

**The Fifth Governing Board Meeting of ICHCAP**

제5차 유네스코아태무형유산센터 정기이사회

**(English)**

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| **Agenda for the 5th Governing Board Meeting** |
| 제5차 이사회 안건자료집 |

4 November 2014

Jeonju, Republic of Korea

ICHCAP

International Information and Networking Centre

for Intangible Cultural Heritage in the Asia and Pacific Region

under the auspices of UNESCO

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| **I** | **Schedule** | |
| 1. Opening Announcement of 5th Governing Board Meeting | | 10:00  -  10:05 |
| 1. Introduction of the Governing Board Members and Observers | | 10:05  -  10:10 |
| 1. Opening   - Opening Speech (Chairperson) | | 10:10  -  10:20 |
| 1. Reports (Secretariat) 2. Reports on the 3rd and 4th Governing Board Meeting 3. Report on the 4th Executive Committee Meeting 4. Comprehensive Report of the Director-General 5. Programme and Activities of 2014 | | 10:20  -  12:00 |
| 1. Photo Session and Luncheon | | 12:00  -  14:00 |
| 1. Reports (Cont.) 2. Report on Closing Accounts of 2013 | | 14:00  -  14:10 |
| 1. Audit Report for 2013 (Auditor) | | 14:10  -  14:20 |
| 1. Deliberation and Decision of the Items on Agenda 2. Annual Work Plan and Budget Plan for 2015 3. Amendment of the Constitution 4. Amendment of the Rules of Procedure of the Executive Committee | | 14:20  -  17:00 |
| 1. Open-Ended Discussion | | 17:00  -  17:30 |
| 1. Closing | | 17:30  -  17:40 |
| 1. Dinner | | 18:00  -  20:00 |

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| **II** | **Participants of the Governing Board Meeting** |

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| **Classification** | **Name** | **Position / Organization / Country** |
| **Chairperson** | Ms.  Sun-hwa RHA | Administrator /  Cultural Heritage Administration  of Korea |
| **Vice-Chairperson** | Ms.  Dawnhee YIM | Chair /  Committee for Safeguarding Intangible  Cultural Heritage |
| **Governing**  **Board Member** | Mr.  Timothy CURTIS | Chief /  Culture Unit, UNESCO Bangkok Office |
| Ms.  Ling ZHANG | Director /  Division of Multilateral Affairs Bureau for External Cultural Relations Ministry of Culture |
| Ms.  Wiendu NURYANTI  Proxy)  Mr. Gaura Mancacaritadipura | Former Vice Minister /  Ministry of Education and Culture of Indonesia  Expert Advisor /  Ministry of Education and Culture of Indonesia |
| Mr.  Johei SASAKI  Proxy)  Mr.  Mitshuhiro IKEHARA | President / National Institute for Cultural Heritage  Director / National Institutes for Cultural Heritage |
| Ms.  Elnura KORCHUEVA | Secretary-General /  National Commission for UNESCO of the Kyrgyz Republic |
| Mr.  Sipiriano Nemani RANUKU | Principal Policy and Conventions Officer /  Department of National Heritage, Culture & Art / Fiji |
| Mr.  Won-ki KIM  Proxy)  Mr  Hee-Ung PARK | Director General /  Heritage Promotion Bureau, Cultural Heritage Administration of the Republic of Korea  Director /  International Cooperation Division of Heritage Promotion Bureau, Cultural Heritage Administration |
| Mr.  Dong-gi KIM  (absence) | Director General /  Cultural Affairs Bureau of Ministry of Foreign Affair and Trade of the Republic of Korea |
| Mr.  Dong-seok MIN  Proxy)  Mr.  Hyun-mook LIM | Secretary-General /  Korean National Commission for UNESCO  Director/  Division of Strategic Programmes, Korean National Commission for UNESCO |
| Mr.  Samuel LEE | Director-General /  International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO /Republic of Korea |
| **Auditor** | Mr.  Doo-Soo KIM | Certified Public Accountant /  Shinjung Accounting Corporation |
| **Observer** | Mr.  Shi-Yung RYU | Deputy Director/  International Cooperation Division of Heritage Promotion Bureau, Cultural Heritage Administration |
| Mr.  Akio ARATA | Director/  International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region |
| Ms.  Yajuan CHEN | Director, General-Office /  International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region |
| Mr.  Ming LU | Training Programme Coordinator /  International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region |
| **Secretariat**  **(ICHCAP)** | Mr.  Seong-Yong PARK | Assistant Director /  Bureau of Strategic Programmes |
| Mr.  Sun-Bok CHOI | Chief /  Planning and Management Section |
| Mr  Weonmo PARK | Chief /  Information and Research Section |
| Mr.  Deok Soon KIM | Chief /  Cooperation and Networking Section |
| Ms.  Boyoung CHA | Chief /  Knowledge and Publication Section |
| Mr.  Kijong PARK | Chief /  IT Management Section |
| Ms.  Sulki LEE | Assistant Programme Officer/  Cooperation and Networking Section |
| Mr.  Seung-Chul BAE | Programme Officer/  Planning and Management Section |
| Ms.  Min Jung KIM | Assistant Programme Officer/  Planning and Management Section |
| Ms.  Nayoung JUNG | Assistant Programme Officer/  Planning and Management Section |
| Mr.  Michael  PETERSON | Editor /  Knowledge and Publication Section |

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| **III. Reports** |
| **1. Reports on the 3rd and 4th Governing Board Meeting**  **2. Report on the 4th Executive Committee Meeting**  **3. Comprehensive Report of the Director-General**  **4. Programs and Activities of 2014**  **5. Report on Closing Accounts of 2013**  **6. Audit Report for 2013 (Summary Report)** |

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| **3.1** | **Reports on the 3rd and 4th Governing Board Meeting** |

1. **Results of the 3rd Governing Board Meeting**
2. **Summary**

* Date and Time: 30 September 2013, 16:00-18:00
* Venue: Daejeon (Interciti Hotel)
* Participants: Complete attendance of Governing Board members and Auditor
* Results
* Reports (Items 1 – 3): eleven governing board members with right to vote, all adopted
* Matters of Deliberation and Decision (Items 4, 5): eleven governing board members with right to vote, all adopted

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| **Item** | **Title** | **Result** |
| 1 | Adoption of the Agenda for the 3rd Governing Board Meeting | Adopted |
| 2 | Admission of Observers | Adopted |
| 3 | Reports  2012 Audit Report  Report on 2nd and 3rd Executive Committee  Overview of 2013 activities | Adopted |
| 4 | Appointment of board members(5) and auditor(1)  Appointment of three international board members (Indonesia, Kyrgyzstan, Fiji)  Reappointment of two domestic board members and one auditor | Adopted |
| 5 | Approval of the work plan and budget for 2014  Total budget KRW 2,181 million (including labor and management cost)  (five categories, fifteen activities, twenty-four sub-activities) | Adopted |

**b. Main Suggestions and Measures Taken**

* ICHCAP has taken the following measures in response to the six suggestions from the 3rd Governing Board Meeting regarding governing board operations and ICHCAP's activities:

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| **Category** | **Main Suggestions** | **Measures Taken** |
| Governing Board Operations | Attach audit report to the agenda | Attached 2013 Audit Report to the 5th Governing Board Meeting Agenda |
| Compare the work plan previously approved by the governing board and the work plan carried out | Have included the information in the Report for Programs and Activities of 2014 |
| ICHCAP Activities | Emphasize activities related to communities and NGOs | Have included ‘NGO’ in the title of the activities:  2014 ICH NGO Conference  2014 ICH NGO Symposium |
| Increase cooperation with domestic/international relative institutes | Around thirty cooperative institutes participated in ICHCAP’s 2014 activities  (UNESCO regional offices, Member State governments, relevant organizations, NGOs, etc.) |
| Open and share information with C2 Centres in China and Japan | Have provided information regarding information on the current status of ICH safeguarding in the Asia- Pacific to CRIHAP (May) and IRCI (Feb) |
| Reinforce promotion of ICHCAP activities | Strengthened task for media cooperation (press conference, interviews, etc.) |

2. Results of the 4th Governing Board Meeting (via written communications)

a. Summary

* Duration: April to August 2014
* Participants: Eight affirmative votes and three abstentions out of eleven governing board members with voting rights

b. Items Discussed

* Item 1: Proposed amendment to the Constitution
* Reason: With the office of the Centre relocated from Daejeon to Jeonju, its address changed accordingly
* Item 2: Proposed changes to the 2014 work plan and budget
* Reason: With the 2014 budget increased as a result of the parliamentary budget resolution after the approval of the 3rd Governing Board meeting, subsequent changes were necessary to the existing work plan and budget.

5. Results of Resolution

- Item 1: Resolved as presented at the Governing Board Meeting

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| Original Provision | Amended Provision |
| Article 3 (Office) ① The office of the Centre is to be located at #132 Munji-dong, Yuseong-gu, Daejeon, Korea | Article 3 (Office) ① The office of the Centre is to be located at #95 Seohak-dong, Wansan-gu, Jeonju, Korea. |

- Item 2: Resolved as presented at the Governing Board meeting: refer to page 17

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| **3.2** | **Results of the 4th Executive Committee Meeting** |

1. 4th Executive Committee Meeting (via written communications)

* Date: 22 September 2014
* Attended by: five out of six members of the Executive Committee with one absent (who is the current ICHCAP Director-General) due to an overseas business trip

2. Item Discussed

* Item 1: ‘Proposal for Appointment of the Nominating Committee’ to nominate the 2nd ICHCAP Director-General
* Reason: Procedures should be taken to nominate the 2nd ICHCAP Director-General.

3. Results of Resolution

* Item 1: Approved as proposed at the meeting (the Nominating Committee established with seven members: four Executive Committee members and three outside members)

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| **3.3** | **Comprehensive Report of the Director-General** |

Director-General Samuel Lee

International Information and Networking Center for Intangible Cultural Heritage in the Asia-Pacific Region (ICHCAP) marks its third anniversary this year since its inauguration in November 2011 in the presence of UNESCO Director-General Irina Bokova. In commemoration of the third anniversary of ICHCAP, I would like to share with you an overview of the projects and activities we have undertaken and then briefly touch on the achievements we have made in our key business areas in 2014.

These will be further elaborated, along with the report on ICHCAP’s 2014 activities and budget, by the heads of our business divisions and teams a little later, and if you would like more details, please refer to the reference materials.

ICHCAP was founded in accordance with the agreement between the Korean government and UNESCO to support activities directed toward the safeguarding of the intangible cultural heritage of forty-eight Asia-Pacific Member States, including thirty nations that ratified the Convention, and to systemize and strengthen information and networking to enhance national capacities for safeguarding intangible cultural heritage.

ICHCAP has remained in its fledgling stage over the last three years since its launch. Thus, gathering ICH information and building networks across thirty Asia-Pacific nations has been a challenging and daunting task, especially when considering that ICHCAP only has a dozen new staff members.

It was also challenging for our staff members, who were born and raised in Korea, to visit nations with different languages and cultures where it is difficult to communicate without an interpreter, not to mention Pacific island countries where English is not spoken, Central Asian states only using Russian, and Southeast Asian countries comprised of many different ethnic groups with different languages. Our staff members have put all of their efforts into building a network for data collection and cooperation among nations in the region. These experiences helped us understand the hardships missionaries had faced upon their arrival, and also gave us a valuable lesson that this cannot be done in a year or two.

In addition, the institutional and legal frameworks for protecting and promoting intangible cultural heritage are virtually nonexistent in most Asia-Pacific nations, except for a few countries. Most of them do not have any systematic classification or inventory of cultural heritage in place. Some nations are even lacking a Ministry of Culture, not to mention a designated desk or staff, making us totally clueless about whom to contact to get information.

Our letters remained unanswered for months. Uncountable phone calls were made and e-mails were sent to people whom we have never met, or worse yet, who speak a different language. All the difficulties and constraints our staff encountered in performing their roles seemed insurmountable.

Yet, such efforts were indeed worth it. Over the last three years, we contacted thirty-five nations’ government officers or officials of cultural agencies to gather information on the nation’s basic forms of social structure, cultural policies, intangible cultural heritage, and projects and initiatives to safeguard intangible cultural heritage. And we have made some encouraging achievements in the process. One of them is the release of nearly thirty survey reports on the status of intangible cultural heritage by nation.

As part of our efforts to better identify the needs for the development and advancement of ICH protection policies in the region's numerous nations, we took the approach of dividing the region into sub-regional groups of nations with similar characteristics and geographical environments and holding group meetings each year rather than visiting each nation separately.

Before building networks by cultural sectors and fields, we had to establish a sub-regional network for cooperation among governments and related government agencies.

So far, we have successfully formed four sub-regional network groups, Northeast Asia, Southeast Asia, Central Asia, and the Pacific and launched several joint projects together.

Among the sub-regional groups, we put much of our time, efforts, and resources into building a network of the Pacific islands states, which are geographically and economically disadvantaged and designated as priority partner nations by the UN. We have held five meetings for the sub-regional group so far, and as a result, this year we will publish a book entitled *Traditional Knowledge and Wisdom of the Pacific Region*, which is a comprehensive compilation of knowledge and wisdom passed down from generation to generation in Fiji, Vanuatu, Papua New Guinea, Tonga, Palau, and Micronesia in the fields of traditional tribal customs and etiquette, construction and navigation knowledge, food, ways of life, wisdom, and traditional tools and techniques.

We have also made another sub-regional group with the five Central Asian nations, including Uzbekistan, Kazakhstan, Tajikistan, and Turkmenistan, which were part of the former Soviet Union and were once located at the crossroads of the ancient Silk Road, and have held five sub-regional meetings.

Under the seventy years of Soviet rule, these Muslim nations had lost much of their religious and cultural traditions, and their ethnic identities were substantially destroyed by communist rule and ideology. In the twenty years after their independence, these nations had shown a keen interest in restoring their unique ethnic cultures, religions, languages, festivals, and other ways of life, and subsequently were in need of more systematic guidance and assistance to preserve, protect, and promote their intangible cultural heritage.

In this sense, our arrival was perfect timing. We organized these nations into the Central Asia sub-regional group in 2010, and undertook a project where we researched, identified, and systemized their intangible heritage using online tools to disseminate information through the Internet. The three-year project was successful and made significant achievements.

Experts from research institutes of language and culture were dispatched to these nations to identify their ethnic identities and shared values from their oral epic traditions and informatize them. We've already set up a plan to publish them.

In examining their traditional culture, we found that they have many cultural elements, including shamanism, in common with East Asia, especially Korea, such as male shamans, shamanic dance, and song narratives that are similar to traditional Korean *pansori* songs to name a few. It was quite thrilling to see the traces of cultural exchanges along the ancient Silk Road.

In the meantime, in Southeast Asia, we held the first network meeting to set up strategies to informatize various ethnic traditions, languages, and other cultural heritage elements of five Mekong River nations, including Vietnam, Cambodia, Laos, and Thailand, as well as six other Southeastern nations—Malaysia, Indonesia, the Philippines, East Timor, Brunei, and Singapore. As the Southeast Asian region is home to various religions and cultures like Buddhism, Hinduism, Islam, and Christianity, we decided to develop specific ICH safeguarding projects for individual nations, instead of teaming them up in a group. Based upon such a decision, we selected several nations and have undertaken cooperation projects on the selected targets.

Let me give an example of such efforts. In Vietnam, we held a training workshop in partnership with the Vietnam Institute of Culture and Arts Studies to record and archive traditional song narratives and water puppetry. Now, we are working on the archive digitizing project to convert hundreds of reel-to-reel tapes and other analogue documents to DVD and other digital forms.

In the cases of Laos and Myanmar, Director General Irina Bokova, who has a particular interest in these two nations, requested that we support their capacity building. So we are currently supporting them to identify the inventory of their traditional musical instruments to create a guidebook using Korean government ODAs.

One of our important tasks is to promote policy cooperation, exchanges, and network building in the Northeast Asian region that includes China, Japan, Mongolia, and South and North Korea. Regarding this sub-region, we had contacted individual nations separately because it was not easy to build a network for diplomatic reasons, despite the geographical proximity, until early last July when we succeeded in holding the first network conference with the five nations in Ulaanbaatar, Mongolia, to discuss methodologies of documentation, recording, and archiving intangible cultural heritage.

North Korea, which had not shown any interest in cooperating with us, dispatched seven delegates led by Mr. Chul-Soo Noh, the Deputy Director-General of its National Authority for the Protection of Cultural Heritage, and via an unofficial channel expressed its commitment to inter-Korean cooperation for the protection and promotion of shared cultural heritage, building a bridge of cooperation in the field of intangible cultural heritage, even suggesting joint nomination of representative ICH elements.

Moreover, based on the suggestion by Mr. Tim Curtis, Chief of Culture Unit at UNESCO Bangkok, at last year's Governing Board Meeting, we made numerous efforts to create an NGO network, such as holding the first international NGO network meeting by inviting representatives of UNESCO-accredited NGOs and some thirty leaders of ICH NGOs from Asia, Africa, Latin America, and Europe to the National Intangible Heritage Center in Jeonju, Korea. At the meeting, we discussed the basic concepts and strategies of NGO activities and their future tasks. We are going to publish the results in a comprehensive report at the end of this year.

ICHCAP has organized annual international seminars or workshop meetings to share ICH safeguarding activities and strategies and to make them visible.

October in 2012, the International Conference on “the Creative Value of the Intangible Heritage for Sustainable Development” was visited by some five hundred participants in Seoul. September in 2013, the International workshop on “Reflection on the Efforts to Safeguard ICH and Prospects for the Future” was been visited by three hundred participants in Gwangju.

The primary mission and mandate of ICHCAP, information and networking, are not two separate businesses but are closely integrated. This is because without a network platform for exchanges and cooperation, information collection and dissemination cannot be possible, and without a certain level of accuracy in formation, no one can tell whom to work with, what kind of cooperation to be strengthened, and what kind of strategies need to be established to safeguard cultural assets. So, information and networking are a fundamental and inseparable part of all of our activities and are a collective task that can only be achieved through the cooperation of all the nations concerned.

Considering the huge expanse of information and networks across the Asia-Pacific region, I believe that the projects undertaken and achievements made by ICHCAP over the last three years, especially with its limited resources, are far from insignificant.

ICHCAP's recording and archiving work, as reflected in all the ICH information published through twenty issues of our quarterly publication *ICH Courier*, information on ICH of individual countries posted on our web site, thirty survey reports on the ICH status by nation, reports on intellectual property rights in eleven nations, guidebooks, videos, and DVDs released about Mongolia, Vietnam, the Philippines, Bhutan, Uzbekistan, and Kyrgyzstan, will be further disseminated and used down the road.

To make this happen, our staff had to travel on average a dozen times a year to survey and network with the partners in the Asia-Pacific countries, which necessitated, of course, a lot travel costs.

At the end of this December, I am going to step down from the Director-General post and leave ICHCAP.

As I mentioned before, information archiving and network building in such diverse nations of the Asia-Pacific region was not something we could do overnight. However, I am proud that all ICHCAP staff members and I exerted our utmost efforts in identifying the basic concepts of ICHCAP activities, collecting basic information, and building networks. I am also proud of our many achievements.

Still, ICHCAP and other C2 Centers have tight constraints on their capacities, resources, and budgets to carry out ICH protection measures suggested in the 2003 UNESCO Convention and have faced many stumbling blocks in the process.

It is not easy to strike a balance between the divergent demands and interests of UNESCO and governments, those in the governments, the communities, and the civic societies, and those in administrative agencies, performers, and trainers responsible for the transmission of intangible cultural heritage. This is work that requires much understanding, support, and cooperation.

