**CONVENTION FOR THE SAFEGUARDING OF THE
INTANGIBLE CULTURAL HERITAGE**

**INTERGOVERNMENTAL COMMITTEE FOR THE
SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Meeting of the Bureau**

**UNESCO Headquarters, Paris, Room VI**

**7 June 2018, 10 a.m. – 1 p.m.**

**IMPLEMENTATION REPORT ON THE SPENDING PLAN
FOR ‘OTHER FUNCTIONS OF THE COMMITTEE’
1 January 2016 – 31 December 2017**

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| **Summary**The Plan for the use of the resources of the Intangible Cultural Heritage Fund approved by the General Assembly for the period 1 January 2016 to 31 December 2017 provided that 20% of the resources be allocated to ‘Other functions of the Committee’, as described in Article 7 of the Convention and the Operational Directives. Exercising the authority delegated to it by the Committee, the Bureau decided upon the utilization of these funds and requested that the Secretariat report on the progress of implementation and the way the funds were spent. The present document provides an implementation report for the period 1 January 2016 to 31 December 2017. |

#### Background

1. The General Assembly, in its [Resolution 6.GA 9](https://ich.unesco.org/en/Resolutions/6.GA/9), approved a Plan for the use of the resources of the Intangible Cultural Heritage Fund [hereafter the Fund] for the period 1 January 2016 to 31 December 2017, which devoted 20% of the budget (US$1,590,746) to ‘Other functions of the Committee’, as laid down in Article 7 of the Convention and its Operational Directives. By delegation of authority from the Committee ([Decision 10.COM 8](https://ich.unesco.org/en/Decisions/10.COM/8)), the Bureau was requested to decide on a specific proposal prepared by the Secretariat for the use of the funds under that category, for the above-mentioned period ([Decision 11.COM 2.BUR 1](https://ich.unesco.org/doc/src/ITH-16-11.COM_2.BUR-Decisions-EN.docx))[[1]](#footnote-1). In that same decision, the Bureau requested that the Secretariat ‘report on the progress of implementation and the way the funds are spent’. In line with the approved 38C/5 and the Organization’s shift towards integrating the principles of results-based management and results-based budgeting, on that occasion the Bureau approved a proposal that integrated a results framework with financial allocations for each result.
2. The present document is intended to inform States Parties of the status of execution of the spending plan adopted in June 2016 for the biennium 2016-2017. In particular, it provides assessment of the programme implementation by expected results, together with an analysis of the main challenges in delivering the outputs approved by the Bureau.
3. The funds allocated by the General Assembly to ‘Other functions of the Committee’ are crucial for allowing the Committee to effectively exercise its mandate beyond the strict conduct of its sessions and the examination of files submitted by States Parties and decisions thereon. In summary, funds allocated to this budget during the 2016-2017 biennium continued to ensure a steady improvement in the **management of knowledge and information** (Expected Result 1) and to provide essential support for a number of cross-cutting needs of the **capacity-building programme** (Expected Result 2). Furthermore and following the need to enhance the monitoring process for the implementation of the Convention, funds were dedicated to this purpose, supporting the development of an **overall results framework** for the Convention (Expected Result 3). Finally, the Secretariat was able to initiate **outreach and communication** related actions with a view to enhance the understanding and visibility of the Convention (Expected Result 4). The detailed information on these activities undertaken by the Secretariat under each of the Expected Results is given in the working document ‘Report of the Secretariat on its activities’ submitted to the seventh session of the General Assembly ([ITH/18/7.GA/7](https://ich.unesco.org/doc/src/ITH-18-7.GA-7-EN.docx)), which covers the same reporting period.
4. During the 38 C/5 biennium, the total expenditure registered under ‘Other functions of the Committee’ was US$1,476,390,21. This represented 92.8% of the total budget approved for the biennium and an increase of 2.6% compared to the previous exercise, maintaining the positive trend experienced by this section of the Fund during the past biennia. An analysis of its evolution during the last four exercises (Figure 1) reveals that a continuous increase in the total allocation approved is always followed by an equivalent increase in the amount of funds implemented. This results in a high, stable expenditure rate (normally above 90%), which could reaffirm the importance and usefulness of this part of the Fund for the effective implementation of the 2003 Convention.

