If a State submits materials from different rights owners, a separate cession of rights should be prepared for each set of materials.
23. Each photo should be clearly and uniquely identified by the identifier (typically the name of the file) and a brief informative caption of no more than 30 words, suitable for publication. The video recording should be clearly and uniquely identified by its identifier, title and language. For photos and videos, their date of creation, the name of the creator, and a full credit notice is also required. The credit notice should take the form: '© [year] by [name of rights owner]'.
24. Cessions of rights should also be transmitted in **electronic format** (standard .rtf, or .doc format), on CD-ROM or through Internet at: ich-nominations@unesco.org, so that the caption and credit information can easily be registered.

Eligibility of nominations

25. States Parties of the Convention are eligible to submit nominations for inscription of elements in their territories on the Representative List. States Parties are encouraged to jointly submit multi-national nominations to the Representative List when an element is found on the territory of more than one State Party.
26. Submitting States Parties may withdraw a nomination at any time prior to evaluation by the Committee.

Receipt and processing of nominations

27. When nominations are received from States Parties, the Secretariat will register them, acknowledge receipt to States Parties and check for completeness. If requests are not complete, the Secretariat will request missing information from the submitting States Parties.
28. Nominations for the Representative List shall be examined by a Subsidiary Body of the Committee, in accordance with paragraph 30 of the Operational Directives. This examination shall include a recommendation to the Committee concerning possible inscription of the nominated element or referral to the submitting State for additional information.
29. Nominations and the report of the Subsidiary Body shall be considered public documents from the time they are transmitted to the Committee. Until that time these documents shall be considered confidential under UNESCO's Records Management policies and its Rules Governing Access by Outside Persons to the UNESCO Archives.

Timetable

31 March 2011	Deadline by which nominations for the Representative List must be received by the Secretariat.
30 June 2011	Deadline by which the Secretariat will have processed the files, including registration and acknowledgement of receipt. If a nomination is found incomplete, the State Party is invited to complete the file.
30 September 2011	Deadline by which missing information required to complete the file, if any, shall be submitted by the State Party to the Secretariat. Files that remain incomplete are returned to the States Parties that may complete them for a subsequent cycle.
December 2011 – May 2012	Examination of the files by the Subsidiary Body.
April – June 2012	Meeting for final examination by the Subsidiary Body.
Four weeks prior to the session of the Committee	The Secretariat transmits the examination reports to the members of the Committee. The files and examination reports will also be available online for consultation by States Parties.
November 2012	The Committee evaluates the nominations and makes its decisions.

Annex

In order to ensure that your nomination appropriately follows instructions for completing Form ICH-02, please go through the check-list below prior to submitting it.

General		
1	Is the nomination prepared using the most recent version of the standard ICH-02 form available on: http://www.unesco.org/culture/ich/en/forms ?	<input type="checkbox"/>
2	Does the nomination conclude with the original signature of the official empowered to sign it on behalf of the State Party?	<input type="checkbox"/>
3	Is the nomination prepared in English and/or French?	<input type="checkbox"/>
4	Are all sections of the nomination form filled in, respecting word counts indicated in each section?	<input type="checkbox"/>
5	Is the nomination prepared using Arial size 11 font, if your system so allows, and avoiding decorative fonts?	<input type="checkbox"/>
6	Does Form ICH-02 contain only text, without any images included?	<input type="checkbox"/>
7	Is the original signed nomination presented on A4 or letter-size paper and prepared in a loose-leaf and one-sided format (not in a bound volume)?	<input type="checkbox"/>
8	Does the nomination include free, prior and informed consent from the community, group or, if applicable, individuals concerned?	<input type="checkbox"/>
9	Are 10 recent photographs in high resolution included with the nomination?	<input type="checkbox"/>
10	Is an optional maximum 10-minute video included with the nomination?	<input type="checkbox"/>
11	Are the original signed cessions of rights (Form ICH-07-photo for photos, ICH-07-video for videos) included in the nomination, covering all the documentation?	<input type="checkbox"/>
12	Does the nomination include only the information requested in the form?	<input type="checkbox"/>
13	Is the original signed nomination ready to be sent to the UNESCO Intangible Cultural Heritage Section by postal mail?	<input type="checkbox"/>
14	Is the electronic format of the request prepared in standard .rtf, or .doc format and ready to be submitted by e-mail to ich-nominations@unesco.org or on CD-ROM?	<input type="checkbox"/>

Multi-national nominations (if applicable)		
1	Are the names of the States Parties listed under item 1 in the order on which the States have mutually agreed?	<input type="checkbox"/>
2	Does the nomination include the original signature of one official for each of the participating States Parties?	<input type="checkbox"/>