There are still many things I would like to mention, but because of time constraints, I would like to conclude my report on my three-year service as the Director-General by kindly requesting that both governments and UNESCO Headquarters strongly support UNESCO C2 centers, ICHCAP, CRIHAP, IRCI, and CRESPIAL, which were all founded over the past five or six years and to help them grow further with your attention and interest.

Thank you!

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| **3.4** | **Programs and Activities of 2014** |

**[Overview] Work Plan and Budget of 2014**

(Unit: million KRW)

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| **Categories** | **Activities** | **Sub-activities** | **Budget** | |
| **original** | **Revised** |
| Identifying ICH Information in the Asia-Pacific Region | Collecting Information on the Current Status of ICH Safeguarding in the Asia- Pacific Region | - Collecting Information on the Current Status of ICH Safeguarding in the Asia-Pacific Region | 55 | 56 |
| Collecting Information and Building Archive on ICH | - Evaluating ICHCAP’s Information Projects and Establishing its Future Strategy  - Developing Sub-website on the ICHCAP’s Project Outcomes | 20 | 52 |
| Promoting Intellectual Property Rights Related to ICH Information Materials and Documentation | - Developing Referential Material on Protecting Intellectual Property Rights of ICH-related Information | 40 | 20 |
| **Subtotal** | | **115** | **128** |
| Enhancing Cooperation for Building ICH Information System in the Asia-Pacific Region | Supporting ICH Information Management in Central Asia | - Publishing National ICH Booklets and Websites  - Organizing the Central Asia Sub-regional Network Meeting on the Safeguarding of ICH | 100 | 70 |
| Project for Distributing Pacific ICH Information | - Project for Distributing Pacific ICH Information (Including a sub-regional meeting for ICH safeguarding in the Pacific region) | 70 | 147 |
| Producing ICH Video Documentation in the Asia-Pacific region | - Producing ICH Video Documentation in Mongolia | 25 | 40 |
| **Subtotal** | | **195** | **257** |
| Establishing Cooperative Networks for ICH | UNESCO Policy Collaboration and Development of ICHCAP’s Strategy | - Participate in ICH-related Meetings Hosted by UNESCO, C2 Centres, and Member States  - Analyze ICHCAP’s Networking Projects and Develop its Mid-and Long-term Strategy | 60 | 119 |
| Policy Development Cooperation in the Asia-Pacific region | - Identifying Needs for ICH Safeguarding in South-East Asia  - Seminar for Networking and ICH Information Sharing in North-East Asia | 65 | 72 |
| Building Networks with ICH Experts | - 2014 ICH NGO Conference  - 2014 Intangible Heritage Symposium | 50 | 73 |
| Operating the Fifth Governing Board Meeting, Cooperation with Media and Other ICH relevant Organization | - Operating the Fifth Governing Board Meeting  - Cooperation with Media and other ICH relevant Organization | 25 | 50 |
| **Subtotal** | | **200** | **314** |
| Promoting ICH and Raising Visibility | Publication of the *ICH Courier* (quarterly newsletter) | - Publication of the *ICH Courier* (quarterly newsletter) | 60 | 60 |
| Publication of ICH Books and Leaflets | - Publication of UNESCO ICH Lists Leaflet in Korean  - Publication of UNESCO ICH Lists Brochure in Korean | 55 | 30 |
| Supporting Restoration and Digitization of ICH | - Supporting Restoration and Digitization of ICH | 40 | 30 |
| Developing ICH Digital Contents and Promotional Materials | - Producing ICH Promotional Video  - Publication of Promotional Brochure | 30 | 35 |
| **Subtotal** | | **185** | **155** |
| Management of ICH Database and Website | Construction of an Integrated Information System for ICH within the Asia-Pacific Region | - Construction of an Integrated Information System for ICH within the Asia-Pacific Region | 62 | 62 |
| Website Accessibility and Maintenance | -Improve Centre’s Web Accessibility and Establish Web Maintenance System | 19 | 19 |
| **Subtotal** | | **81** | **81** |
| Planning and Administrative Management | Labor Cost | Human Resources Affairs and Organization Management | **1,227** | **1,237** |
| Management Cost | Planning and Administrative Management | **209** | **359** |
| **Subtotal** | | **1,436** | **1,596** |
| **Total** | | | **2,181** | **2,531** |

* Original: total amount KRW 2,181 Million approved by 3rd Governing Board (30 September, 2013)
* Revised: final amount of KRW 2,531 Million consulted with CHA and UNESCO after the approval of Korean National Assembly with the increase of KRW 350 Million

**1. Identifying ICH Information in the Asia-Pacific**

**1.1 Collecting Information on the Current Status of ICH Safeguarding in the Asia-Pacific Region**

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| * To collect basic ICH information and understand the current status of ICH safeguarding of each country in the Asia-Pacific region, the project started in 2009 and has been implemented in thirty-five of the countries among forty-eight Member States in the region up to 2014. * The reports include information on safeguarding systems and policy, national and UNESCO lists, relevant organizations, meetings and events, current issues and demands and etc. * The project reports are written by appointing ICH-related organizations or experts in the country as focal points through documentary survey and interviews based on the questionnaire provided by ICHCAP. * The reports have been updated and supplemented after five years passed since the first survey, and revised versions of the reports will be produced. * To share the collected information, hard copies of the reports have been provided to UNESCO and C2 Centres (CRIHAP, IRCI), and we are now preparing to upload the collected information on ICHCAP’s website to provide information to the public according to internal and external demands. |

* Purpose: To collect and share information on the current status of ICH safeguarding efforts in the Asia-Pacific region
* Target: Five countries in the Asia-Pacific Region
* New: China, Solomon Islands
* Updates and Supplement: Uzbekistan, Tajikistan, Thailand
* Contents
* Collect basic information related to ICH safeguarding efforts in the Asia-Pacific region, such as information on safeguarding systems and policy, ICH lists, relevant organizations, meetings and events, current issues and demands, etc. (result: reports, photographs, and video clips)
* Translate and layout the previous survey reports from 2009 to 2013 to upload on the ICHCAP website
* Major achievements
* Collect basic information of thirty-five countries among forty-eight Member States in the Asia-Pacific region
* Share the collected information with UNESCO Headquarters, UNESCO regional offices, C2 Centres, and other collaborative organizations
* Collaborators: CRIHAP, China National Centre for Safeguarding ICH, Solomon Islands National Museum, Odam va Olam of Tajikistan, National Commission of Uzbekistan for UNESCO, IICAS, the Department of Cultural Promotion in the Ministry of Culture of Thailand
* Budget: KRW 56 million
* Results

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| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Collect information of the five countries in the Asia-Pacific region * Provide information of the 2009-2013 reports | * Make reports of five countries   (New: two countries, Updates: three countries)  (Scheduled to be completed by December, 2014)   * Post information of the 2009-2013 reports on the ICHCAP website |

**1.2 Collecting Information and Building Archive on ICH**

**1.2.1 Evaluating ICHCAP’s Information Projects and Establishing its Future Strategy**

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| * As the need to implement the Centre’s ‘information’ function increases, it is important to establish a systematic information strategy plan. * Considering this, ICHCAP is currently evaluating information projects, establishing concepts and ranges of information processes in the ICHCAP’s context, and building a direction and long-term future strategy on information projects. * Experts from the fields of ICH, ICT, and the digital contents are working on the 1.2.1 project as a team, and they are writing an analytical research report in the framework of the project. ICHCAP expects the project to raise efficiency of the ICHCAP’s whole information projects and strengthen its information function, and ultimately promote the ICH safeguarding activities through information. |

* Purpose: To strengthen ICHCAP’s main function by analyzing its information projects and establishing a strategy on information process
* Main achievements
* Evaluate the efficiency and effectiveness of the ICHCAP’s information projects
* Consider to interconnect the UNESCO’s strategy and the ICHCAP’s information function
* Develop a draft mid- and long-term strategy on ICHCAP’s information project

※ [Annex 1] Interim report on the project

* Budget: KRW 25 million
* Results

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| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Consultation or evaluation meeting [1] by experts of archive organized | * Consultation meeting [7] by experts of archive organized * Evaluation [1] by experts proceeded |

**1.2.2 Developing Sub-website on the ICHCAP’s Project Outcomes**

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| * As the need for making public the information collected through the ICHCAP’s project are raised, ICHCAP decided to make a foundation for a user-centered information delivery system that provides specialized information with users who demand in-depth information on specific topics and forms a more dynamic and vivid ICH information space supplementing the ICHCAP’s current database-centered ICH archives * Through the project, ICHCAP expects to increase demands on the ICH information, improve information access on ICH, and enhance the visibility on ICHCAP’s activities by attracting the users’ attention on ICH information. |

* Purpose: To enhance visibility and promote studies of ICH information through the use and distribute ICHCAP’s accumulated data
* Main achievements
* Process the ICHCAP’s projects outputs and develop contents (Final reports of the field survey project, sound materials of the restoration and digitization project, video materials from the making digital contents project, and booklets on ICH etc.)
* Build a sub-site on ICHCAP’s website to put the aforementioned materials
* Budget: KRW 27 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Create at least one Item of ICH contents | * Create one Item of ICH contents (website for distributing the ICHCAP’s project output online) |

**1.3 Promoting Intellectual Property Rights Related to ICH Information Materials and Documentation**

**1.3.1 Developing Referential Material on Protecting Intellectual Property Rights of  
 ICH- Related Information**

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| * Analyze the IP issues regarding ICHCAP’s projects of ICH information building and sharing, and develop referential materials on IP in the process of information collecting, processing, and distributing as well as for different types of information such as documents, photographs, videos, and audios * Develop and use the remarks or consent forms referring the right of ICH practitioners and related communities to enhance information sharing on IPR with the organizations of ICHCAP’s projects on information building and sharing for ICH safeguarding |

* Purpose: To develop referential materials to promote the protection of IPR on ICH information
* Contents:
* Analyze the IPR issues in relation to ICHCAP’s project on information building and sharing
* Develop referential materials in the process of information collecting, processing, and distributing in various types such as documents, photographs, videos, and audios
* Strengthen information sharing on IP rights in the ICH information among the stakeholders in the field
* Main achievements:
* Develop referential materials for IPR protection of ICHCAP’s ICH information
* Enhance IPR protection of ICH practitioners and related communities
* Provide referential information to collaborative organizations to ICHCAP’s projects of information building and sharing
* Budget: KRW 20 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Hold an expert meeting * To develop a guideline on protecting IPR of ICH-related information materials | * Hold an expert meeting (November) * Prepare referential information for dealing with IPR of ICH-related information materials (scheduled to be complete by December 2014) |

**2. Enhancing Cooperation for Building ICH Information   
 System in the Asia-Pacific Region**

**2.1 Supporting ICH Information Management in Central Asia**

**2.1.1 Publishing National ICH Booklets and Websites**

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| * Although Central Asian countries are well-known for abundant ICH originating from its unique life style, ICH information capacity seems weak in the region due to the lack of specialized manpower/finance and the limited safeguarding activities. * Considering this, four countries from the region (Kazakhstan, Kyrgyzstan, Tajikistan, and Uzbekistan) and ICHCAP have implemented a three-year project, *Facilitating ICH Inventory Making and Using Online Tools for ICH Safeguarding in the Central Asian Region* from 2011 to 2014 as follows: * First phase (2011-2012): creating a special committee for the project implementation; preparing the preliminary list of ICH by organizing the existing information * Second phase (2012-2013): conducting onsite survey to collect information on ICH elements; developing a model ICH online database system * Third phase (2013-2014): establishing a system for operating an ICH database by the respective countries; preparing to create national website on ICH to enhance visibility; preparing drafts to publish an ICH inventory brochure * In the framework of the project, each country has collected information on various ICH elements, and plans to create an ICH website and publish a booklet on ICH to distribute the collected information. * For this year, the drafts of the websites and ICH booklets have been prepared, and it will be published in 2015. |

* Purpose
* To build a foundation for information systems on ICH in Central Asia and ensure the implementation of the 2003 Convention
* To raise awareness of general public on ICH in Central Asia through developing and publishing national ICH websites
* Main achievements
* Prepare draft manuscripts for ICH related booklet in each Central Asian country (four countries)
* Developed draft website on ICH in each Central Asian country (four countries)
* Target: Countries in Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, and Uzbekistan)
* Organizers
* Kazakhstan National Commission for UNESCO and ISESCO; Kyrgyz National Commission for UNESCO; Odam va Olam (Tajikistan NGO in the field of ICH); Republican Scientific-Methodological Center for Folk Art under the Ministry of Culture and Sports of Uzbekistan
* Budget: KRW 20 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Plan on publishing national ICH brochure | * Plan on publishing national ICH brochure * Drafts manuscripts for ICH inventory booklet (four countries) |

**2.1.2 Organizing the Central Asia Sub-regional Network Meeting on the Safeguarding of ICH**

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| * ICHCAP and four Central Asian countries – Uzbekistan, Tajikistan, Kyrgyzstan, and Kazakhstan – have annually held a series of a series of sub-regional network meetings since 2010, and this year marks the fifth anniversary of these meetings. Through the meetings, ICHCAP and the countries have developed and implemented the 2.1.1 project. * In particular, as this year is the final year of the three-year project, the project was evaluated during the meeting. Furthermore, the information-sharing session on oral traditions and epics has been organized to seek values of Central Asian ICH itself, for implementing more fundamental and intensified safeguarding activities in the region. * In the meeting, sixty-three participants including scholars, governmental officials, and experts in the field of ICH gathered, and examined and made a distribution plan on the three-year project results. Also, they adopted a recommendation for continuous collaboration for information and experts exchanges regarding oral traditions and epics in the region. * In the future, ICHCAP expects the project to build and promote a self-sustainable networks and ICH safeguarding activities in the region, by linking governments, communities, specialized institutions and individuals. |

* Purpose
* To identify ICH issues and build a cooperative networks in the Central Asian region
* To evaluate the three-year project, and discuss the direction and tasks of the future cooperative projects
* Main achievements
* Title: Fifth Central Asia Sub-regional Network Meeting on the Safeguarding of Intangible Cultural Heritage
* Time/Venue: 11-13 September 2014, Tashkent, Uzbekistan
* Participants: Sixty-three participants (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, Mongolia, and the Republic of Korea)
* Contents
  + Evaluation of the three-year project and discuss the development of the future cooperative projects (13 September)
  + Information-Sharing Session oral traditions and epics (11-12 September)  
    (Topic: Safeguarding the Creative Value of ICH in Central Asia, Focusing on Oral Traditions and Epics)
* Meeting outcomes
  + Evaluate and make a utilization plan on the outcomes of the three-year project (publishing the project outcomes and inter-linking websites)
  + Rediscover the values, interconnected relationship, and diversity of the oral traditions and epics in the participating countries; agree on the future exchanges of experts and information on oral traditions and epics
* Organizers: ICHCAP, National Commission for Republic of Uzbekistan for UNESCO, International Institute for Central Asian Studies
* Collaborators: Ministry of Culture and Sports of the Republic of Uzbekistan, UNESCO Tashkent Office
* Budget: KRW 50 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * At least one expert from each countries | * Two to three experts from each countries participated |

**2.2 Project for Distributing Pacific ICH Information**

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| * Since 2010, ICHCAP has held sub-regional meetings with the Pacific States to promote ICH in the region. As a result, a joint project with six Pacific countries (Fiji, Federated States of Micronesia, Palau, Papua New Guinea, Tonga, and Vanuatu) was launched in 2013 to publish a book *Traditional Knowledge and Wisdom: Themes from the Pacific Islands* * The publication has four to five articles on TK of each country with colorful images, and it is expected to be a unique regional publication as local experts are introducing their own heritage through their own perspectives * From the initiative, ICHCAP has consulted with field offices on the publication and held the two editorial meetings with national coordinators and local experts. * It is expected to contribute in raising the Pacific ICH visibility and promote safeguarding by distributing the publication to local educational institutes and cultural events as well as providing online service to the global public. |

* Purpose: To strengthen the Pacific cooperative network through the joint project and enhance the Pacific ICH visibility
* Contents
* Hold a sub-regional meeting for ICH safeguarding in the Pacific region (5-7 May, Federated States of Micronesia)
* Draft article on the Pacific TK of six countries and collect image materials
* Hold two editorial meetings on the joint publication project
* (Sub-regional meeting in May and final editorial meeting in August)
* Publish the book on traditional knowledge and wisdom and distribute to public (to be scheduled)
* Discuss the following proposal for the publication on the Pacific ICH
* Budget: KRW 147 million (increased from KRW 77 million as adding one more participating country and holding another editorial meeting)
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Raise awareness and increase interest at international level/Distribute at international events * Promote the community involvement/Over six interviews with communities * Expand information on the Pacific ICH/Distribute to over Ten related institutes | * Distribute at the Pacific Art Festival and the 6th Sub-regional meeting * Contain six interviews with communities * Distribute to over twenty related organizations in six countries |

**2.3. Producing ICH Video Documentation in the Asia-Pacific Region**

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| * In the Asia-Pacific region, the number of traditional community cultures in danger of extinction is gradually increasing because of urbanization and Westernization. Therefore, there is a growing need to make high-quality documentation that can contribute to safeguarding, transmitting, and raising awareness of existing ICH. * It would be most suitable for documentation to be made digitally using the latest documentation media for various applications. Documenting ICH requires not only media experts but also ICH experts. Therefore, it will be more beneficial if there is a venue where both kinds of experts can share their experience and work together. * During the past two years, ICHCAP has exchanged the experiences and information on documentation between Vietnam and Korea and between Mongolia and Korea and has sought ways to enhance visibility on ICH through video documentations. * This year, ICHCAP and Kyrgyzstan are securing video materials on *Manas*, the Kyrgyz epics that symbolize unique and representative oral tradition, distributing the relative information, and strengthening the networks among documenting experts. |

* Purpose: To raise awareness and activate promotional activities for the public by producing a professionally documented video that promotes ICH visibility in the Asia-Pacific region
* Contents: Conduct an expert meeting and document selected ICH elements with the participation of the concerned community and filming experts
* Target: Kyrgyzstan
* Organizers

- ICHCAP and the National Commission of the Kyrgyz Republic for UNESCO

* Budget: KRW 40 million
* Organizing Bodies: ICHCAP, Mongolian National Commission for UNESCO, Ministry of Culture, Sports and Tourism in Mongolia (MCST), and Foundation for the Protection of Natural and Cultural Heritage in Mongolia (FPNCH)
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * To share ICH documentation techniques * To conduct a joint documentation project | * At least one expert meeting among filming experts * At least one ICH element documented |

**3. Establishing Cooperative Networks for ICH**

**3.1 UNESCO Policy Collaboration and Development of ICHCAP’s Strategy**

**3.1.1 Participate in ICH-related meetings hosted by UNESCO, C2 Centres, and Member States**

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| * ICHCAP, as a UNESCO Category 2 Centre, is working to implement the 2003 Convention and support the ICH safeguarding activities of the forty-eight Member States in the Asia-Pacific region in relation to the UNESCO’s global strategy. * Since there are three Centres, one each in Korea, Japan and China, with divided functions, effective communication and mutual cooperation are necessary to avoid duplication of activities among the Centres. * ICHCAP participates in the General Assembly and the Intergovernmental Committee of the ICH Convention as well as the governing board meeting of IRCI and CRIHAP. ICHAP also participates in the ICH related meetings organized by Member States to share valuable information and to learn from their activities. |