**Figure 1**: Evolution of the implementation of ‘Other functions of the Committee” during the last four biennia

#### Assessment by Expected Result

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| **Allocation** | **Expenditures** | **Exp. Rate %** |
| 1,590,746[[2]](#footnote-2) | 1,476,390 | 92.8% |

**ER 1: Sound governance of the 2003 Convention facilitated by enhanced knowledge management services**

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| **Allocation** | **Expenditures** | **Exp. Rate %** |
| 386,900 | 384,301 | 99.3% |

| **Output (O)Indicators/Benchmark (B)** | **Assessment of progress:01/01/2016 to 31/12/2017** | **Assessment of implementation** |
| --- | --- | --- |
| **O:**External and internal access to information increased and processes, workflows and response time optimized thanks to monitoring interfaces**B 2016-2017:*** 3 new monitoring interfaces
 | * Public interface displaying deadlines and status of periodic reports, country by country, and element by element
* Internal dashboard for regional officers synthetizing all statutory and project-related tasks
* Accredited NGO display of renewal dates and activity reports submitted.
 | Accomplished |
| **O:**Improved accessibility and usability of Convention documents and decisions; better indexing and improved search capacities**B 2016-2017:*** 8 additional decision documents uploaded onto UNESDOC
* 70 additional decisions/resolutions referenced in the KMS.
 | * 78 decisions and resolutions individually referenced in the KMS
* 470 elements, 147 accredited NGOs and 40 projects indexed against the UNESCO Thesaurus to filter them against content-related criteria
* Loading of documents onto UNESDOC temporarily suspended, as this UNESCO-wide system is to be renovated shortly.
 | Partly accomplished |
| **O:**New online functionalities for external stakeholders **B 2016-2017:*** 3 new online processes.
 | * External stakeholders can create an individual account on the KMS and update their data
* Connected external users can report issues concerning data provided on the website
* Automated online request form to allow external users to access CAP materials.
 | Accomplished |
| **O:**Convention website enhanced with improved navigation and ergonomics, search engine optimization and additional multilingual web content **B 2016-2017:*** 4,500,000 page views on the 2003 Convention webpage
* 200 new web pages published in English, French and Spanish
* Webpage developed to provide optimal viewing and interaction from mobile devices.
 | * 7,454,000 page views over the biennium (+60% compared to previous biennium)
* Creation of 84 pages related to elements, 91 to news, and 74 to workshops and events
* Website fully responsive to smartphones, tablets and large screens.
 | Accomplished |
| **O:**Basic Texts of the Convention and other statutory publications revised and published**B 2016-2017:*** Publication of both the 2016 version of the Basic Texts and the 2014-2015 Lists of the Convention.
 | * The 2016 edition of the Basic Texts of the Convention, integrating the amendments to the Operational Directives adopted by the sixth session of the General Assembly and amendments to the Committee’s Rules of Procedure adopted at its tenth session, designed, edited and published in the six working languages of the General Assembly.
 | Partly accomplished |

**Challenges and risks in implementation and remedial actions**

| **Key challenges** | **Remedial actions** |
| --- | --- |
| Since its creation in 2006, the Knowledge Management Service has been constantly adapting to the objectives of the Committee and the evolution of the Convention particularly by adding new functionalities. With more than 300 tables of data and related data management interfaces, the system is becoming increasingly complex with time. A major challenge lies in the need to master the technicalities of additional services in such a way as to ensure the sustainability and stability of the overall system. | When developing new functionalities, the Secretariat took the opportunity to gradually rework and update the whole system to maintain its sustainability. For instance, when implementing the responsive design (= which allows an adaptability to various browsing devices), the Secretariat decided to reorganize all design-related coding to follow current best practices, ensuring an easier maintenance of the system. |
| The Secretariat continues to invest time and effort in publishing the Basic Texts of the Convention in the six UN languages, which reflects the amendments adopted by the General Assembly and the Committee. This work requires not only language skills but also an advanced command of the terminology of the Convention, making it difficult to outsource. While translations are outsourced, native speakers of these languages within the Section undertake the revision work required to finalize the texts. | Possible remedial action, but which was not taken during the reporting period, would be to publish the Basic Texts in English and French only. |

**ER 2: Implementation of the Convention in Member States encouraged through a strengthened capacity-building programme and guidance on safeguarding measures and good practices**