* Purpose
* To develop the Centre’s strategy by understanding the international trends of safeguarding ICH in line with the Program and Budget of UNESCO (document C/5)
* To establish a mechanism for cooperation and exchange information among UNESCO, C2 Centres, and Member States
* Contents
* Analyze agenda and participate in UNESCO-related conferences (General Assembly and Intergovernmental Committee for the 2003 Convention, UNESCO General Conference, etc.)
* Analyze agenda and participate in meetings organized by C2 Centres (Governing Board Meeting in IRCI and CRIHAP) and other relevant institutes of Member States
* Collaborators
* ICHCAP, UNESCO and UNESCO Regional Office (Bangkok), C2 Centres in Japan and China, governments or organizations in forty-eight Member States in the Asia-Pacific region, NGOs in the ICH field

**3.1.2 Analyze ICHCAP’s Networking Projects and Develop its Mid- and Long-Term Strategy**

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| * Due to the internal and external environmental changes of ICHCAP (UNESCO’s Integrated Comprehensive Strategy for C2 Centres, differentiation of activities among ICHCAP, IRCI and CRIHAP, and domestic expectations towards ICHCAP) since its inauguration in 2011, the examination and evaluation of ICHCAP’s current activities has become necessary. * Especially to prepare for the evaluation and renewal process of ICHCAP from UNESCO in 2015, to examine the contents and the outcomes of ICHCAP’s networking projects and to develop its mid- and long-term strategy are required. * ICHCAP selected researchers who conduct the project with consultants and the report will be completed by this December. * At this moment, the researchers completed ICHCAP’s environmental analysis and are collecting surveys from Member States, based on the research, the mid- and long-term strategy will be completed through advisory meetings. |

* Purpose
* To assess the current networking-related projects and to explore Centre’s mid- and long-term cooperation strategies
* To strengthen effective collaboration mechanisms and communicate with collaborating partners including UNESCO and C2 Centres
* Contents

Review ICHCAP’s current activities and establish its mid-term strategy  
※ [Annex 2] Interim report on the project (to be delivered)

* Collaborators
* Graduate School of Culture Management, Sungkyunkwan University, and consultants
* Experts and scholars in the networking field
* Budget: KRW 119 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Participate in UNESCO meetings etc. * Analyze agenda for the meetings of UNESCO and C2 Centres * Review of ICHCAP’s activities and establish Mid- and Long-Term Strategy * Consult with UNESCO Bangkok Office for a joint project in 2015 | * UNESCO (three meetings), C2 Centre (two meetings), Member States (more than four meetings) * Analyze agenda (more than five times) * Report on mid- and long-term strategy (December) * Organize expert meetings (three meetings) |

**3.2 Policy Development Cooperation in the Asian-Pacific Region**

**3.2.1 Identifying Needs for ICH Safeguarding in Southeast Asia**

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| * In 2012, ICHCAP held a sub-regional meeting for ICH in Southeast Asia, through which the Centre took in the current issues and needs of the eleven Member States in the region. * It is difficult to develop common agenda or cooperative project in Southeast Asia since there are numerous countries with different ICH safeguarding needs and circumstances. Also, due to the unavailability of a co-organizing institute in Vietnam in 2013, the project plan changed to have a working-level meetings with selected states in the region. * Especially ICHCAP has been supporting Laos and Myanmar with ODA funds since 2011 and 2012, respectively, and has since received comments on the projects from UNESCO Headquarters and Bangkok office. In this regard, ICHCAP staff visited Laos and Myanmar and had working-level meetings to understand the current situation and reshape joint projects. |

* Purpose
* To collect needs for ICH safeguarding of Member States in Southeast Asia (in particular, mainland Southeast Asia) and identify and prepare items for the 2015 Sub-regional Network Meeting in Southeast Asia
* To examine the current situation of the ODA project and modify the future project direction more in line with UNESCO strategy and ICHCAP’s mandates
* Contents
* Discuss projects with the Ministry of Culture in Myanmar and Laos (collect the request from the Ministries and review the progress of the ODA project) (2014.2.17.-24)
* Visit the UNESCO Project Office in Myanmar and collect information on their ICH-related projects
* Collaborators
* Ministry of Culture of Myanmar, and Ministry of Information, Culture, and Tourism of Laos
* UNESCO Myanmar Office in Yangon
* Budget: KRW 10 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Identify agendas for the Southeast Asian region * Adjust the project direction for Myanmar in 2014 | * Collect Ideas for a regional cooperative project * Change the Myanmar project to increase visibility of traditional musical instrument among minority ethnic groups * Invite one staff from the Ministry of Information, Culture, and Tourism of Laos for the CPI program |

**3.2.2 Seminar for Networking and ICH Information Sharing in Northeast Asia**

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| * Although geographically and historically connected closely with abundant ICH, the Northeast Asian region did not have a cooperation mechanism for safeguarding ICH in the region. * Especially in the case for Democratic People’s Republic of Korea (DPRK), interest in safeguarding ICH has increased, and since many ICH elements in the region are held in common with DPRK, the need for cooperation has risen. * Therefore, the ‘Seminar on Cooperation towards Strengthening Networking and Information Sharing of ICH in Northeast Asia’ was held in Mongolia, co-organized with the UNESCO Beijing Office, the Ministry of Culture of Mongolia, and the Mongolian National Commission for UNESCO, to found a basis for regional cooperation and also develop cooperative projects. * At this seminar, approximately fifty people- including Northeast Asian country representatives, such as the Deputy Director General of the National Authority for the Protection of Cultural Heritage, DPRK, attended the meeting to enhance ICH documentation practices and strengthen information exchange for regional ICH safeguarding. |

* Purpose : To share the current status for ICH safeguarding in Northeast Asia and establish regional networks for the future
* Contents
* Title: Seminar on Cooperation towards Strengthening Networking and Information Sharing of ICH in Northeast Asia
* Time/Venue: 30 June to 2 July 2014 / Mongolia
* Participants: Fifty people
* Main contents: Exchange information regarding ICH status and documentation in the Northeast Asian region and discuss future cooperation
* Organizers

- Ministry of Culture of Mongolia, Mongolian National Commission for UNESCO, UNESCO Beijing Office, ICHCAP

* Budget: KRW 62 million

Results: Establish regional cooperation for ICH in Northeast Asia and develop friendly relations with the five countries in the region (including DPRK)

* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Participation of Northeast Asian Countries * Establish Cooperative Environment for ICH * Participation of UNESCO and Strengthen Relationship | * Participation of five Northeast Asian countries * Organize Northeast Asia ICH seminar * Co-host event with UNESCO Beijing Office |

**3.3 Building Networks with ICH Experts**

**3.3.1 2014 ICH NGO Conference**

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| * Currently, the 2003 Convention stresses the importance of relevant non-governmental organizations to implement the Convention to bridge communities and governmental agencies. In particular, NGOs have played a key role in safeguarding ICH in Asia-Pacific. * At ICHCAP’s 3rd governing board meeting, the representative of UNESCO DG proposed that ICHCAP would play a critical role for NGOs and communities. Reflecting this, ‘The 2014 Intangible Cultural Heritage Conference’ took place in June in Jeonju, Republic of Korea, in cooperation with the ICH NGO Forum. * At this conference, twenty-two NGO participants of eighteen member states participated, mainly from the Asia-Pacific region. The participants gave presentations related to a different aspect of ICH NGOs in the 2003 Convention: identity, role, and empowerment. In depth discussion to develop a strategy for empowering and networking of ICH NGOs in the Asia–Pacific region took place. * This conference, contributed to providing preliminary groundwork for ICH NGOs networking in the Asia-Pacific region, and to facilitated, international dialogue for significant issues and NGOs’ roles in implementing 2003 Convention. |

* Purpose
* To establish ICH NGOs’ cooperative networks in the Asia-Pacific region and share experiences, information, knowledge with international ICH NGOs
* Contents
* Title: 2014 ICH NGO Conference
* Participants: Approx. two hundred people
* Main contents: First meeting in the Asia-Pacific regarding networking of the ICH   
  NGOs, raising visibility for NGOs in the field of ICH safeguarding
* Organizers
* National Intangible Heritage Center, ICHCAP, Korea Cultural Heritage Foundation
* Collaborators
* Cultural Heritage Administration of Korea, ICH NGO forum
* Budget: KRW 73 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Collect Feedback Regarding the Organization of Meetings from the Participants * Reflect the Regional Diversity within the Asia-Pacific Region * Strengthen Participation in Centre’s Projects | * Reflect ideas from surveys of participants * Place importance on geographical distribution—five sub-regions—in the Asia-Pacific region (participation of twelve countries minimum, fifteen participants) * Involve in writing for *ICH Courier* (two participants minimum) |

**3.3.2 2014 Intangible Heritage Symposium**

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| --- |
| * One decade has passed since UNESCO adopted the Convention for the Safeguarding of Intangible Cultural Heritage in 2003. The Convention emphasizes the role of NGOs in ICH safeguarding as mediators for communities and groups. The international cooperation activities of ICH NGO have been strengthened since the number of UNESCO Accredited NGOs has increased. * In light of this, ICHCAP, in collaboration with Korea Cultural Heritage Foundation, co-organized a symposium that was held to strengthen networking among community-based NGOs and to promote information exchanges between ICH-related NGOs in Korea and those in other regions. * More than two hundred individuals attended this symposium to discuss current issues and future prospects at the national and regional levels. They shared case studies of Korean NGOs and communities in ICH safeguarding activities. In addition, they discussed how to build collaboration between ICH-related NGOs in Korea and those in other regions. * Following the symposium, a steering meeting for the ICH NGOs Conference (Jeonju, ROK, June 2014) was held. The aim of the meeting was to provide overall guidance in designing the conceptual framework (agenda, participants, and expected outcomes) of the ICH NGO Conference. |

* Purpose
* To understand the 2003 Convention and build a cooperative network among NGOs in Korea
* Contents
* Title: 2014 ICH Safeguarding Symposium for Strengthening NGO Networks
* Time/Venue: 2014.3.11. Seoul
* Participants: Approx. 250 people (4 International NGO representatives)
* Presentations and discussions on activities of NGOs
* Steering meeting for the ICH NGO Conference (2014.3.12.)
* Collaborators
* Cultural Heritage Administration of Korea
* Budget: KRW 20 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Support ICH NGO Safeguarding Activities in Korea | * Hold an ICH Seminar (more than Two Hundred Participants) |

**3.4 Operating the Fifth Governing Board Meeting, Cooperation with Media and other ICH relevant organization**

**3.4.1 Organize the Fifth Governing Board Meeting**

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| * According to the Agreement between Korea and UNESCO [article 7.1.(a), 7.2.(d), ICHCAP annually holds a governing board meeting since being established in 2011 to report on project status and for approval of project plans and operational matters. * During the Third Governing Board Meeting which was held September 2013, there were requests to 1) attach report of audit and 2) to compare plans and results of ICHCAP projects. Thus, the Agenda 4 State of Projects of 2014 has reflected these requests. |

* Purpose
* To decide matters related to the operation and work plan of ICHCAP
* Contents
* Review and approve the 2014 audit report and the Centre’s activities and programs in 2015
* Deliberate and approve ICHCAP’s annual work plan and budget for 2015
* Review feedback on ICHCAP’s activities for 2014 and 2015
* Collaborators

- UNESCO, Cultural Heritage Administration of Korea

* Budget: KRW 30 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Organize Governing board meetings * Establish and operate advisory body | * Fourth Governing Board meeting (Documentary, April) * Consultation with UNESCO on ICHCAP activities (Six times) * Fifth Governing Board meeting (Regular, November) |

**3.4.2 Cooperation with Media and Other ICH Relevant Organizations**

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| * As pointed out, ICHCAP’s activities and outcomes are not much promoted in Korea, ICHCAP tries to strengthen network with media and relevant ICH organizations * ICHCAP also organizes lectures for its staffs to strengthen their capabilities in writing press releases and responding to media |

* Purpose
* To cooperate with the media and other organizations in Korea
* To strengthen media cooperation to promote of ICHCAP activities
* Contents
* Press conference, interviews related to ICHCAP projects, press releases
* Collaborators

- Media and relevant ICH organizations in Korea

* Budget: KRW 20 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Strengthen media coverage | * Organize press conference (one time) * Have interview with media (four times) * Press release (occasionally) * Cooperate with relevant organizations (fifteen times) |

**4. Promoting ICH and Raising Visibility**

**4.1 Publication of the ICH Courier (Quarterly Newsletter)**

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| --- |
| * Publish ICH Courier, the quarterly newsletter related to Asia Pacific ICH * Introduce not only various ICH in the region but also news and issues on fieldwork and related institutes to the global public * Spread the most up-to-date information, share materials on ICH safeguarding and expand experts pool |

* Purpose: To disseminate information on ICH safeguarding issues and promote   
   safeguarding activities
* Contents : Publish and distribute *ICH Courier* Vols. 19 to 22
* Introduce an ICH expert column and cultural heritage by topic
* Distribute online and offline to related organisations, individuals, and the general public
* Budget: KRW 60 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Publish quarterly and distribute 2,000 copies offline * Keep records of the 800 e-mailings and downloads | * Publish quarterly and distribute 2,000 copies offline * Keep records of the 800 e-mailings and downloads and provide e-book service on the website |

**4.2 Publication of ICH Books and Leaflets**

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| --- |
| * Publish UNESCO ICH urgent safeguarding lists and best practice leaflets in Korean and contribute in raising awareness at national level * Also, publish and distribute the reports on the international conferences hosted by ICHCAP to share the discussions and raise understanding of the importance of ICH safeguarding |

**4.2.1 Publication of UNESCO ICH Lists leaflet in Korean**

* Purpose: To provide the newest information on UNESCO ICH lists
* Contents: Publication of leaflets on UNESCO ICH safeguarding best practices

\* It was supposed to publish the leaflet on UNESCO ICH Lists, but as changed from UNESCO headquarters, two brochures on the best safeguarding practices will be published

* Budget: KRW 14 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Distribute at the ICH Related Events * Distribute to Over One Hundred Related Institutes, Communities in Korea | * Distribute at ICH-related events including one hosted by NIHC (after the publication in December) * Distribute to over one hundred ICH communities, educational institutes, and others by post |

**4.2.2 Publication of UNESCO ICH Lists brochures in Korean**

* Purpose: To introduce the UNESCO ICH Lists and raise public understanding at a domestic level
* Contents: Publication of two reports of ICHCAP international conferences

\* It was supposed to publish the brochures on UNESCO ICH Lists, but as changed from UNESCO Headquarters, two reports of ICHCAP international conferences will be published

* Budget: KRW 16 million (decreased from KRW 35 million as changed the publication plan)
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Distribute at the ICH Related Events * Distribute to Related Institutes | * Distribute at ICH-related events including ICHCAP’s international conferences (after the publication in December) * Distribute to over thirty related institutes, including the CHA by post |

**4.3. Supporting Restoration and Digitization of ICH**

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| --- |
| * Reel tapes and films possessed by the Fine Arts Institute of Uzbekistan are in need of urgent restoration as the materials are old and damaged, and they include a lot of information on ICH that is now in danger of disappearance * The project aims to restore analogue ICH materials and store as digital files for preservation and to produce selected DVD set from the materials for transmission and education of the communities and public |

* Purpose: To secure resources of superannuated and damaged ICH data and promote ICH visibility through restoration and digitization
* Title: Supporting restoration and digitization of analogue audio-video materials in Uzbekistan
* Contents

- Restore and digitize magnetic reel tapes and 35mm film materials in Fine Arts Institute of Academy of Science in Uzbekistan

- Produce selection DVD set by using the resulting digital files

* Main achievements

- Enhance accessibility and visibility of ICH materials of Uzbekistan

- Secure ICH digital contents as an international information centre in the field of ICH in the Asia-pacific region

* Collaborators:

- Fine Arts Institute under the Academy of Sciences of the Republic of Uzbekistan

- International Institute for Central Asian Studies (IICAS)

* Budget: KRW 30 million
* Results

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| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Examine the Current Status of Analogue Data and Restore ICH Data * Documentation of Digitalized Data and Produce PR Materials | * Restore ICH audio data over 360 hours and 77 pieces of video data * One documentation of digitized data * Produce one PR material and distribute to over one hundred organizations including ICH-related institutes, societies, and communities   (all scheduled to be completed by May 2015) |

**4.4 Developing ICH Digital Contents and Promotional Materials**

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| --- |
| * It is to produce a promotional ICH contents for public awareness. * Background knowledge of ICH such as definition, meaning and importance is needed to raise awareness of ICH visibility before promotion ICH. * People can enjoy ICH more through accessible digital media. * Thus, through digital contents, learning effects will be stronger and long lasting when compared with text and images. |

**4.4.1 Producing ICH Promotional Video**

* Purpose: To produce video clips introducing ICHCAP and promoting its activities
* Budget: KRW 30 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Promote ICHCAP and Raise Visibility of the Centre | * Distribute promotional video on the ICHCAP’s website and online video site * Show the video at ICHCAP’s events( more than four times) |

**4.4.2 Publication of Promotional Brochure**

* Contents: Produce promotional brochure
* Budget: KRW 5 million (increased the budget for the publication of the promotional brochure)
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Promote ICHCAP and Raise Visibility of the Centre | * Distribute promotional brochure at ICHCAP’s events |

**5. Management of ICH Database and Website**

**5.1 Construction of an Integrated Information System for ICH within the Asia-Pacific Region**

|  |
| --- |
| * Enhance and upgrade current information system for better management of ICH information, including data entry, search, and visualization * Improve user interface for viewing photographs, audio and video resources as well as developing mobile service (mobile app) for viewing ICH information |

* Purpose:
* To construct an information system platform for comprehensive management of ICH information
* Contents:
* Enhancement of integrated ICH resource managing system
* Construction of service platform for ICH information
* Budget: KRW 62 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Support for ICHCAP’s activities through information sharing * Improvement of user satisfaction on information system and services | * Information system and service user: Fifty per month * Information system and service use: Five menus per month |

**5.2 Website Accessibility and Maintenance**

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| --- |
| * Websites constructed with tables make it difficult for visually and/or hearing impaired users to navigate around the site * Website accessibility is enhanced by replacing programming code from table styles to CSS coding, thereby making it possible for visually impaired users to navigate using special programs * Through this year’s Website Accessibility and Maintenance activities, the Centre’s website will be accessible to anyone, with no discrimination |

* Purpose:
* To improve Centre’s web accessibility and establish web maintenance system
* Contents:
* Provide web service accessible to anyone through website accessibility and standardization
* Establish web maintenance system for management of the Centre’s website and other web platforms
* Budget: KRW 19 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Application of web standards and accessibility guidelines * Satisfy Korean government’s 3.0 policies * Establish service and maintenance system for stable web management | * Stable maintenance * Website user: 50+ per month |

**6. Extra-budgetary Programs**

**6.1 Publication of Bhutan ICH Information Book**

|  |
| --- |
| * ICHCAP has been supporting the project for Bhutan National Library and Archives to collect and document ICH elements from 2011 to 2013 * Based on the collected information during the last three years, this year’s project will be supporting the publication of a Bhutan ICH Information Book and distributing them to related institutes to raise visibility of Bhutan ICH and to be used as educational materials * The project includes organizing publication event with the ICH symposium to provide a platform for discussion among ICH-related people in Bhutan |

* Purpose
* Raise awareness of the Bhutanese public on the importance of ICH
* Promote networking and information sharing between the Bhutanese institutes and experts
* Contents
* Publishing Bhutan ICH information book
* Scope
* Geographical: Southeast Asia
* Target: Bhutan
* Beneficiaries
* Governments, researchers, and general public in Bhutan
* Collaborators
* National Library & Archives of Bhutan
* Budget: KRW 60 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance** |
| * Publication of Bhutan ICH Information Book * Raise awareness of ICH | * Hold a working-level meeting with Bhutan National Library and Archives (three meetings) * Sign project agreement between ICHCAP and Bhutan National Library and Archives * Publish Bhutan ICH information book (2,000 copies) and distribute to over a hundred schools, libraries, and related institutes * Hold a symposium in Bhutan |

**6.2 Cultural Partnership Initiative (CPI) Program**

|  |
| --- |
| * ICHCAP has been participating in the CPI program hosted by the Ministry of Culture, Sports, and Tourism since 2012 * The CPI program is to invite young professionals from developing countries to ICHCAP for five months to participate in ICH-related workshops, ICH field visit, and Korean language course to strengthen individual capacity and networking among the participants * This year, ICHCAP invited six participants from Kazakhstan, Palau, Indonesia, Laos, Thailand, and Tunisia from June to November, provided them with diverse programs such as participating in the International Conference, ICH-related workshops, field visits, etc. |

* Purpose
* Strengthen personnel exchange networks among ICH experts of government organizations, agencies, or NGOs in the field of ICH in Asia-Pacific region
* Contents
* Invite six ICH experts from Asia-Pacific region and support their stay in Korea for five months
* Support their participation in related ICHCAP projects and individual research on ICH
* Scope
* Geographical: Regional (Asia-Pacific)
* Target: Experts or administrators involved in ICH safeguarding and from governmental or non-governmental organizations in each country
* Beneficiaries
* Six individuals who participate to the program
* Partner organizations which nominate the participants
* Collaborators
* Ministry of Culture, Sports and Tourism, Korea Culture and Tourism Institute
* Budget: KRW 78 million
* Results

|  |  |
| --- | --- |
| **Performance (Approved by the 3rd GB)** | **Performance (2014)** |
| * Participate ICHCAP’s Projects and Conduct Individual Research on ICH * Participate ICH-related Conference, Symposium, and Meetings * Learn Korean Language and Culture | * Publish final reports on the individual research (six reports) * Participate in more than five ICH-related events * Take two hundred hours of a Korean language course and go on more than three field trips |

Annex 1. Interim report on the project “Evaluating ICHCAP’s Information Projects and Establishing Its Future Strategy”

Annex 2. Interim Report on the Project Titled “Analyze ICHCAP’s Networking Projects and Develop its Mid- and Long-term Strategy”

**[Annex 1]** Interim Report on the Project Titled “Assessing **Information**-related Activities of ICHCAP and **Developing its Information Strategy**”

Prof. Hanhee Ham

Prof. Soon Cheol Park

Prof. Byeong-oh Kim

Ms Jeong Seongmi

This research team is currently conducting a study about assessing the ICHCAP’s activities in the information field and establishing its information strategy at mid- and long-term perspectives. It has been providing its diagnosis and advice over the course of six meetings with the ICHCAP since July 2014. The key issues our team is focusing on are as follows.

I. Assessing the information-related activities of ICHCAP

- Conceptualizing the information and information-related activities of intangible cultural heritage

- Analyzing and assessing the information-related projects and programs of ICHCAP

- Examining the evaluation methods on the outputs of the information-related projects of ICHCAP

- Suggested improvements and complementary measures for the information-related projects and programs of ICHCAP

II. Establishing mid- and long-term strategy for ICHCAP’s information activities

- Analyzing the relevant conditions and environment for the ICH information activities

- Identifying the needs from the ICH stakeholders in relation to the ICHCAP information-related programs (including the overseas questionnaires)

- Case studies on other ICH information activities from home and abroad

- Developing the mid- and long-term strategies for ICACAP information activities

**<Interim findings of the project>**

**1. Conceptualizing information and information activities for ICH**

It could be said that ICH information is a complex of all the knowledge and relevant materials that are useful for ICH and its safeguarding. Information-related activities may include all the actions that are taken in the processes of collecting, processing, preserving, and disseminating the information that happens on both online and offline in terms of safeguarding, transmitting, and promoting ICH.

On the other hand, the core of information-related activities in the digital age is communication and exchange through distribution. The ultimate goal of collecting and producing information related to ICH is to safeguard it through communication and exchange. Thus the concept of information includes ‘dissemination’ through ‘sharing’ and ‘understanding’ through communication. Thus the aim of information activities would include distribution, communication, sharing, and understanding in addition to producing and collecting information. ICHCAP has been working on the question of what kind of information to collect and produce. The answer is simple. The answer lies in whether this information can be distributed, whether its distribution can stimulate active communication and exchange, and whether it will lead to safeguarding and transmission in the end.

**2. Characteristics of ICHCAP’s information activities and its pertinent tasks**

As UNESCO Category 2 Centre, ICHCAP, with its main functions (information and networking), should assist Member States in the Asia-Pacific region to strengthen ICH safeguarding capacity. In this regard, there are some tasks in terms of ICHCAP’s information-related activities as follow: 1) scope of Centre’s information activities including its website, 2) providing assistance and cooperation for ICH information activities in Member States, 3) information activities both online and offline.

a) For the internal information process including running website, etc., ICHCAP should identify what are ICH data to target for its information activities. For this, ICHCAP needs to figure out the needs of Asia-Pacific countries and find out what information is necessary for ICH safeguarding in the region. ICHCAP should also focus on wide-ranging networking activities that could lead to collecting ICH information.

b) ICHCAP’s information function is to strengthen information capacity, to promote information exchange between countries and institutes, and to build an ICH information network in forty-eight countries in the Asia-Pacific region. ICHCAP learned about cultural and economic differences among Member States in the Asia-Pacific region. In addition, there are other obstacles that make information-related projects more difficult such as diverse languages and the digital divide in the region. In other words, it is very difficult to identify ICHCAP’s information function clearly. ICHCAP should continue work closely with various stakeholders and develop projects in line with its mid- and long- term strategies.

c) ICHCAP’s information activities include the whole process of collecting, preserving, disseminating, and sharing information. Therefore, it is necessary to discuss not only online projects (such as developing websites, databases, and archives) but also offline activities, for example field research, reports, publications, exhibitions, event organization. Additionally, integrated online system using IT will be useful for an ICH data exchange. In relation to this, ICHCAP should be focused on setting a long-term master plan and building capacity to prepare for an integrated information structure of digital technology and to open information activities for ICH safeguarding in Asia-Pacific region.

**3. Output assessment of information activities**

Although the achievements of the information activities cannot easily be evaluated by quantitative means alone, they can serve as an indicator. A more open-minded and revolutionary approach is required in adopting the methods of evaluating achievements in the ICHCAP’s information activities. In addition, information systems must be equipped to use, exchange, and disseminate information that is unique and generated through the implementation of projects by the ICHCAP.

**4. Analyzing the information environment of ICHCAP**

The environment for fulfilling ICHCAP’s function is distinct from that of C2 Centres in China and Japan in some ways. First, it faces the challenge of creating a new field. Its role is to create a new paradigm in the digital age, creatively using its technological innovations for ICH safeguarding. Second, the integrative and extensive activities of ICHCAP in the information field are distinct from the more specific activities of the other two centers. It has to create an information system integrating the ICH of various stakeholders in the region for information and networking purposes, and this system has to be built by experts in both ICH and IT fields. Thus, it is crucial to build an information system that is both integrated and extensive.

**5. Consideration for the ICHCAP’s information activities**

**• Long term master plan and implementation capacity required**

Sustainable information and collection is possible only with a long term policy for information activities. Stable resources, human and others, as well as technological support is a prerequisite.

**• Need for integrated approach and practical use of outputs**

Information activities may be integrated and systematically organized around a single program or main strategic projects. Currently, achievements and the outputs of the amount of work carried out need to be efficiently used and promoted in a timely manner through an information system by ICHCAP.

**• Raising the utility of ICH digitization through customized services**

The true utility of digitization lies in customization of services. The main characteristic of the digital age is the ability to consume just the information one needs rather than everyone possessing the same set of generalized information. As ICHCAP carries out its digitization project, it will be able to analyze the characteristics of ICH in the respective group of stakeholders and provide information needed each group requires. Exchange and communication can only be sustained when we provide information that they need. It is the main question of how will we transform the stakeholders into spontaneous providers and users of ICHCAP information.

**6. Developing mid- and long-term strategy for ICHCAP’s information activities**

- To develop ICHCAP’s mid- and long-term strategy, the voice from ICH stakeholders in Member States should be collected. To collect their voice, the survey questionnaire asks their opinions on ICHCAP’s current information activities and their further demand towards ICHCAP

- In addition to the questionnaire survey, the research team will analyze cases of other related organizations and will expand and diversify ICHCAP’s future information activities.

**[Annex 2]** Interim Report on the Project Titled “Analyze ICHCAP’s **Networking** Projects and Develop its Mid- and Long-term Strategy”

Prof Nam Jeong Sook

Ms Haein Jeon

Ms Nayoung Kim

The research team has been conducting the project *Analyze ICHCAP’s Networking Projects and Develop its Mid- and Long-term Strategy* since October 2014 to examine ICHCAP’s current networking programs and activities and to develop its mid- and long-term strategy. The main focuses of this project are as follows.

1. To examine ICHCAP’s current networking activities

1-1. To analyze the current networking programs and activities of ICHCAP to check whether they

* Correspond with the UNESCO’s global strategy for ICH and the Agreement between Korea and UNESCO regarding the establishment of ICHCAP
* Duplicate the activities of IRCI and CRIHAP
* Are effective in terms of ICHCAP’s networking activities

1-2. To analyze the organization of the Cooperation and Networking Section of ICHCAP (human resources, workload, and working process)

2. To develop ICHCAP’s mid- and long-term strategy

2-1. To analyze ICHCAP’s networking environment (domestic and international)

2-2. To understand the needs of ICH stakeholders in the Asia-Pacific region (questionnaire survey)

2-3. To analyze networking activities of other relevant organizations

2-4. To collect opinions from external advisors regarding the draft version of ICHCAP’s mid- and long-term strategy

**[Interim findings of the project]**

**1. Analyzing the current networking projects and activities of ICHCAP**

* ICHCAP’s networking projects and activities seem to support the comprehensive UNESCO strategy (37 C/4 and 37 C/5) regarding ICH safeguarding and to correspond with the functions specified on the Agreement between Korea and UNESCO.
* Regarding the duplication of activities among the ICHCAP, IRCI, and CRIHAP, although some activities may seem to overlap, it may be necessary for the effective performance of each Centre’s main function. Furthermore, the degree of the duplication is low and will not seriously affect the major functions of each Centre.
* However, some of the ICHCAP’s networking activities need to be complemented in terms of their effectiveness and sustainability. For example, organizing the international conference seems to be an importance measure for the discussing ICH issue in the region, discovering ICH experts and broadening their network, and promoting the visibility of ICHCAP’s activities. However, due to the high costs of organizing the conference, the outcome should be more productive and effectively promoted, and the continuous networking among the experts after the event should also be considered more.
* In addition, the target and types of current networking activities of ICHCAP need to be diversified. For example, current networking activities are mainly targeting the government officers or experts in the ICH-related organizations in the Member States. This target should be extended to include the ICH NGOs and communities. Also, the current types of networking activities, which consist of international conferences, sub-regional meetings, and the personnel exchange programs, need to be more diversified
* Regarding the Cooperation and Networking Section of ICHCAP, which is in charge of the Centre’s networking activities, the main activities of the section include the UNESCO-related cooperation activities (including C2 Centres and Member States), individual networking projects, and media cooperation. To enhance the effectiveness of the networking activities of ICHCAP, the main activity of the section needs to be elaborated and focused.

2. Developing ICHCAP’s mid- and long-term strategy

* To develop ICHCAP’s mid- and long-term strategy, the voice from ICH stakeholders in Member States should be collected. To collect their voice, the survey questionnaire asks their opinions on ICHCAP’s current networking activities and their further demand towards ICHCAP
* In addition to the questionnaire survey, the research team will analyze the model cases of other related organizations and will expand and diversify ICHCAP’s future networking activities.

|  |  |
| --- | --- |
| **3.5** | **Report on Closing Accounts of 2013** |

* Period: 1 January 2013 to 31 December 2013

(Unit: KWN)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Strategic Area |  | Programs |  | Budget | Settled Accounts |
| Building a Foundation for Information Systems |  | 1.1 Identifying the Current Status of ICH Safeguarding in the Asia-Pacific Region |  | 54,000,000 | 53,929,536 |
|  | 1.2 Supporting ICH Inventory Making and Documentation |  | 70,000,000 | 69,979,682 |
|  | 1.3 Producing Video Documentation of Asia-Pacific ICH |  | 25,000,000 | 24,988,404 |
|  | 1.4 Restoring and Digitizing ICH-Related Analogue Data of Vietnam |  | 41,000,000 | 40,974,245 |
|  | 1.5 Studying Methodologies for Building ICH Information Systems |  | 18,600,000 | 18,531,975 |
|  |  | **Subtotal** |  | **208,600,000** | **208,403,842** |
| Establishing Cooperative Networks for ICH |  | 2.1 UNESCO Policy Collaboration and Development of ICHCA’s Strategies |  | 90,354,705 | 89,855,132 |
|  | 2.2 Organizing Sub-regional Network Meetings |  | 67,267,394 | 67,267,394 |
|  | 2.3 Establishing International Expert Cooperation Networks |  | 113,835,133 | 113,560,333 |
|  | 2.4 Building National Cooperative Networks for ICH Stakeholders |  | 4,906,030 | 4,906,030 |
|  | 2.5 Operating the 3rd Governing Board Meeting |  | 28,636,738 | 28,558,992 |
|  |  | **Subtotal** |  | **305,000,000** | **304,147,881** |
| Raising Awareness and Promoting ICH |  | 3.1 Publication of the ICH Courier (quarterly newsletter) and UNESCO ICH Lists in Korean |  | 111,000,000 | 110,782,591 |
|  | 3.2 Promoting Intellectual Property Rights in Relation to Information Materials and Documentation of ICH |  | 14,255,982 | 14,251,141 |
|  | 3.3 Implementing ICH Enhancement Projects and ICH Awareness Raising Projects |  | 29,636,550 | 29,303,230 |
|  | 3.4 Developing and Distributing ICH-Related Digital Contents |  | 29,398,300 | 29,398,300 |
|  |  | **Subtotal** |  | **184,290,832** | **183,735,269** |
| Construction of ICHCAP’s Information System |  | 4.1 Developing Database and Information Archive System for ICH in the Asia-Pacific Region |  | 41,039,600 | 41,005,000 |
| 4.2 Information System User Survey | 1,023,850 | 1,023,850 |
|  |  | **Subtotal** | | **42,063,450** | **42,028,850** |
| Planning and Administrative Management |  | 5.1 Labor Cost |  | 1,141,705,280 | 1,141,693,060 |
| 5.2 Management Cost | 299,340,438 | 299,289,095 |
|  |  | **Subtotal** |  | **1,441,045,718** | **1,440,982,155** |
|  | **Total (General Account)** | |  | **2,181,000,000** | **2,179,307,997** |
| Extra ordinary Budget |  | 6.1 Field Survey Project on the Traditional  Tug-of-War in Southeast Asia  6.2 International Symposium on the Traditional  Tug-of-War in East Asia  6.3 Promoting Understanding of Shared ICH in  East Asia  6.4 Personal-Exchange Program for  International ICH Expert  6.5 Supporting the Establishment of ICH  Information Systems in Bhutan, Laos,  Myanmar and Tajikistan  6.6 International Symposium on Safeguarding Asian Shaman Heritage  6.7 International Conference on Implementing  the 2003 Convention Tasks (CHA)  6.8 International Conference on Implementing the 2003 Convention Tasks (Gwangju city) |  | 20,000,000  42,000,000  110,000,000  58,480,000  90,000,000  42,800,000  50,000,000  20,000,000 | 20,000,000  42,000,000  107,602,783  58,442,319  89,747,639  41,715,220  50,000,000  19,860,000 |
| **Subtotal** | | | **433,280,000** | **429,367,961** |
| **Grand Total** | | |  | **2,614,280,000** | **429,367,961** |

|  |  |
| --- | --- |
| **3.6** | **Audit Report for 2013 (Summary Report)** |

I. Purpose of Audit

To review whether the budget received from the Cultural Heritage Administration, etc. was executed as planned for the period beginning on 1 January 2013 and ending on 31 December 2013 (budget review)

To review whether the execution process of major budget items, including labor cost and business expenses, was appropriate

To review the appropriateness of the Centre's regulations (on accounting, employee compensation, etc.)

To review whether the Centre's financial statements are presented in accordance with the nation’s accounting standards (accounting review)

II. Governing Laws and Regulations

Regulations on the Establishment and Supervision of Non-profit Entities that Operate under the Auspices of the Ministry of Culture, Sports and Tourism and the Cultural Heritage Administration (the establishment and operation of the Centre)

Subject to financial audit pursuant to the Ministry of Security and Public Administration’s Financial Accounting Regulations

Subject to financial audit pursuant to the nation’s accounting standards (accrual and double-entry bookkeeping)

Chapter 6 (Assets and Accounting) of the Centre's Articles of Association

III. Audit Date and Auditor

Audit conducted: from 25August 2014 to 12September 2014 (20 days)

Auditor: external auditor, Kim Doo-Soo (ShinJung Accounting Corporation)

IV. Scope of Audit

Review whether expenditures were made in accordance with the 2013 budget plan

Review whether items of expenditures made by each business unit (including those made for building a foundation for an ICH information system) and those made under the category of general operating expenses were appropriate

Review whether the execution process of major operating expenses was appropriate (internal controls)

Review the appropriateness of the Centre's regulations (on accounting, employee compensation, etc.)

Establish the basic concepts that underlie the Centre's financial position and financial operations according to the nation’s accounting standards

V. Results of Audit (Summary)

Total budget: KRW 2,614,280,000; Total expenditures: KRW 2,608,675,951

Budget returned: KRW 5,604,049 (returned to the National Treasury in August 2014)

Statement of net assets at the beginning of the year (assets transferred from a preceding agency)

(Unit: KRW)

|  |  |  |
| --- | --- | --- |
| Asset type | Description (\*) | Amount |
| Furniture and  office equipment | Acquired by succession | 60,640,206 |
| Security deposits | Acquired by succession | 83,000,000 |
| Total | | 143,640,206 |

(\*) Net assets at the beginning of the year are the in-kind items acquired by succession from a preceding agency at the time when the Centre was launched, which are recognized as a cost or a decrease in assets as a result of amortization over a certain period (four to eleven years).

Statement of assets recognized as a result of expenditures and under continuous management

(Unit: KRW)

|  |  |  |
| --- | --- | --- |
| Asset type | Description | Amount |
| Furniture and  office equipment | Acquired for value | 189,895,531 |
| Security deposits | Security deposits made for company housing, etc. | 333,900,000 |
| Pension | Severance pay | 169,520,942 |
| Total | | 693,316,473 |

VI. Areas for Improvement

1. Accounting system

- The Centre is currently using DUZON SYSTEM (The Cube), and the system's capabilities are not being fully used.

- The accounting burden has increased due to the current two-track accounting work: accounting settlement work for the Cultural Heritage Administration and double-entry bookkeeping.

- In the long term, a new accounting system needs to be considered to integrate the current budgetary accounting and double-entry bookkeeping.