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| **Allocation** | **Expenditures** | **Exp. Rate %** |
| 817,346 | 778,759 | 95.3% |

| **Output (O)Indicators/Benchmark (B)** | **Assessment of progress:01/01/2016 to 31/12/2017** | **Assessment of implementation** |
| --- | --- | --- |
| **O:**Facilitators’ network strengthened**B 2016-2017:*** 4 regional workshops to train facilitators and update their skills, contingent on host-country or partner support
* A global workshop on reviewing the capacity-building programme and introduction to the provision of support for International Assistance requests
* 3 audio-visual tutorials developed on selected topics
* IT functionalities updated for the capacity-building programme.
 | * Three regional workshops for facilitators organized during the biennium to share lessons learnt and update their knowledge on recent developments under the Convention, benefitting from the generous support of different host institutions:
	+ The Regional Centre for the Safeguarding of the Intangible Cultural Heritage of Latin America (CRESPIAL) for a workshop on policy development for facilitators from Latin America and the Caribbean (Lima, October 2016)
	+ The National Commission of the Kyrgyz Republic for UNESCO with support from the International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region (CRIHAP) for a sub-regional facilitators’ network for Central Asia in (Bishkek, June 2017)
	+ The Regional Centre for the Safeguarding of Intangible Cultural Heritage in South-Eastern Europe based in Sofia (Bulgaria), for the European network branch on safeguarding plans (Sofia, September 2017)
* 1 global meeting organized entitled ‘Envisioning the future of the global capacity-building programme and its facilitators’ network - Strategy meeting with facilitators’ from all regions (Bangkok, March 2017), resulting in proposed new strategic orientations
* 3 audio-visual training videos developed:
	+ Preparing safeguarding plans
	+ Providing support for policy development
	+ Intangible cultural heritage and gender
* Online reporting tool for facilitators integrated into the interface for preparing workshops.
 | Partly accomplished |
| **O:**Content and format of the capacity-building programme reviewed and adapted to respond to major implementation challenges **B 2016-2017:*** 20 core curriculum materials updated in 3 languages to reflect decisions taken during statutory meetings
* Core curriculum developed in 2 languages on preparing International Assistance requests available
* 7 new curricular contents developed in 1 language: 1 unit based on new Operational Directives on intangible cultural heritage and sustainable development and 6 case studies on policy processes, intangible cultural heritage safeguarding in urban settings and gender
* Feasibility study on using educational technology for online learning undertaken
* IT functionalities updated for the capacity-building programme.
 | * Core curriculum materials (Units 1 to 15) updated in 3 languages and the issues of gender and ethics mainstreamed according to decisions taken during statutory meetings
* Materials for a training workshop on preparing International Assistance requests developed and available in 2 languages
* More than 7 new curricular contents developed, as follows:
	+ 35 case studies to support States in understanding and using the Operational Directives on intangible cultural heritage and sustainable development compiled to be integrated into an online toolbox together with introductory guidance materials
	+ Additional case studies developed on different subjects: 2 on gender and intangible cultural heritage; 1 on safeguarding plans and 1 on safeguarding and policy implications
* 1 feasibility study on using educational technology for online learning prepared, leading to the identification partner universities potentially interested in further collaboration
* Interface for preparing workshops improved with new functionalities for selecting materials and tracking workshop participants.
 | Accomplished |
| **O:**Preliminary follow-up and evaluation mechanism for capacity building piloted**B 2016-2017:*** 3 pilot tracer studies conducted in beneficiary countries
* 1 survey on the use of UNESCO capacity-building materials by other institutions.
 | * A pilot tracer study was conducted in 3 countries (Nepal, Namibia and Tunisia) and a report was prepared
* A survey was conducted on the use of UNESCO capacity-building materials by external users: 93 respondents answered the survey and a final report was prepared.
 | Accomplished |
| **O:**Guidance on safeguarding measures and good practices strengthened**B 2016-2017:*** Guidelines on inventories for States Parties developed, taking into account the decisions and recommendations of the Convention’s regulatory bodies
* 3 proposals collected for alternative, lighter ways of sharing safeguarding experiences to complement the Register of Best Safeguarding Practices
* Training materials developed to sensitize governments, communities, groups and other relevant stakeholders and intermediaries about ethical concerns in the safeguarding of intangible cultural heritage
* Strategy designed for addressing intangible cultural heritage in emergency situations, as described in OD50.
 | * Instead of the limited initial idea to collect 3 proposals for alternative lighters ways of sharing safeguarding experiences, it has been decided that a worldwide survey will be carried out in 2019. A call for proposals to conduct this survey has been sent out and, out of 47 proposals, a well-established institution has been selected to perform the survey in 2018
* Training materials to sensitize governments, communities, groups and other relevant stakeholders and intermediaries about ethical concerns in the safeguarding of intangible cultural heritage were developed and are under review.
 | Accomplished |