2. Procedures of execution of expenses for congratulations and condolences

- There are no standards or guidelines established for the execution of expenses incurred for sending congratulations and condolences to officials of related organizations.

- There are overlapping expenses for sending congratulations and condolences to the Centre's employees (the Centre is already operating a fund and, at the same time, executing separate expenses for the same purpose).

- A set of guidelines is necessary regarding the execution of such expenses based on those set up for government organizations (KRW50,000 on average).

3. Results of the ongoing assessment of the Centre's project operations should be reflected and its operational efficiency should also be enhanced.

- Currently, project assessment research is ongoing regarding the Centre's projects focusing its main functions (information and networking), and its future strategic plan.

- The results of the assessment research should be properly reflected in the Centre's main projects in the future and its mid- to long-term development plan.

- It is also necessary to perform job analysis by each section of the Centre to identify their unit tasks and the quality of such tasks. The realignment of personnel or a structural change should be considered based on the analysis.

4. Closer link between performance and pay

- For a more dynamic operation of the Centre, employee and section performance should be more thoroughly managed and evaluated.

- Reasonableness and transparency should be ensured in relation to the performance evaluation and the pay system. In addition, the Centre should be moving to a pay-for-performance system which is more organically linked to performance (a mid- to long-term task).

5. Improvements necessary in relation to the Centre's PR function

- The Centre needs to discuss with its umbrella organizations the specific scope of what it should report to them in relation to its hiring performance and accomplishments and establish a set of annual reporting procedures.

- The Centre should strengthen its PR functions to inform the general public of various international cooperation projects and tasks currently undertaken by the Centre for the safeguarding and promotion of intangible cultural heritage.

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| **IV. Matters of Deliberation and Decision** |
| **Agenda 1. Annual Work Plan and Budget Plan for 2015**  **Agenda 2. Amendment of the Constitution**  **Agenda 3. Amendment of the Rules of Procedures of the Executive Committee** |

|  |  |
| --- | --- |
| **Agenda 1** | **Annual Work Plan and Budget Plan for 2015** |

**[Overview] Work Plan and Budget of 2015**

(Unit: million KRW)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Categories** | | **Activities** | **Sub-activities** | **Budget** |
| 1.  Building ICH Information System in the Asia-Pacific Region | | 1.1 Collecting and Archiving ICH Information in the Asia-Pacific Region | - Collecting information on the current status of ICH safeguarding and upgrading and archiving the collected information | 100 |
| 1.2 Supporting ICH Information System Establishment in Central Asia | - Developing and operating an ICH website in Central Asia and publishing an ICH list brochure in Central Asia | 100 |
| 1.3 Producing an ICH Video Documentation | - Producing an ICH Video Documentation and encouraging collaborative works among documenting workers | 50 |
| **Subtotal** | | **250** |
| 2.  Strengthening Cooperative Networks for ICH | | 2.1 Cooperation with UNESCO | - Participating in ICH-related meetings hosted by UNESCO, C2 Centres, Member States  - Preparing UNESCO’s evaluation on ICHCAP’s activities for the renewal of its status as a C2 Centre | 60 |
| 2.2 Enhancing Asia-Pacific ICH Network | - Organizing a 2015 sub-regional meeting in Northeast Asia  - Developing collaborative agenda on the sub-regional level  - Organizing an ICH symposium  - Implementing personnel exchange program  - Preparing to develop ICH stakeholders network map and directory | 155 |
| 2.3 The 6th Governing Board Meeting and Media Cooperation | - Organizing and operating governing board meeting  - Cooperating with media and other ICH organizations in Korea | 40 |
| **Subtotal** | | **255** |
| 3.  Promoting ICH and Raising Visibility | | 3.1 Cooperation for Disseminating Pacific ICH Information | - Supporting promotional events for the publication  - Holding the fifth Sub-regional Meeting in the Pacific  - Surveying the current status of analogue data for restoration and digitization | 95 |
| 3.2 Publication of Newsletter and ICH Book | - Publishing and distributing ICH Courier  - Korean publication of ICH Best Practices originally published by UNESCO | 65 |
| 3.3 Restoration and Digitization of ICH Data | - Selecting ICH data in need of digitization  - Holding a digitization workshop  - Publishing promotional material using the restored data | 50 |
| 3.4 Developing and Distributing ICH-Related Digital Contents | - Producing digital contents introducing UNESCO children’s books introducing ICH | 30 |
| **Subtotal** | | **240** |
| 4.  Construction of ICH Database and Archives | | 4.1 Establishing Database for ICH Information in the Asia-Pacific Region | - Establishing a database of ICH information in the Asia-Pacific region | 60 |
| 4.2 Upgrade Server and Equipment | - Upgrading ICHCAP’s server | 100 |
| **Subtotal** | | **160** |
| 5. Operating Cost | -Labor Cost | | | **1,222** |
| -Management Cost | | | **254** |
| **Subtotal** | | | | **1,476** |
| **Total** | | | | **2,381** |

**1. Building ICH Information System in the Asia-Pacific**

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| **2015 Project Focus Points (Information)**   * Lay groundwork for Collecting and archiving ICH information in the Asia-Pacific region * Develop environment for supporting ICH information system establishment in Central Asia * Strengthen ICH video documentation networks in the Asia-Pacific region |

**1.1 Collecting and Archiving ICH Information in the Asia-Pacific Region**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [article 7.2.(b)]
* Purpose: To collect basic ICH-related information in the Asia-Pacific region and to distribute to relevant institutions and the public as well as use the information for the projects of the Centre
* Target: 48 Member States in the Asia-Pacific region
* Contents:
* Collecting basic information related to ICH safeguarding efforts in the Asia-Pacific region (two countries)
* Updating and supplementing the collected information from 2009 to 2011 (three countries)
* Archiving the collected information from 2009 to 2014 and providing the information online (two sub-regions)
* Supporting Bodies: Governments, ICH-related institutions, experts, and communities
* Budget: KRW 100 million

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Collect and update ICH-related information of five countries (new: 2 countries; update: 3 countries) * Provide information online | * Make reports on more than three countries * Post information including documents and visual materials on more than two sub-regions |

* Expected Results

**[Reference:**  **ICH Information in the Asia-Pacific Region]**

**• Previous Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Number of Country** | **Name of Country** | **Results** |
| 2009 | 6 | Cambodia, Fiji, Mongolia, Thailand, Uzbekistan, and Vietnam | * Project reports on six countries (more than 100 pages each) * 370 Photographs * Video clips |
| 2010 | 7 | Bangladesh, Bhutan, Indonesia, Nepal, Philippines, Papua New Guinea, and Tajikistan | * Project reports on seven countries * 500 Photographs * Video clips |
| 2011 | 7 | Cook Islands, Laos, Kyrgyzstan, Marshall Islands, Pakistan, Sri Lanka, and Tonga | * Project reports on seven countries * 290 Photographs * Video clips |
| 2012 | 5 | Myanmar, Kazakhstan, Palau, Vanuatu, and Iran | * Project reports on five countries * 270 Photographs * Video clips |
| 2013 | 5 | Turkey, Japan, India, Federated States of Micronesia, and the Republic of Korea | * Project reports on five countries * 270 Photographs * Video clips * Summary of the reports of four sub-regions (25 countries) * Analysis of the reports of four sub-regions (16 countries) |
| 2014 | 5  (ongoing) | Solomon Islands, People’s Republic of China, Uzbekistan(2nd phase), Tajikistan(2nd phase), and Thailand(2nd phase) | * Project reports on five countries * Photographs * Video clips |
| **Total** | **35** |  |  |

**• Future Plan**

* Collect basic ICH-related information of forty countries in the Asia-Pacific region by 2016 (collected the information of thirty two countries (67%) by 2014 among forty-eight Member States in the region)
* Upload the project reports and visual materials from 2009 to 2014 to ICHCAP website

**1.2 Supporting ICH Information System Establishment in Central Asia**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [Article 7.2 (b)]
* Purpose: To build foundations for ICH information systems and to help implement the 2003 Convention in Central Asian region
* Target: Member States in Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan)
* Contents:
* Publishing an ICH list brochure in Central Asia
* Developing and operating ICH website in Central Asia
* Organizing the sub-regional network meeting on the safeguarding of ICH
* Organizing Bodies
* Governmental organizations and specialized institutions on ICH in each country
* Budget: KRW 100 million
* Expected Results

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Foundation for an ICH information system in Central Asia developed * Participation of Member States in Central Asia ensured | * Agreement on a collaborative project for building the foundation for ICH information systems (more than two countries) * At least one expert from each country |

**[Reference: ICH Information System in Central Asian Region]**

**• Previous Progress**

|  |  |  |
| --- | --- | --- |
| **Year** | **Project activities** | **Results** |
| 2010 | * Held the First Central Asia Sub-regional Network Meeting for ICH Safeguarding (March, Uzbekistan) | * Thirty experts from four Central Asian countries participated * Action plan (Central Asia and ICHCAP: Partnership for Sustainable ICH Safeguarding) adopted |
| 2011 | * Held the Second Central Asia Sub-regional Network Meeting on the Safeguarding of ICH (July, Tajikistan) | * Thirty experts from four Central Asian countries participated * Action Plan and the Guideline on the Implementation of the Project for 2011 to 2014 |
| * Launched the first phase of the three-year project, *Facilitating ICH Inventory Making and Using Online Tools for ICH Safeguarding in the Central Asian Region* (Project activities: creating a special committee for the project implementation and preparing the preliminary list of ICH by organizing the existing information) | * Signed the agreement on the first phase project by the four countries (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan) |
| 2012 | * Held the Third Central Asia Sub-regional Network Meeting on the Safeguarding of ICH (May, Kyrgyzstan) | * Thirty experts from four Central Asian countries participated * 2012 Action Plan for Execution of the Second Phase of the Project adopted |
| * Implemented the first phase of the three-year project (By July) * Launched the second phase of the three-year project  [Project activities: conducting onsite survey (collecting information on ICH elements); developing a model ICH online database system] | * First phase of the project completed [Special committees for the project (four countries); preliminary ICH lists ( four countries); questionnaires for onsite surveys (four countries)] * Signed the agreement on the second phase project by the four countries |
| 2013 | * Held the Fourth Central Asia Sub-regional Network Meeting on the Safeguarding of ICH (May, Kazakhstan) | * Thirty experts from four Central Asian countries participated * 2013 Action Plan for Execution of the Third Phase of the Project adopted |
| * Implemented the second phase of the three-year project (Until July) * Launched the second phase of the three-year project (Project activities: Establishing a system for operating an ICH database by the respective countries; preparing to create national website on ICH to enhance visibility; and preparing drafts to publish an ICH inventory brochure) | * Second phase of the project completed [More than one onsite survey conducted by each country; one model online database system established and distributed] * Signed the agreement on the Third phase project by the four countries |
| 2014 | * Held the Fifth Central Asia Sub-regional Network Meeting on the Safeguarding of ICH (September, Uzbekistan) | * Sixty experts from five Central Asian countries (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan), Mongolia and the Republic of Korea participated * Evaluated the three-year project and discussed development of the future cooperative projects (Decision: complete the website creation and brochure publication in 2015) |
| * Implemented the first phase of the three-year project (Until November) | * Third phase of the project will be completed [Four draft websites on ICH developed; four draft manuscripts for ICH inventory booklet (brochure) prepared] |

**•** Future Direction

* Develop follow-up projects for enhancing visibility of the first three-year project (2015-2016)
* Publish an ICH related booklet in Central Asia
* Develop and operate an ICH website in Central Asia
* Discuss the second three-year project on Supporting ICH Information System Establishment in Central Asia (2016-2018)

**1.3 Producing an ICH Video Documentation**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [article 7.2.(b)]
* Purpose: To raise awareness and activate activities for the public by producing a professionally documented video that promotes ICH visibility in the Asia-Pacific region
* Target: Uzbekistan (Tentative)
* Contents: Producing an ICH video documentation and encouraging collaborative works among the concerned community and filming experts
* Organizing Bodies: Academy of Sciences of the Republic of Uzbekistan, International Institute for Central Asian Studies (IICAS)
* Budget: KRW 50million (External resources shall be secured tentatively)
* Expected Results

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * To share ICH documentation techniques * To conduct a joint documentation project | * At least one expert meeting among filming experts * At least one ICH element documented |

**[Reference:**  **ICH Video Documentation]**

**• Previous Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Country** | **Elements** | **Co-organizers** |
| 2012 | Vietnam | * Ca tru singing (20 min) * Water puppetry (45 min) * Cap sac ritual (45 min) | * Vietnam Institute for Musicology |
| 2013 | Mongolia | * Nadam festival (30 min) * Shaman ritual in Mongolia (30 min) | * Foundation for the Protection of Natural and Cultural Heritage |
| 2014 | Kyrgyzstan | * Manas epics | * Kyrgyzstan National Commission for UNESCO, and the Institute of Literature and Language of the National Academy of Science |
| 2015 | Uzbekistan | * Not Determined | * Academy of Sciences of the Republic of Uzbekistan, International Institute for Central Asian Studies (IICAS) |

**• Future Plan**

* Expand target countries and ICH elements by continuing the project
* Strengthen networks and information sharing for ICH documentation by organizing the meetings

**2. Strengthening Cooperative Networks for ICH**

|  |
| --- |
| **2015 Project Focus Points (Networking)**   * Lay groundwork for collecting and archiving ICH information in the Asia-Pacific region * Develop environment for supporting ICH information system establishment in Central Asia * Strengthen ICH video documentation networks in the Asia-Pacific region |

**2.1 Cooperation with UNESCO**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [article 7.2.(d)]
* Purpose
* To strengthen cooperation mechanisms with UNESCO, C2 Centres, and Members States
* To contribute to UNESCO’s global strategy
* To support ICHCAP’s evaluation and renewal process
* Contents
* Participating in UNESCO-related conferences (Intergovernmental Committee, General Conference, etc.)
* Participating in meetings organized by C2 Centres and other relevant institutes of Member States
* Preparing UNESCO’s evaluation on ICHCAP’s activities for the renewal of its status as a C2 Centre
* Budget: KRW 60 million
* Expected Results

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Participation in a number of meetings organized by UNESCO, C2 Centres, and Member States * Efficient support for UNESCO’s evaluation on ICHCAP | * Three UNESCO meetings (intergovernmental committee, Global C2 Centres, etc.) * Two C2 Centre meetings (Governing boarding meetings of C2 Centres in Japan and China) * Three ICH meetings or conferences organized by Member States * Efficient communication with UNESCO and arrangement for evaluation process and preparation of all documents |

**2.2 Enhancing Asia-Pacific ICH Network**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [article 7.2. (c)]
* Purpose
* To strengthen sub-regional cooperation through cooperative projects regarding ICH safeguarding in the Asia-Pacific region
* To enhance cooperative networks with ICH stakeholders in Asia-Pacific by exchanging experiences, information, and knowledge on ICH
* Contents
* Organizing a 2015 sub-regional network meeting in Northeast Asia and develop collaborative agenda on the sub-regional levels of Southeast Asia and South Asia
* Organizing an ICH symposium in Korea in collaboration with ICH-related academic society to understand and spread the spirit and contents of the 2003 Convention
* Implementing a personnel exchange program with Member States
* Preparing a two-year plan for ICH stakeholders network map and directory
* Budget: KRW 155 million
* Expected Results

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Organize 2015 Northeast Asian sub-regional meeting * Develop collaborative agenda in Southeast Asia and South Asia * Organize an ICH Symposium * Organize national personnel exchange program * Develop an ICH network directory plan | * Participation of five countries (including DPRK) and drawing a tentative cooperative project * Two consultation meetings with UNSCO regional offices (Bangkok, Kathmandu) * Participation of more than fifty ICH experts * Invitation for two countries (policymakers, experts, NGOs, academics) * Three advisory and two working meetings |

* Direction for 2015
* Focus on developing sub-regional cooperation and network meetings in Northeast, Southeast, and South Asia in collaboration with UNESCO regional offices (Bangkok, Beijing and so on) instead of organizing international conferences

**2.3 6th Governing Board Meeting and Media Cooperation**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [article 7.2.(d), 8.1-3]
* Purpose
* To discuss and decide matters related to the operation and work plan of ICHCAP
* To cooperate with the media and other organizations in Korea
* Target: Governing board members, media, and other ICH-relevant organizations
* Contents
* Reviewing the 2014 audit report and the Centre’s activities and program in 2015
* Deliberating and approving ICHCAP’s annual work plan and budget for 2016
* Press conference and cooperation with other ICH relevant organization
* Organizing Bodies: ICHCAP
* Budget: KRW 40 million
* Expected Results

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Organize and operate 6th governing board meeting * Enhance media coverage * Strengthen cooperation with other ICH organizations in Korea | * Consultation with UNESCO at least one month before and distribute agenda to the directors three weeks prior to the meeting * Two press conferences and four interviews * Three consultation meetings with ICH relevant organizations for cooperation on ICHCAP’s activities |

**3. Promoting ICH and Raising Visibility**

|  |
| --- |
| **2015 Project Focus Points (Visibility)**   * Publish books and up-to-date information on ICH * Develop cooperative projects on raising visibility of Pacific ICH * Develop and distribute ICH related digital contents to promote to the general public |

**3.1 Cooperation for Disseminating Pacific ICH Information**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [Article 7.2.(b)]
* Purpose: To strengthen the Pacific cooperative network through the joint project and to disseminate information on Pacific ICH
* Contents
* Supporting promotional events for the publication *Traditional Knowledge and Wisdom: Themes from the Pacific Islands* in the Pacific (Continued from Pacific publication project in 2014)
* Holding the Sixth Sub-regional Information and Networking Meeting for ICH in the Pacific
* Surveying the current status of analogue data on ICH and its needs in the Pacific for restoration and digitization
* Budget: KRW 95 million
* Expected Results

1. Enhance ICH visibility though the information dissemination

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Number of promotional events held in the region since the publication * Number of local and public attendees participating in the promotional events * Number and importance of ICH elements covered through the publication or report | * Each one event in six countries * Thirty locals in each event and 30 percent of youths of the overall attendees * Over five elements in a country chosen by local expert to be represented at the publication or report |

1. Strengthening cooperative network among Pacific countries

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Number and importance of institutions represented at the network meeting * Profile of representatives participating in the network meeting * Countries where the joint project has been implemented since the network meeting | * Five governmental institutions and five regional organizations * Decision makers, public officials, trainers, scholars * Three countries each making MOUs in implementing the joint projects |

**[Reference: The Pacific Project]**

* Flow of the Sub-regional Meetings in the Pacific

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2010** | **2011** | **2012** | **2013** | **2014** | **2015(*tbd*)** |
| **1st Pacific**  **Meeting** | **2nd Pacific Meeting** | **3rd Pacific Meeting** | **4th Pacific Meeting** | **5th Pacific Meeting** | **6th Pacific Meeting** |
| **Hosting country** | Fiji | Tonga | Cook Islands | Vanuatu | FSM | Palau |
| **Participating countries** | Representatives  of 4 Pacific  countries: Fiji, PNG, Tonga,  Vanuatu | Cook Islands newly joined the network | Palau newly joined the network | FSM newly joined the network | Samoa newly joined the network | Fiji, FSM, Palau, PNG, Tonga, Vanuatu, Cook Islands, Samoa  (8 countries) |
| **Results** | * Expanded the regional network among Pacific countries, UNESCO regional office, and ICHCAP * Shared information on country report of safeguarding ICH * Launched and carried out a joint project for promoting Pacific ICH | | | | | |

* Flow and direction of the Pacific projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2012 | 2013 | 2014 | 2015 | 2016 |
| **3rd Pacific Meeting** | **4th Pacific Meeting** | **5th Pacific Meeting** | **6th Pacific Meeting** | **7th Pacific Meeting** |
| - Focused on the first establishment of the network in the region  - Agreed to enhance ICH visibility through information building and managing | -Resolved to implement the publication project | -Hold an editorial session for the publication | - Promote the result of the publication project | - Propose a new publication in series |
| - Launched with 6 countries | - Complete the publication (27 articles from 6 countries under 5 themes) | - Implement promotional events in the Pacific |
| Joint Publication Project(3years) | | |
|  | **5th Pacific Meeting** | **6th Pacific Meeting** |  |
|  | - Brought issues on managing analogue/digital data | - Resolve to launch the Project | - Implement digital restoration |
| -Survey the status of analogue data |
| Restoration and Digitization of ICH Data(3years) | | |

**3.2 Publication of Newsletter and ICH Book**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [Article 7.2.(b)]
* Purpose: To disseminate information on ICH safeguarding issues and to promote safeguarding activities
* Contents:
* Publishing and distributing *ICH Courier* Vols. 23 to 26
* Korean publication of ICH Best Practices originally published by UNESCO
* Budget: KRW 65 million
* Expected Results
* Share recent information on ICH safeguarding with public and experts

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Degree of newness of information * Number of copies distributed offline * Number of downloading and e-mailing online | * News and issues came up in a year * 2,000 copies offline quarterly * 1,000 e-mailings and downloads quarterly |

**[Reference: List of Publication]**

* Newsletter *ICH Courier* (Vol. 1-22) each in English and Korean
* UNESCO ICH leaflets (2010-2012) in Korean
* UNESCO ICH brochures (2008-2011) in Korean
* UNESCO ICH brochures (2010-2011) in English and French
* The Pacific ICH Information brochures in 2011 and 2013
* UNESCO ICH children books in Korean (2013)
* ICHCAP’s international conference reports (2009-2014)

**3.3 Restoration and Digitization of ICH Data**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [Article 7.2.(a)]
* Purpose: To restore analogue ICH data and increase ICH information accessibility
* Contents: Selecting ICH data in need of digitization, holding a digitization workshop, supporting digitization of ICH data for selected country
* Budget: KRW 50 million
* Country: *To be decided* (Country selection is to be decided after consultation with UNESCO regional office considering urgency and efficiency)
* Expected Results
* Strengthen digitization capacity for ICH data in need of restoration
* Accumulate ICH data and raise accessibility to rare ICH information

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Holding a digitization workshop * Number of digitized ICH data * Number of times used by individuals, groups, and organizations | * Once a year for experts and organizations in target countries * Restore ICH data over three hundred hours * Used over twenty times by target users |

* Future Plan or Use
* Focus on laying the groundwork for the construction of ICH database in long-term project

**[Reference: Progress of Digital Restoration]**

* Flow of the digital restoration projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2011 | 2012 | 2013 | 2014 | 2015 |
| - Hold the Expert Meeting  - Launch the project | -Implement digital restoration(713 hours audio recordings)  - Produced the Audio CD sets and distributed |  | | |
| Project in Mongolia | |
|  | | - Hold the Expert Meeting  - Launch the project | -Digital restoration 300 analogue audio recordings |  |
| Project in Vietnam | |
|  | - Launch the project | - Digital restoration (360 hours-audio data, 77 films)  To be completed by May 2015 |
| Project in Uzbekistan | |
|  | -Holding a workshop  -Restoring old data |
| New Project |

**3.4 Developing and Distributing ICH-Related Digital Contents**

* Grounds: Agreement between the Government of the Republic of Korea and UNESCO [Article 7.2.(b)]
* Purpose: To raise public awareness, especially for younger generations, by developing and disseminating ICH-related digital contents
* Targets: Youth and Children
* Contents: Producing digital contents introducing UNESCO children’s books introducing ICH (Korean language, Using augmented reality method technology)
* Budget: KRW 30 million
* Expected Results
* Raise ICH awareness by arousing children’s interest

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Number distributed to individuals, institutes, and organizations | * Distribute over two hundred sets |

* Future Plan or Use
* Secure potential social groups enjoying ICH by arousing their interest from an early age

**[Reference]**

* Production of ICH animation *Magic Tour of World’s ICH* (five episodes, 2013)

**4. Construction of ICH Database and Archives**

|  |
| --- |
| **2015 Project Focus Points (Information)**   * Upgrade hardware (server and storage equipment) for stable information service * Expand ICH information database |

**4.1 Establishing Database for ICH Information in the Asia-Pacific Region**

* Grounds: Information Strategic Planning (ISP)
* Purpose: To construct a database of ICH information using ICHCAP’s ICH information collection
* Targets: ICHCAP’s data
* UNESCO’s ICH elements (information and multimedia files for 269 elements in 97 countries)
* ICH information collected (30 publications, 230 multimedia files)
* Contents: Establishing a database of ICH information in the Asia-Pacific region
* Budget: KRW 60 million
* Database construction (text, video, audio information): KRW 45 million
* Operating expenses (expert consultation, travel expenses, etc.): KRW 15 million
* Expected Results

|  |  |
| --- | --- |
| **Performance Indicators** | **Benchmark** |
| * Increase amount of ICH data in database | * ICH database: information on UNESCO’s 269 elements |

**4.2 Upgrading Server and Equipment**

* Grounds: Information Strategic Planning (ISP)
* Purpose: To add and upgrade servers for entering ICH info and ICHCAP’s data
* Targets: Servers, storage, and network equipment
* Contents: ICHCAP’s server upgrades
* Budget: KRW 100 million
* Expected Results

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Indicators** | | **Benchmark** | |
| * Upgrade ICHCAP’s servers and equipment for better storage and use of ICH information at ICHCAP | | * One server * One storage * One network device * One security device | |
| **Agenda 2** | | **Amendment of the Constitution** | |

1. Rationale

* Proposed changes to the Constitution are made to add clarity to the existing clauses concerning budget formulation, account settlement, and supplementary budget formulation and to correct typos, misspellings, and mistakes in numbering.
* Regarding the establishment and amendment of regulations concerning key aspects of the operation of the Centre, a contracted employment regulation that requires budget adjustments should be added to the existing regulations requiring approval by the competent regulating authority.

2. Key Changes

Article 7 (Directors and Number of Directors): With the name change of the Ministry of Foreign Affairs and Trade to the Ministry of Foreign Affairs, the relevant provision has been changed accordingly. In addition, the wording "five persons representing Member States" has been specified.

Article 22 (Executive Committee): Exceptions to the deliberation and resolution of the Executive Committee have been relocated (to be more specified in the English Constitution version.)

Article 28 (Budget Formulation and Account Settlement): The wording "the balance sheet" has been replaced with "the settlement report", and the time frame has been specified for reporting the results of the current year's audit.

Article 33 (Establishment of Regulations): A contracted employment regulation has been added.

Attached Table 1 (List of Fundamental Assets): A mistake in numbering has been corrected (1,570,000 → 1,450,000).

Addendum: Other consequential amendments have been specified to be made to the Rules of Procedure of the Governing Board and Rules of Procedure of the Executive Committee

- Annex

1. Table of Present Provision vs. Proposed Amendment

2. A copy of the proposed and restated Constitution

**[Annex 1] Table of Present Provision vs. Proposed Amendment**

|  |  |
| --- | --- |
| **Present Provision** | **Proposed Amendment** |
| Article 7 Types and Number of Officers   1. (Omitted) 2. the Centre shall have the following Members:    1. the Administrator of the Cultural Heritage Administration of Korea (hereinafter referred to as “CHA”) or his/her appointed representative (hereinafter referred as the “Chairperson”):    2. one nominee of the Director-General of UNESCO    3. two representatives of the Government of the Republic of Korea 3. the Director General of the Heritage Promotion Bureau of CHA 4. the Director General of the Cultural affairs Bureau of the Ministry of Foreign Affairs and Trade;    1. up to five representatives of the Member States of the Centre;    2. up to two representatives of associated or cooperative organizations in the Republic of Korea and;    3. up to two representatives of inter-governmental organizations or NGOs; and    4. the Director-General of the Centre 5. The Members and the auditor shall be non-standing, and the Director-General of the Centre shall be standing. | Article 7 Types and Number of Officers   1. (Omitted) 2. the Centre shall have the following Members: 3. the Administrator of the Cultural Heritage Administration of Korea (hereinafter referred to as “CHA”) or his/her appointed representative (hereinafter referred as the “Chairperson”): 4. one nominee of the Director-General of UNESCO 5. two representatives of the Government of the Republic of Korea 6. the Director General of the Heritage Promotion Bureau of CHA 7. the Director General of the Cultural affairs Bureau of the Ministry of Foreign Affairs; 8. up to five representatives of the UNESCO Member States in the Asia-Pacific region; 9. up to two representatives of associated or cooperative organizations in the Republic of Korea and; 10. up to two representatives of inter-governmental organizations or NGOs; and 11. the Director-General of the Centre 12. The Members and the auditor shall be non-standing, and the Director-General of the Centre shall be standing. |
| Article 22 Executive Committee   1. (Omitted) 2. The Governing Board my delegate to the Executive Committee Part of the agenda of the Governing Board in Article 19, and the Executive Committee shall deliberate and make resolutions on any of the following: 3. enacting and amending rules of the operation of the Secretariat of the Centre 4. determining the financial, administrative, and personnel management procedures of the Centre (except the Constitution, the Rules of Procedure of the Governing Board and the Executive Committee)   (C) ~ (g) (Omitted) | Article 22 Executive Committee   1. (Omitted) 2. The Governing Board my delegate to the Executive Committee Part of the agenda of the Governing Board in Article 19, and the Executive Committee shall deliberate and make resolutions on any of the following: 3. enacting and amending rules of the operation of the Secretariat of the Centre (except the Constitution, the Rules of Procedure of the Governing Board and the Executive Committee) 4. determining the financial, administrative, and personnel management procedures of the Centre   (C) ~ (g) (Same as present provision) |
| Article 28 formulation and Settlement of Budget   1. (Omitted) 2. The business performance and balance sheet of the year shall be audited by the auditor and reported to the Administrator of CHA by February of the next year. 3. (C) ~ (d) (Omitted) | Article 28 formulation and Settlement of Budget   1. (Omitted) 2. The business performance and the settlement report shall be submitted to the Administrator of the CHA by February of the following year, The audit results and statement of account shall be reported to the Governing Board meeting of the following year. 3. (C) ~ (d) (Same as present provision) |
| Article 33 Enactment of Regulations   1. (Omitted) 2. If the following regulations, among those concerning the operation and management of the Centre as stipulated in Article 33, Clause 1, need to be enacted or amended, prior consultation with CHA and the approval of CHA shall be required: 3. organization regulation, 4. personnel regulation, and 5. remuneration regulation | Article 33 Enactment of Regulations   1. (Same as present provision) 2. If the following regulations, among those concerning the operation and management of the Centre as stipulated in Article 33, Clause 1, need to be enacted or amended, prior consultation with CHA and the approval of CHA shall be required: 3. organization regulation, 4. personnel regulation, 5. remuneration regulation, and 6. contracted employment regulation |
| <Annex 1>  List of fundamental properties  Total : 1,570,000 | <Annex 1>  List of fundamental properties  Total : 1,450,000 |
| Addenda  (newly set up) | ADDENDA  Article 1 (Effective Date) This Constitution shall take effect and be in force upon the approval of the Administrator of the Cultural Heritage Administration.  Article 2 (Consequential Changes to Other Regulations) Article 21 ① 1 of the Rules of Procedure of the Governing Board shall be changed from "an establishment or amendment of regulations concerning the operation of the Secretariat of the Centre" to "an establishment or amendment of regulations concerning the operation of the Secretariat of the Centre (except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)"; in Article 21 ① 2 of the same regulation, "(except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)" shall be removed; in Article 4. 1 of the Rules of Procedure of the Executive Committee, "(except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)" shall be inserted; in Article 4. 2 of the same regulation, "(except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)" shall be removed. |

[Annex 2] A copy of the proposed and restated Constitution

**Chapter 1 General Provisions**

**Article 1 Basis for Establishment and Objectives**

This foundation is established based on the “Agreement between the Government of the Republic of Korea and the United Nations Educational, Scientific and Cultural Organization (UNESCO) Regarding the Establishment in the Republic of KOREA of an International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO” (hereinafter referred to as “the Agreement”) and Article 17(2) of the Cultural Heritage Protection Act, and the objectives of the Centre shall be to:

(a) promote the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage;

(b) increase the participation of local communities, groups and individuals in the protection of intangible cultural heritage and raise the awareness thereof;

(c) enhance the capacity for intangible cultural heritage (hereinafter referred to as “ICH”) safeguarding through coordinating and disseminating information on ICH; and

(d) foster regional and international cooperation for ICH safeguarding.

**Article 2 Name**

1. This foundation shall be named “유네스코 아시아태평양무형문화유산 국제정보네트워킹센터” and shall be abbreviated as “유네 스코아태무형유산센터”.

2. The English name shall be the “International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO” and shall be abbreviated as “ICHCAP”.

**Article 3 Office**

1. The office shall be located at 95 Seohak-Ro, Wansan-Gu, Jeonju, Republic of Korea.

2. The Centre may establish an office or dispatch a residential officer where it is necessary to support efficient international networking and cooperation.

**Article 4 Functions**

In order to achieve the objectives in Article 1, the specific functions of the Centre will be to:

(a) set up an information system to ensure the effective management of ICH data through building a database, supporting ICH identification and documentation, conserving and digitizing archival materials, and supporting the development of metadata standards, etc.;

(b) make use of accumulated ICH information and data for the purpose of disseminating ICH, producing and publishing informational and promotional materials, and promoting the protection of intellectual property rights of ICH practitioners and creators who are included in the documentation and informational materials, etc.;

(c) build networks among concerned local communities, groups and individuals to reinforce ICH transmission and dissemination and to organize public events and meetings at the regional and international level, etc.;

(d) strengthen international and regional networks to exchange information and knowledge concerning ICH safeguarding, particularly among ICH centers and institutes, including those established under the auspices of UNESCO (Category 2) as well as among individual ICH experts, etc.; and

(e) carry out other duties and tasks as necessary to achieve the objectives of the Centre.

**Article 5 Cooperating Institutions**

In order to participate in the diverse activities of UNESCO and share information on related activities, the Centre shall cooperate with any of the following international organizations, foreign governments, institutions, and organizations:

(a) UNESCO;

(b) governments of Member States of UNESCO in the Asia-Pacific region (hereinafter referred to as “Member States”) and the National Commissions established by Member States in accordance with Article 7 of the UNESCO Charter;

(c) institutions and organizations established in accordance with the agreement between the Member States and UNESCO;

(d) domestic and foreign local governments hoping to work with the Centre; and

(e) international organizations, non-governmental organizations (hereinafter referred to as “NGOs”) and the institutions and organizations of Member States related to the activities of the Centre.

**Article 6 Special Organizations or Affiliated Organizations**

If deemed necessary, the Centre may establish and operate special organizations or affiliated organizations to achieve the objectives of the Centre and conduct the activities stipulated in Articles 1 and 4.

**Chapter 2 Officers**

**Article 7 Types and Number of Officers**

1. The Centre shall have any of the following officers:

(a) at least seven Members of the Governing Board (hereinafter referred to as the “Member”) and that number shall not exceed fourteen and this number includes the Chairperson of the Governing Board and the Director-General of the Centre and

(b) one Auditor.

2. The Centre shall have the following Members:

(a) the Administrator of the Cultural Heritage Administration of Korea (hereinafter referred to as “CHA”) or his/her appointed representative (hereinafter referred to as the “Chairperson“);

(b) one nominee of the Director-General of UNESCO;

(c) two representatives of the Government of the Republic of Korea:

(1) the Director-General of the Heritage Promotion Bureau of CHA and

(2) the Director-General of the Cultural Affairs Bureau of the Ministry of Foreign Affairs;

(d) up to five representatives of UNESCO Member States in the Asia-Pacific region;

(e) up to two representatives of associated or cooperative organizations in the Republic of Korea;

(f) up to two representatives of inter-governmental organizations or NGOs; and

(g) the Director-General of the Centre.

3. The Members and the auditor shall be non-standing, and the Director-General of the Centre shall be standing.

**Article 8 Appointment of Officers**

1. The ex-officio Chairperson shall be the Administrator of CHA or one who is appointed by the Administrator of CHA.

2. The Member representing UNESCO shall be appointed by the recommendation of the Director-General of UNESCO.

3. The Member, pursuant to Clause 2(d) to Clause 2(f) of Article 7, shall be appointed by the Governing Board at the recommendation of the Executive Committee.

4. The Director-General of the Centre shall be appointed by the Chairperson in consultation with the Director-General of UNESCO.

5. If there is any vacancy among the Members, a by-election shall be held within three months from the date when the vacancy takes place. If the mini-mum number of required Members is satisfied and there is no hindrance to conduct activities, the vacancy can be filled up at the earliest regular meeting of the Governing Board.

6. The auditor shall be appointed by the Governing Board at the recommendation of the Executive Committee.

**Article 9 Reasons for Disqualification of Officers**

The following persons cannot become officers of the Centre:

(a) incompetent or quasi-incompetent persons;

(b) bankrupt persons who have not been reinstated;

(c) persons who were sentenced to imprisonment without labor or heavier punishment and for whom less than three years have passed since the execution of the sentence or confirmation of non-execution;

(d) persons who were given a suspended sentence of imprisonment with-out labor or heavier punishment and for whom the suspended sentence is still in effect or less than two years have passed since the expiration of the period of the suspension of the execution;

(e) persons who were given a suspended sentence of imprisonment with-out labor or heavier punishment and for whom the suspended sentence is still in effect;

(f) persons who were disqualified by a court judgment or by other laws;

(g) persons who have committed a crime (related to their duties and pre-scribed in Article 355 and 356 of Criminal Law) during their period of service as government officials and who were sentenced with a monetary penalty of more than three million won and for whom less than two years have passed since the execution of the sentence or confirmation;

(h) persons who were expelled from their position and for whom less than five years have passed since the execution of the action; and

(i) persons who were dismissed from their position and for whom less than three years have passed since the execution of the action.

**Article 10 Guarantee of the Status of Officers**

1. In any of the following cases, officers may be dismissed with the resolution of the Governing Board:

(a) they conduct an act in violation of the Centre's purpose or the Constitution of the Centre;

(b) they cause grave damages to the Centre intentionally or by serious negligence;

(c) they cannot fulfil their duties due to physical or mental disorders; or

(d) they are disqualified in accordance with the clauses of Article 9.

2. To dismiss officers in accordance with Clause 1 of Article 10, more than two-thirds of the Members with voting rights shall agree on it, and the matter shall be immediately reported to the Administrator of CHA.

**Article 11 Term of Officers**

1. The term of office of the Members and auditor shall be two years from the date of appointment. However, they may be reappointed once.

2. In the case where the Administrator of CHA is in office as a Member, pursuant to Clause 2(a) of Article 7, or in office as a Member, pursuant to Clause 2(b) and 2(c) of Article 7, the term shall be his/her incumbency.

3. The term of office of the Members, pursuant to Clause 2(e) to Clause 2(f) of Article 4, shall be the reminder of his/her tenure for the organization, but this term shall not exceed two years.

4. The term of office of the Director-General of the Centre shall be three years.

5. The term of office of the Members appointed through by-elections shall be the remaining term of office of their predecessors.