**Challenges and risks in implementation and remedial actions**

| **Key challenges** | **Remedial actions** |
| --- | --- |
| The organization of regional workshops to train facilitators and update skills is contingent on host-country or partner support; this has proven to be successful in three cases but challenging in one. At the last minute, the commitment for hosting a workshop with facilitators from Arab States could not be maintained.  | The Secretariat approached several members of Electoral Group V b) to identify an alternative host country for a training of facilitators in Arab States. While it was too late in the year to find an alternative solution on time to organize the training of facilitators in 2017, the dialogue with potential donors continued with some promising indications for possible support for 2018. |
| Developing new curricular content requires identifying consultants with expert knowledge in a particular area and advanced drafting skills to prepare the actual documents. While the Secretariat has been able to identify consultants with in-depth knowledge of the Convention’s key content areas, it is often more difficult to ensure the quality and consistency of the written documents, which led to delays in producing the edited version. | In the short term, the Secretariat has approached this issue in various ways: editors have been contracted to improve documents, the Secretariat has taken on part of the writing work and there have been efforts to provide more guidance to consultants before they begin writing. One idea, which has not been implemented yet for budgetary reasons, is to create a small team dedicated to the development of materials, with each team member taking on a specific role (drafting, conceptual development, peer review, etc.). |

**ER 3: Overall results framework developed to monitor the implementation of the Convention**

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| **Allocation** | **Expenditures** | **Exp. Rate %** |
| 50,000 | 32,621 | 65.2% |

| **Output (O)Indicators/Benchmark (B)** | **Assessment of progress:01/01/2016 to 31/12/2017** | **Assessment of implementation** |
| --- | --- | --- |
| **O:**Overall results framework for the Convention developed**B 2016-2017:*** Preliminary category VI meeting of experts to lay the foundations for constructing an overall results framework of the Convention
* Open-ended intergovernmental working group to examine the preliminary recommendations of possible directives
* Preliminary tool developed for systematizing data collection and analysis to monitor the implementation of the Convention.
 | * Results map developed through a preliminary category VI meeting of experts organized in 2016
* Draft overall results framework for the Convention developed by an open-ended intergovernmental working group and endorsed by 12.COM
* Reform of the periodic reporting mechanism initiated by 12.COM to serve as a data source to monitor the implementation of the Convention.
 | Accomplished |

**Challenges and risks in implementation and remedial actions**

| **Key challenges** | **Remedial actions** |
| --- | --- |
| Developing an overall results framework required high-level expertise not only in the safeguarding of intangible cultural heritage but also in monitoring and evaluation. The pool of experts and facilitators that normally cooperate with the UNESCO Secretariat did not include specialists in results-based management (RBM) or monitoring and evaluation. Even for the expert meeting in 2016, it was difficult to find good experts with a reasonable balance between knowledge about intangible cultural heritage and the RBM approach. | Extensive research was undertaken to identify a few experienced experts in the field of monitoring and evaluation as well as in intangible cultural heritage. Some of them were also identified to work together with the Secretariat and prepare the two meetings, the working documents and the presentations. A team of four experts with different areas of expertise supported the Secretariat in preparing the open-ended working group. |
| At the beginning of the exercise of developing an overall results framework, the funding needed to convene an open-ended intergovernmental working group (as called for by Decision 9.COM 13.e) was not forthcoming. | As a preliminary step, the National Commission of the People’s Republic of China for UNESCO offered to support a smaller meeting of experts that could develop a preliminary framework, for submission to a subsequent intergovernmental working group. The category VI meeting of experts that was convened was able to prepare an initial results map that was essential for its further development into the results framework. |