6. The officers whose term has expired may act as a proxy until their successors are appointed.

**Article 12 Duties of Officers**

1. The officers shall faithfully carry out their duties to accomplish the purpose of the Centre in accordance with domestic and international laws and the Constitution of the Centre.

2. The Chairperson and Members shall be present at the meeting of the Governing Board and vote on the agenda regarding the business of the Centre.

3. The auditor shall perform any of the following duties:

(a) auditing matters concerning the financial status and business of the Centre;

(b) reporting any illegality or injustice found as the result of auditing to the Governing Board and, when necessary, to the Administrator of the Cultural Heritage Administration of Korea; and

(c) stating his/her opinions to the Governing Board in relation to the duties of the auditor and requesting actions to be taken.

**Article 13 Locum Tenens**

1. In the absence of the Chairperson, the Member recommended by the Administrator of CHA or the acting Administrator of CHA shall act as a proxy until a new Chairperson is appointed.

2. In the absence of the Director-General of the Centre, the next person according to the organizational chart shall act as a proxy until a successor is appointed.

**Article 14 Remuneration for Officers**

No remuneration shall be paid to non-standing officers. However, expenses necessary for the execution of duties may be paid within the scope of the budget.

**Chapter 3 The Governing Board**

**Article 15 Composition**

1. The Governing Board shall consist of the Members including the Chairperson and the Director-General of the Centre, and the Chairperson shall preside at the meetings.

2. The auditor may attend the meetings of the Governing Board and state his/her opinions.

3. The Director-General of the Centre shall attend the meetings of the Governing Board as a Member without voting rights.

**Article 16 Types and Convocation**

1. The meetings of the Governing Board are classified into Ordinary Session of the Governing Board and Extraordinary Session of the Governing Board, and the Chairperson shall convoke the meetings.

2. Ordinary Session of the Governing Board shall be held at least once a year.

3. In any of the following cases, the Chairperson shall convoke an Extraordinary Session of the Governing Board:

(a) at the request of the Chairperson,

(b) at the request of the Director-General of UNESCO,

(c) at the request of more than two-thirds of Member States, and/or

(d) at the request of more than one-half of Members when they suggest the purpose of meeting.

4. If the Chairperson convokes a meeting of the Governing Board, he/she shall notify the Members and the auditor of the purpose, time and place of the meeting two weeks prior to the meeting. If there are urgent reasons, however, an exception shall be made.

**Article 17 Decision of the Governing Board**

Except as otherwise provided for in the provisions of this Constitution, the Governing Board shall make resolutions by the attendance of the majority of its Members with the voting rights and the concurrent votes of the majority of the Members present. However, in a case of a tie vote, the Chairperson shall have a casting vote.

**Article 18 Documentary Resolution**

In the case where there is a minor or urgent matter for resolution, the Chairperson may resolve the matter by issuing a written resolution to Board Members for approval, and he/she shall report it at the next meeting of the Governing Board.

**Article 19 Agenda**

The Governing Board shall make resolutions on any of the following agendas:

(a) electing Board Members as well as the Auditor and the Executive Committee Members

(b) approving medium- and long-term programs of the Centre

(c) approving an annual work plan and budget of the Centre

(d) enacting and revising rules, and regulations

(e) determining the financial, administrative, and personal management procedures of the Centre

(f) deciding on the participation of regional inter-governmental and international organizations in the workings of the Centre

(g) conducting matters concerned with the implementation of important business of the Centre

**Article 20 Minutes of the Governing Board**

As for the proceedings of the meetings of the Governing Board, the agenda, progress, results, and objectors (and the reasons for their objections) shall be recorded in the minutes, and the Chairperson and the Members present shall sign the minutes.

**Chapter 4 Committee under the Governing Board**

**Article 21 Committee under the Governing Board**

1. In order to ensure the effective running of the Governing Board, a Committee may be established.

2. The matters on composition, operation and other necessary matters in Clause 1 shall be approved by the Governing Board.

**Article 22 Executive Committee**

1. The Executive Committee shall be established in the Governing Board by Article 21.

2. The Governing Board may delegate to the Executive Committee part of the agenda of the Governing Board in Article 19, and the Executive Committee shall deliberate and make resolutions on any of the following:

(a) enacting and amending rules for the operation of the Secretariat of the Centre (except Constitution, Operation Rules of the Board, and the Executive Committee)

(b) determining the financial, administrative, and personnel management procedures of the Centre

(c) deciding the participation of regional intergovernmental and international organizations in the activities of Centre

(d) recommending candidates for the Governing Board Members or Auditor

(e) setting up a special body, affiliated body, and advisory body for the operation of Secretariat

(f) drawing up revised supplementary budgets and reserved fund expenditures

(g) other matters delegated from Governing Board Meetings

**Chapter 5 Secretariat**

**Article 23 Secretariat**

1. The Secretariat shall be established to manage the business of the Centre.

2. The Secretariat shall consist of one Director-General of the Centre and any of the following members:

(a) persons appointed by the Director-General of the Centre in accordance with organizational regulations;

(b) public officials working at the Centre in accordance with the regulations of the Government;

(c) UNESCO employees temporarily seconded to the Centre in accordance with the regulations of UNESCO and the decision of the Executive Committee; and

(d) persons temporarily seconded to the Centre in accordance with the decision of the Director-General of the Centre at the request of domestic or foreign governments or affiliated organizations.

3. Matters concerning the number of persons working at the Centre, pursuant to Clause 2(a) and the appointment, service, reward, and penalty of employees, shall be determined by an additional regulation.

**Article 24 Duties of the Director-General of the Centre**

The Director-General of the Centre shall represent the Centre and discharge the following duties:

1. direct the work of the Centre in conformity with the programs and directives established by the Governing Board;
2. propose the draft work plan and budget to be submitted to the Governing Board for approval;
3. prepare the provisional agenda for the sessions of the Governing Board and submit to it any proposals that he/she may deem useful for the administration of the Centre;
4. prepare reports on the Centre’s activities to be submitted to the Governing Board;
5. represent the Centre in law and in all civil acts.

**Article 25 Advisors and Advisory Body**

1. The Centre may establish a few advisors and an advisory body to receive advice on specialized matters.

2. Matters concerning the number of advisors, the name of the advisory body, and the operation thereof shall be additionally determined by the Director-General of the Centre.

**Chapter 6 Properties and Accounting**

**Article 26 Classification of Properties**

The properties of the Centre shall be classified into fundamental properties and general properties, and the details are as follows:

(a) fundamental properties refer to the funds of the Centre at the time of establishment and properties that the Governing Board confirmed as fundamental properties, and they are listed in Annex 1 among the immovable or movable assets acquired to carry out the essential business of the Centre; and

(b) general properties refer to all properties other than fundamental properties, and include the income profited from the business or properties of the Centre.

**Article 27 Fiscal Year**

The fiscal year of the Centre shall be the same as that of the Government.

**Article 28 Formulation and Settlement of Budget**

1. The Director-General of the Centre shall draw up the business plan and budget bill for the next year, and they shall be resolved at the regular Governing Board.

2. The business performance and the settlement report shall be reported to the Administrator of the CHA by February of the immediately following year, and shall be audited prior to the Governing Board meeting of that following year. The audited annual report and settlement report shall be submitted to the annual Governing Board meeting.

3. The Centre may pay auditing expenses as needed by the auditor within the scope of the budget.

4. The report in Clause 2 shall include the list of fundamental properties and the audit report.

**Article 29 Revised Supplementary Budget**

In cases where the budget needs to be added to or amended after confirmation, a revised supplementary budget bill may be made and executed through a resolution by the Governing Board and approval by the Administrator of CHA.

**Article 30 Operating funds**

The expenses necessary for the operation of the Centre shall be funded by endowments, government subsidies, proceeds from the fundamental properties, profits from the business, donations, sponsorship, contributions, and other sources of income.

**Chapter 7 Supplementary Provisions**

**Article 31 Dissolution of the Centre**

1. The Centre shall be dissolved at the time of notification of renouncement by the Government of the Republic of Korea or UNESCO in accordance with Clause 1 of Article 20 of the Agreement.

2. The remaining properties at the time of resolution of the Centre shall be donated to the state, local governments or organizations with similar purposes to the Centre by approval of the Administrator of CHA.

**Article 32 Revision of the Constitution**

In cases where the Constitution of the Centre needs to be amended, the revision shall be resolved by the attendance of a majority of the Members with voting rights and the concurrent votes of two-thirds or more of the Members present and shall be approved by the Administrator of CHA.

**Article 33 Enactment of Regulations**

1. Rules and regulations necessary for the implementation of this Constitution shall be enacted through the resolution of the Governing Board.

2. If the following regulations, among those concerning the operation and management of the Centre as stipulated in Article 33, Clause 1, need to be enacted or amended, prior consultation with CHA and the approval of CHA shall be required:

(a) organization regulation,

(b) personnel regulation, and

(c) remuneration regulation, and

(d) contracted employment regulation

**Article 34 Others**

Matters other than those stipulated in the Agreement, the Cultural Heritage Protection Act and this Constitution shall comply with the provisions of the Civil Act.

**ADDENDA**

**Article 1 Enforcement Date**

This Constitution shall take effect and be in force upon the approval of the Administrator of the Cultural Heritage Administration.

**Article 2 Consequential Changes to Other Regulations**

Article 21 ① 1 of the Rules of Procedure of the Governing Board shall be changed from "an establishment or amendment of regulations concerning the operation of the Secretariat of the Centre" to "an establishment or amendment of regulations concerning the operation of the Secretariat of the Centre (except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)"; in Article 21 ① 2 of the same regulation, "(except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)" shall be removed; in Article 4. 1 of the Rules of Procedure of the Executive Committee, "(except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)" shall be inserted; in Article 4. 2 of the same regulation, "(except the Constitution, the Rules of Procedure of the Governing Board, and the Rules of Procedure of the Executive Committee)" shall be removed.

<Annex 1>

**Fundamental Property List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Entry** | **Size(mm) and Types** | **Quantity** | **Price (KRW)** | **Note** |
| Desk | L-Shaped  (1600\*1200\*720) | 1 | 120,000 | 2010 |
| Chair | 660\*650\*1150 | 1 | 120,000 | 2010 |
| Computer | Samsung Magic Station  (DM-C210) | 1 | 1,210,000 | 2009 |
| Total |  | 3 | ~~1,570,000~~  1,450,000 |  |

<Annex 2>

**List of the Initial Officers at the Time of the Centre’s Establishment**

**(Regarding Article 3 of Addenda)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Name** | **Affiliation and Position** | **Note** | **Term** |
| Chairperson | Mr Chan Kim | The Administrator of CHA | Chairperson | Tenure |
| Members | Mr Timothy Curtis | UNESCO Office in Bangkok /  Chief of Culture Unit | Nominee of the Director-General of UNESCO | Tenure |
| My Yung Keun Park | Heritage Promotion Bureau of CHA / Director General | Representatives of the Government of the Republic of Korea | Tenure |
| Mr Sang Il Kim | Cultural Affairs Bureau of Ministry of Foreign Affairs and Trade /  Director General | Tenure |
| Ms Dawnhee Yim | Committee for ICH Preservation / Chairperson | Representatives of Affiliated or Cooperative Organisations in the Republic of Korea | 2 years |
| Mr Taek-soo Chin | Korean National Commission for UNESCO /  Secretary-General | 2 years |
| Mr Alisher Ikramov | National Commission of the Republic of Uzbekistan for UNESCO /  Secretary General | Representatives of the Member State of the Centre | 2 years |
| Ms Adi Meretui Tuvou Ratunabuabua | Department of National Heritage, Culture & Arts, Ministry of Education, National Heritage, Culture & Arts, Youth & Sports / Principal Cultural Development Officer | 2 years |
| Ms Le Thi Minh Ly | Department of Cultural Heritage, Ministry of Culture, Sports and Tourism / Deputy Director General | 2 years |
| Mr Seong-Young Park | Intangible Cultural Heritage Centre for Asia and the Pacific /  Acting Director | Acting Director,  Until the Appointment of Director | |
|  | Total of 10 Officers | | | |
| Auditor | Mr Doo Soo Kim | Shinjung Accounting Corporation / Certified Public Accountant |  | 2 years |

|  |  |
| --- | --- |
| **Agenda 3** | **Amendment of the Rules of Procedures of the Executive Committee** |

1. Rationale

* Proposed changes to the Rules of Procedure of the Executive Committee are to reflect recent changes in the names of some organizations that serve as Members of the Committee and to replace one of the existing members, the Director-General of the National Research Institute of Cultural Heritage, with the General-Director of the National Intangible Heritage Center because the former's Research Division of Intangible Cultural Heritage has been carved out and integrated into the latter organization.
* To ensure consistency in the use of titles in the regulations, the two existing conflicting titles, President and Chairperson, should be integrated as Chairperson.

2. Key Changes

Article 2 (Composition of the Executive Committee): With the name changes of member organizations, the Ministry of Foreign Affairs and Trade has been changed to the Ministry of Foreign Affairs, Korea Cultural Heritage Foundation has been changed to Korea Cultural Heritage Foundation, and the Director-General of the National Research Institute of Cultural Heritage has been changed to the General-Director of the National Intangible Heritage Centre.

Article 3 (Chairperson and Vice Chairperson): President has been replaced with Chairperson.

Article 4 (Matters for Deliberation and Resolution): Exceptions to Sub-paragraph 2 have been relocated to Sub-paragraph 1, and the time frame has been specified for reporting the deliberation and resolution results of the Executive Committee.

Article 5 (Quorum): President has been replaced with Chairperson.

- Annex

1. Table of Present Provision vs. Proposed Amendment

2. A copy of the proposed and restated Rules of Procedures of the Executive Committee

**[Annex 1] Table of Present Provision vs. Proposed Amendment**

|  |  |
| --- | --- |
| **Present Provision** | **Proposed Amendment** |
| Article 2 Composition  The Member of the Committee shall be as follows.   1. the Director General of the heritage Promotion Bureau of CHA 2. the Director General of Cultural Affairs Bureau of the Ministry of Foreign Affairs and Trade of the Republic of Korea 3. the Director General of the National Research Institute of Cultural Heritage 4. the President of the Cultural Heritage Foundation 5. the Chair of the Committee for Safeguarding Intangible Cultural Heritage, the Republic of Korea 6. the Director-General of the Centre | Article 2 Composition  The Member of the Committee shall be as follows.   1. the Director General of the heritage Promotion Bureau of CHA 2. the Director General of Cultural Affairs Bureau of the Ministry of Foreign Affairs of the Republic of Korea 3. the General-Director of the National Intangible Heritage Center 4. the President of the Cultural Heritage Foundation 5. the Chair of the Committee for Safeguarding Intangible Cultural Heritage, the Republic of Korea 6. the Director-General of the Centre |
| Article 3. Chairperson and Vice Chairperson  1. ~ 2. (Omitted)   1. The Vice-Chairperson shall be appointed by the Chairperson, and in the absence of the president, the Vice-Chairperson shall be the acting president. | Article 3. Chairperson and Vice Chairperson  1. ~ 2. (Omitted)  The Vice-Chairperson shall be appointed by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson shall be the acting Chairperson. |
| Article 4 Matters of Deliberation and Resolution  Matters that shall be deliberated and resolved are   1. enacting and amending rules for the operation of the Secretariat of the Centre 2. determining the financial, administrative, and personnel management procedures of the Centre (except Constitution, Operation Rules of the board and the Executive Committee) 3. deciding the participation of regional intergovernmental and international organizations in the activities of the Centre 4. ~ (g) (Omitted) | Article 4 Matters of Deliberation and Resolution   1. Matters that shall be deliberated and resolved are 2. enacting and amending rules for the operation of the Secretariat of the Centre (except Constitution, Operation Rules of the board and the Executive Committee) 3. determining the financial, administrative, and personnel management procedures of the Centre 4. deciding the participation of regional intergovernmental and international organizations in the activities of the Centre 5. ~ (g) (Omitted)   (newly set up)   1. The Executive Committee shall report its deliberation and resolution results to the following Governing Board meeting. |
| Article 5 (Quorum)   1. (Omitted) 2. The President has the right to input his/her decision in the case of tie vote. | Article 5 (Quorum)   1. (Same as present provision) 2. The Chairperson has the right to input his/her decision in the case of tie vote. |

[Annex 2] A copy of the proposed and restated Rules of Procedures of the Executive Committee

**Article 1 Objective**

The purpose of these rules is to provide guidelines for the Operational Rules of the Executive Committee (hereinafter referred to as "the Committee") to established in the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereinafter referred to as "the Centre") under the auspices of the United Nations Educational, Scientific and Cultural Organization (hereinafter referred to as "UNESCO") , in accordance with Article 21 of the Operational Rules of the Governing Board of the Centre (hereinafter referred to as "the Operational Rules ")

**Article 2 Composition**

The Members of the Committee shall be as follows.

(a) the Director-General of the Heritage Promotion Bureau of

Cultural Heritage Administration of Korea

(b) the Director-General of Cultural Affairs Bureau of the Ministry of Foreign Affairs of the Republic of Korea

(c) the General-Director of the National Intangible Heritage Center

(d) the President of the Korea Cultural Heritage Foundation

(e) the Chair of the Committee for Safeguarding Intangible

Cultural Heritage, the Republic of Korea

(f) the Director-General of the Centre

**Article 3 Chairperson and Vice-Chairperson**

1. The Committee shall have a Chairperson and a

Vice-Chairperson.

2. The Chairperson shall be the Director General of Heritage Promotion Bureau of CHA and the Chairperson shall preside over the meeting.

3. The Vice-Chairperson shall be appointed by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson shall be the acting Chairperson.

**Article 4 Matters of Deliberation and Resolution**

① Matters that shall be deliberated and resolved are

(a) enacting and amending rules for the operation of the Secretariat of the Centre(except Constitution, Operation Rules of the Board and the Executive Committee)

(b) determining the financial, administrative, and personnel management procedures of the Centre

(c) deciding the participation of regional intergovernmental and international organizations in the activities of Centre

(d) recommending candidates for the Governing Board

Members or Auditor

(e) setting up a special body, affiliated body, and advisory body for the operation of Secretariat

(f) drawing up revised supplementary budgets and reserved fund expenditures

(g) settling other matters delegated from Governing Board Meetings

② The Executive Committee shall report its deliberation and resolution results to the following Governing Board meeting.

**Article 5 Quorum**

1. The attendance of a majority of the total Members shall be necessary for opening the session, and the concurrent vote of a majority of the Members present shall be necessary to pass a resolution of the Board.