**ER 4: Objectives of the Convention promoted through awareness raising and outreach**

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| **Allocation** | **Expenditures** | **Exp. Rate %** |
| 336,500 | 280,710 | 83.4% |

| **Output (O)Indicators/Benchmark (B)** | **Assessment of progress:01/01/2016 to 31/12/2017** | **Assessment of implementation** |
| --- | --- | --- |
| **O:**New partnerships with relevant institutions established to integrate intangible cultural heritage into education**B 2016-2017:*** To organize a regional workshop with tertiary education institutions
* To organize a consultation with relevant education institutions on integrating intangible cultural heritage into their programmes.
 | * 1 regional workshop organized with 43 participants from tertiary education institutions in Latin America and the Caribbean (November 2017 in Buenos Aires, Argentina)
* An intersectoral consultation meeting on ‘Integrating intangible cultural heritage in education’ was organized with more than 40 participants from both the Education and the Culture Sectors (May 2017 in Paris).
 | Accomplished |
| **O:**UNESCO’s cooperation with WIPO or other UN agencies strengthened to ensure ongoing exchange and learning between the organizations and their Member States**B 2016-2017:*** To participate in 3 meetings organized by WIPO or other UN agencies.
 | * Consultation with WIPO continued to exchange information about the latest developments regarding the implementation of the 2003 Convention
* Cooperation with the Expert Mechanism on the Rights of Indigenous Peoples (EMRIP) strengthened through participation in the ‘[International Conference on Indigenous Peoples’ Cultural Heritage](https://www.helsinki.fi/en/conferences/indigenous-heritage-2017)’, which they organized together with the University of Helsinki, in Helsinki (November 2017).
 | Partly accomplished |
| **O:**Outreach strategy developed to promote the objectives of the Convention and engage effectively with stakeholders**B 2016-2017:*** To establish a partnership for developing outreach materials
* To design and produce 2 outreach materials/tools.
 | * Partner with proven expertise in the field of cultural communication at the international level identified through the launch of a call for proposal and a rigorous selection process conducted among 45 proposals submitted by relevant communication agencies from 28 different countries
* In-depth review and analysis of the existing communication tools and materials of the Convention conducted in collaboration with the partner communication agency
* Wide consultation undertaken through interviews with around 50 relevant stakeholders, including UNESCO Field Offices, States Parties, donors, accredited NGOs, national institutions, heritage professionals and community members, with a view to gaining insights into the outreach actions for the 2003 Convention
* Strategic communication plan developed for the 2003 Convention, which presents strategic orientations outlining the mission and core values and includes preliminary guidelines for priority actions and tools to be developed
* Communication materials (i.e. youth video clips, media kit for the press) produced and disseminated in order to raise public and media awareness on the importance of safeguarding intangible cultural heritage.
 | Accomplished |

**Challenges and risks in implementation and remedial actions**

| **Key challenges** | **Remedial actions** |
| --- | --- |
| The intersectoral meeting on ‘Integrating intangible cultural heritage in education’ required extensive consultations with Education Sector colleagues in the lead-up to and preparation for this meeting. Overall, around 20 consultations were held, which involved a significant time commitment on the part of the Secretariat. | While it was a challenge to free up enough time for all of the consultations, this also significantly contributed towards developing strong partnerships before, during and after the meeting. As a result, future activities will be able to build on these strong foundational partnerships. |
| As a first experience for the Convention in developing a comprehensive communication and outreach framework, the Secretariat faced difficulties in both identifying potential partner agencies with relevant experience in the field of culture internationally and in transmitting to these partners the core mission and objectives of the Convention as well as the mandate and functions of UNESCO. | Extra efforts were made by the Secretariat to reach out to external networks and online platforms where the call for partners could be widely disseminated (i.e. the UN Global Marketplace). This led to a high rate of participation by potential partner agencies. Given that the selected agency is based in Paris, multiple physical meetings were organized, in addition to regular correspondence and exchanges by email, in order to reduce the knowledge and information gap and foster a common understanding. |

1. . The General Assembly also allocated, on a provisional basis, the budget for the period 1 January 2018 to 30 June 2018. However, since this period is still ongoing at the time of writing and following General Assembly’s resolution ([Resolution 6.GA 6](https://ich.unesco.org/en/Resolutions/6.GA/6)), this report will only cover the period 1 January 2016 to 31 December 2017, using the biennial reporting format, aligned with UNESCO’s biennial cycle. [↑](#footnote-ref-1)
2. . All figures in the tables below are expressed in dollars. [↑](#footnote-ref-2)