2. The Chairperson has the right to input his/her decision in the case of tie vote.

**Article 6 Application**

Matters involving the procedure for convoking the Committee, calling up agenda, manners, and methods of resolutions, resolution documentation, preparation of the minutes, and business and affairs not covered in this rule shall apply the Operational Rules

**Supplementary provision** These rules shall enter into force on 4 November 2014.

|  |
| --- |
| **V. References** |
| **1. General Information**  **2. Agreement between Korea and UNESCO regarding**  **the establishment of ICHCAP**  **3. Operational Rules of Procedure of the Governing Board of ICHCAP**  **4. Audit Report for 2013**  **5. Proceedings of the 3rd Governing Board Meeting** |

|  |  |
| --- | --- |
| **5.1** | **General Information** |

1. Objectives

- Supporting and promoting ICH safeguarding of the Asia-Pacific region through information and networking

- Contributing to the enhancement of cultural diversity and sustainable development through ICH safeguarding

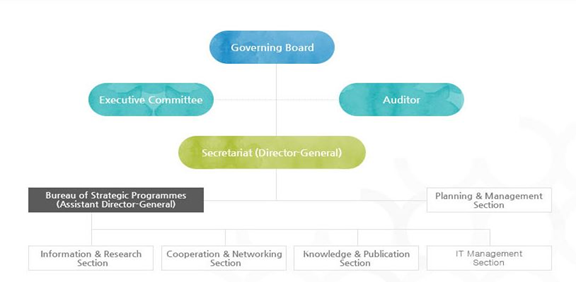
- Building and strengthening collaboration for ICH safeguarding among Member States, UNESCO, C2 Centres, relevant institutions, and experts in the field

- Promoting International ICH date analysis and using the Centre’s role as an ICH information hub

2. History

|  |  |
| --- | --- |
| 2006.09. | Inauguration of the Establishment Initiative for the Intangible Cultural Heritage Centre for Asia-Pacific |
| 2010.06. | The Government of the Republic of Korea and UNESCO signed the Agreement for establishing the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO |
| 2011.04. | Amendment to Article 17-2 of the Cultural Properties Protection Law on the Establishment of the UNESCO Category 2 Centre |
| 2011.07. | Completion of all the legal measures to officially establish ICHCAP |
| 2011.11. | The 1st Governing Board Meeting and Inauguration Ceremony for the Establishment of ICHCAP |
| 2012.01. | Samuel LEE took office as the Director-General of ICHCAP |
| 2012.10 | The 2nd Governing Board Meeting |
| 2013.09 | The 3rd Governing Board Meeting |
| 2014.05 | The 4th Governing Board Meeting (Documentary) |

3. Structure



- Prescribed and Actual Number of Staff

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Total** | **Director** | **Program Specialist** | | | | **General Affairs Officer** | | | |
| **Sub**  **total** | **Grade** | | | **Sub**  **total** | **Grade** | | |
| **1~2** | **3~4** | **5~7** | **1~2** | **3~4** | **5~7** |
| **Prescribed No.** | 20 | 1 | 14 | 1 | 3 | 10 | 5 | - | 1 | 4 |
| **Actual No.** | 20 | 1 | 14 | 1 | 3 | 10 | 5 | - | 1 | 4 |

\* Additional 1 no-fixed term staff, 3 temporary staffs

4. Facilities and Assets

- Office: National Intangible Heritage Centre, Jeonju, Korea (588㎡) (Free leasehold)

- Assets (Unit: Thousand KRW)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total** | **Equipment** | **Deposit** | | **Note** |
| **Official Residence** | **Official Vehicle** |
| 523,795 | 189,895 (62 types) | 329,000 | 4,900 |  |

5. Books and Materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total** | **Materials** | **Books** | **Images** | **Videos** |
| 45,800 | 200 | 250 | 45,000 | 350 |

6. Changes of the Members of the Governing Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Legal Basis** | **Position/Organization** | **Changes** | | |
| **DATE** | **Before** | **After** |
| Subclause 1 of  Clause 2 of  Article 7 of  The Constitution of ICHCAP | Administrator /  Cultural Heritage Administration of the Republic of Korea | 24 December 2013 | Ms.  Youngsup BYUN | Ms.  Sun-hwa RHA |
| Subclause 4 of  Clause 2 of  Article 7 of  The Constitution of ICHCAP | Former Vice Minister / Ministry of Education and Culture of Indonesia | 30 September 2013 | Ms.  Thi Minh Ly LE | Ms.  Wiendu NURYANTI |
| Subclause 4 of  Clause 2 of  Article 7 of  The Constitution of ICHCAP | Secretary-General /  National Commission for UNESCO of the Kyrgyz Republic | 30 September 2013 | Mr.  Alisher  IKRAMOV | Ms.  Elnura  KORCHUEVA |
| Subclause 4 of  Clause 2 of  Article 7 of  The Constitution of ICHCAP | Principal Policy and Conventions Officer /  Department of National Heritage, Culture & Art, Fiji | 30 September 2013 | Ms.  Adi Meretui  Tuvou  RATUNABUABUA | Ms.  Sipiriano Nemani  RANUKU |
| Subclause 3 of  Clause 2 of  Article 7 of  The Constitution of ICHCAP | Director General /  Heritage Promotion Bureau of Cultural Heritage Administration of the Republic of Korea | 02 December 2013 | Mr.  Young-Geun Park | Mr.  Won-ki KIM |
| Subclause 3 of  Clause 2 of  Article 7 of  The Constitution of ICHCAP | Director General / Cultural Affairs Bureau of Ministry of Foreign Affair of the Republic of Korea | 17 March  2014 | Mr.  Choong-hee HAHN | Mr.  Dong-gi KIM |
| Subclause 4 of  Clause 2 of  Article 7 of  The Constitution of ICHCAP | Director /  Division of Multilateral Affairs, Bureau for External Cultural Relations, Ministry of Culture of China | 03 September 2014 | Mr.  Bin LIANG | Ms.  Ling ZHANG |

|  |  |
| --- | --- |
| **5.2** | **Agreement between Korea and UNESCO regarding the Establishment of ICHCAP** |

**AGREEMENT BETWEEN THE GOVERNMENT OF THE REPUBLIC OF KOREA AND**

**THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION (UNESCO)**

**REGARDING THE ESTABLISHMENT IN THE REPUBLIC OF KOREA OF AN INTERNATIONAL INFORMATION AND NETWORKING CENTRE FOR INTANGIBLE CULTURAL HERITAGE**

**IN THE ASIA-PACIFIC REGION UNDER THE AUSPICES OF UNESCO (CATEGORY 2)**

The Government of the Republic of Korea and

The United Nations Educational, Scientific and Cultural Organization,

*Recalling* the Convention for the Safeguarding of the Intangible Cultural Heritage, which was adopted in 2003 by the General Conference at its 32nd session and entered into force in April 2006,

*Considering* that the Director-General has been authorized by the General Conference to conclude with the Government of the Republic of Korea an agreement in conformity with the draft that was submitted to the General Conference,

*Desirous* of defining the terms and conditions governing the contribution that shall be granted to the said Centre in this Agreement,

**HAVE AGREED AS FOLLOWS:**

**Article 1**

**Interpretation**

1. In this Agreement, “UNESCO” refers to the United Nations Educational, Scientific and Cultural Organization.
2. “The Government” refers to the Government of the Republic of Korea.
3. “The Centre” refers to the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region.
4. “CHA” refers to the Cultural Heritage Administration of the Republic of Korea.
5. “The 2003 Convention” refers to the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage.

6. “ICH” refers to Intangible Cultural Heritage.

**Article 2**

**Establishment**

The Government shall agree to take, in the course of the year 2010, any measures that may be required for the setting up in the Republic of Korea, as provided for under this Agreement, of an International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region.

**Article 3**

**Participation**

1. The Centre shall be an autonomous institution at the service of Member States and Associate Members of UNESCO which, by their common interest in the objectives of the Centre, desire to cooperate with the Centre.
2. Member States of UNESCO wishing to participate in the Centre’s activities, as provided for under this Agreement, shall send the Director-General of UNESCO notification to this effect. The Director-General shall inform the Centre and the Member States mentioned above of the receipt of such notifications.

**Article 4**

**Purpose of the Agreement**

The purpose of this Agreement is to define the terms and conditions governing collaboration between UNESCO and the Government and also the rights and obligations stemming therefrom for the parties.

**Article 5**

**Juridical personality**

The Centre shall possess legal personality, with the capacity, *inter alia*, to contract, acquire and dispose of movable and immovable property and to institute legal proceedings in accordance with the laws of Korea.

**Article 6**

**Constitution**

The Constitution of the Centre must include provisions concerning:

1. legal status granting to the Centre, under national legislation, the autonomous legal capacity necessary to exercise its functions and to receive subventions, obtain payments for services rendered, and acquire all means necessary for its functioning;
2. a governing structure for the Centre allowing UNESCO representation within its governing bodies.

**Article 7**

**Objectives and functions**

1. The Centre shall specialize in **information and networking** and its objectives shall be to:
2. promote the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage and contribute to its implementation in the Asia-Pacific region;
3. increase the participation of communities, groups and individuals in safeguarding ICH, and raise awareness of and ensure respect for ICH in the Asia-Pacific region;
4. enhance the capacity for safeguarding ICH in the Asia-Pacific region through coordination and dissemination of information;
5. foster regional and international cooperation for the safeguarding of ICH.
6. In order to achieve the above objectives, the specific functions of the Centre will be to:
7. establish an information system to ensure effective management of ICH data through the construction of a database, support identification and documentation of ICH, conserve and digitize archival materials and support the development of metadata standards;
8. make use of the accumulated information and data on ICH for the purpose of dissemination, produce and publish informational and promotional materials, and promote the protection of intellectual property rights of ICH practitioners and creators who are included in documentation and informational materials;
9. build networks among concerned communities, groups and individuals to reinforce transmission and dissemination of ICH, organize public events and meetings at the regional and international level;
10. strengthen international and regional networks to exchange information and knowledge concerning the safeguarding of ICH, particularly among ICH centres and institutes including those established under the auspices of UNESCO (category 2), as well as among individual ICH specialists.

3. The Centre’s activities and programmes shall be carried out in conformity with the 2003 Convention and, in particular, its purposes and objectives and definitions (Articles 1 and 2).

**Article 8**

**Governing Board**

1. The Centre shall be guided and supervised by a Governing Board renewed every two years and composed of:
2. the Administrator of CHA or his/her appointed representative, who shall be the ex-officio Chairperson of the Governing Board;
3. two representatives of the Government of the Republic of Korea;
4. up to five representatives of the Member States of UNESCO making a substantial contribution to the Centre and to the field of ICH, which shall send to the Director- General of UNESCO notification, in accordance with the stipulations of Article 3, paragraph 2 above, while ensuring, as far as possible, equitable geographical representation;
5. a representative of the Director-General of UNESCO;
6. up to two representatives of the associated and cooperative organizations of the Republic of Korea;
7. up to two representatives of any other intergovernmental organizations or non- governmental organizations, which can be accorded a seat by the decision of the Governing Board.

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

1. The Governing Board shall:
2. elect members of the Executive Committee;
3. approve the long-term and medium-term programs of the Centre;
4. approve the annual work plan and budget of the Centre, including the staffing table;
5. examine the annual reports submitted by the Director-General of the Centre;
6. issue the rules and regulations and determine the financial, administrative and personnel management procedures of the Centre;
7. decide on the participation of regional intergovernmental organizations and international organizations in the work of the Centre.
8. The Governing Board shall meet in ordinary session at regular intervals, at least once every calendar year; it shall meet in extraordinary session if convened by its Chairperson, either on his/her own initiative or at the request of the Director-General of UNESCO or of two thirds of its members.
9. The Governing Board shall adopt its own rules of procedure. For its first meeting the procedure shall be established by the Government and UNESCO.

**Article 9**

**Executive Committee**

In order to ensure the effective running of the Centre between sessions, the Governing Board may delegate to a standing Executive Committee, whose membership it determines, such powers as it deems necessary.

**Article 10**

**Secretariat**

1. The Centre’s secretariat shall consist of a Director and such staff as are necessary for the proper functioning of the Centre.
2. The Director shall be appointed by the Chairperson of the Governing Board in consultation with the Director-General of UNESCO.
3. The other members of the secretariat may comprise:
4. any person appointed by the Director, in accordance with the procedures laid down by the Governing Board;
5. government officials who are made available to the Centre, as provided by government regulations;
6. members of UNESCO’s staff who are temporarily seconded and made available to the Centre, as provided for by UNESCO’s regulations and by the decisions of its governing bodies.

**Article 11**

**Duties of the Director**

The Director shall discharge the following duties:

1. direct the work of the Centre in conformity with the programmes and directives established by the Governing Board;
2. propose the draft work plan and budget to be submitted to the Governing Board for approval;
3. prepare the provisional agenda for the sessions of the Governing Board and submit to it any proposals that he/she may deem useful for the administration of the Centre;
4. prepare reports on the Centre’s activities to be submitted to the Governing Board;
5. represent the Centre in law and in all civil acts.

**Article 12**

**Contribution of UNESCO**

1. UNESCO shall provide assistance in the form of a technical contribution for the activities of the Centre, in accordance with the strategic goals and objectives of UNESCO.
2. UNESCO undertakes to:
3. provide the assistance of its experts in the specialized fields of the Centre;
4. include the Centre in various activities which it implements and in which the participation of the latter seems in conformity with and beneficial to UNESCO’s and the Centre’s objectives;
5. provide the Centre with relevant information on its programmes related to ICH.
6. In all the cases listed above, such assistance shall not be undertaken except within the provisions of UNESCO’s programme and budget.

**Article 13**

**Contribution of the Government**

1. The Government, through the Cultural Heritage Administration, shall provide all the resources, either financial or in kind, needed for the administration and proper functioning of the Centre.
2. The Government undertakes to:
3. cover the cost of salaries and compensations of the staff including the Director, and the funds necessary for the implementation of the Centre’s activities including the cost of holding the sessions of the Governing Board and the Executive Committee;
4. make available to the Centre required office space, documentation rooms, meeting rooms, equipment and other facilities for its secretariat;
5. entirely assume the maintenance of the premises and cover the cost of communication, and other utilities;
6. contribute to the Centre a minimum amount of US $500,000 annually;
7. make available to the Centre the administrative staff necessary for the performance of its functions, which shall comprise an accountant and technical support personnel.

**Article 14**

**Privileges and immunities**

The Government shall apply, with regard to representatives of the Member States of UNESCO, members of the staff of the United Nations and United Nations specialized agencies and experts, who come to the Centre at the invitation of UNESCO from outside the country to perform functions in connection with the Centre, the relevant provisions of the Convention on the Privileges and Immunities of the United Nations and the Convention on the Privileges and Immunities of the Specialized Agencies.

**Article 15**

**Responsibility**

As the Centre is legally separate from UNESCO, the latter shall not be legally responsible for it, and shall bear no liabilities of any kind, be they financial or otherwise, with the exception of the provisions expressly laid down in this Agreement.

**Article 16**

**Evaluation**

1. UNESCO may, at any time, carry out an evaluation of the activities of the Centre in order to ascertain:
2. whether the Centre makes a significant contribution to the strategic goals of UNESCO;
3. whether the activities effectively pursued by the Centre are in conformity with those set out in this Agreement.
4. UNESCO undertakes to submit to the Government, at the earliest opportunity, a report on any evaluation conducted.

**Article 17**

**Use of the UNESCO name and logo**

1. The Centre may mention its affiliation with UNESCO. It may therefore use after its title the

mention “under the auspices of UNESCO”.

2. The Centre is authorized to use the UNESCO logo or a version thereof on its letterhead and documents in accordance with the conditions established by the governing bodies of UNESCO.

**Article 18**

**Entry into force**

This Agreement shall enter into force, following its signature by the contracting parties, when they have informed each other in writing that all the formalities required to that effect by the domestic law of the Republic of Korea and by UNESCO’s internal regulations have been completed. The date of receipt of the last notification shall be deemed to be the date of entry into force of this Agreement.

**Article 19**

**Duration**

This Agreement is concluded for a period of six years as from its entry into force, and may be tacitly renewed.

**Article 20**

**Denunciation**

1. Each of the contracting parties shall be entitled to denounce this Agreement unilaterally.
2. The denunciation shall take effect within 60 days following receipt of the notification sent by one of the contracting parties to the other.

**Article 21**

**Revision**

This Agreement may be revised by consent between the Government and UNESCO.

**Article 22**

**Settlement of disputes**

1. Any dispute between UNESCO and the Government concerning the interpretation or application of this Agreement, if not settled by negotiation or any other appropriate method agreed to by the parties, shall be submitted for final decision to an arbitration tribunal composed of three members one of whom shall be appointed by a representative of the Government, another by the Director-General of UNESCO, and a third, who shall preside over the tribunal, shall be chosen by the first two. If the two arbitrators cannot agree on the choice of a third, the appointment shall be made by the President of the International Court of Justice.
2. The tribunal’s decision shall be final.

IN WITNESS WHEREOF, the undersigned have signed this Agreement,

DONE in duplicate in the Korean and English languages, each text being equally authentic.

For the United Nations Educational, Scientific and Cultural Organization

Koïchiro Matsuura

Director-General

23 October 2009

For the Government

3 November 2009

|  |  |
| --- | --- |
| **5.3** | **Operational Rules of Procedure of the Governing Board of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region** |

**Chapter 1 General Provisions**

**Article 1 Objective**

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

**Article 2 Scope of Application**

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

**Article 3 Power**

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

**Chapter 2 Composition**

**Article 4 Composition**

1. The Board shall consist of no fewer than seven and no more than fourteen members, including the Director of the Centre. Only the Director of the Centre shall participate in the Board as a non-voting member.

2. The Board Members shall be composed of

(a) the Administrator of CHA or his/her appointed representative shall be the ex-officio Chairperson of the Governing Board

(b) one nominee of the Director-General of UNESCO

(c) two representatives of the Government of the Republic of Korea

1) Director General of Heritage Promotion Bureau of CHA

2) Director General of Cultural Affairs Bureau of Ministry of Foreign Affair and Trade of the Repulic of Korea

(d) up to five representatives of the Member States of UNESCO making a substantial contribution to the Centre

(e) up to two representatives of associated or cooperative organisations in the Republic of Korea

(f) up to two representatives of intergovernmental organisations or NGOs

(g) Director of the Centre

**Article 5 Chairperson and Vice-Chairperson**

1. The Chairperson of the Board (hereinafter referred to as “Chairperson”) shall be the Administrator of CHA or his/her appointed representative.

2. The Chairperson shall preside over the meetings and mediate disparities and discussions among Board Members.

3. The Vice-Chairperson shall be appointed by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson shall be the acting Chairperson.

**Article 6 Term of Members**

1. The term of office of the Members and Auditor shall be two years from the date of appointment. However, they may be reappointed once.

2. In the case where the Administrator of CHA is in office as a Member pursuant to Clause 2(b), 2(c) and 2(g) of Article 4, the term limits are not set on these positions.

3. The term of office of the Members, pursuant to Clause 2(e) to Clause 2(f) of Article 4, shall be the reminder of his/her tenure for the Organisation, but this term shall not exceed two years.

4. The term of office of Members appointed through by-elections shall be the remaining term of office of their predecessors.

5. The officers whose term has expired may act as a proxy until their successors are appointed.

**Article 7 Responsibility**

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

**Chapter 3 Meetings**

**Article 8 Type**

1. The Board shall consist of ordinary sessions and extraordinary ones.

2. The Chairperson shall convoke an ordinary session at least once every calendar year.

3. The Chairperson shall convoke an extraordinary session

(a) at the request of the Chairperson

(b) at the request of the Director-General of UNESCO

(c) at the request of two-thirds of the UNESCO Member States acknowledged by the process of Article 3 of the Agreement

(d) at the request of the majority of Board Members with the presentation of the purpose of meeting

**Article 9 Person Authorised to Convene Meetings**

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

**Article 10 Procedures for Convening Meetings**

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

**Article 11 Place**

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

**Article 12 Agenda**

1. The Governing Board shall make resolutions on any of the following agendas:

(a) electing Board Members as well as the Auditor and the Executive Committee Members

(b) approving medium- and long-term programmes of the Centre

(c) approving an annual work plan and budget of the Centre

(d) enacting and revising rules, and regulations

(e) determining the financial, administrative, and personal management procedures of the Centre

(f) deciding on the participation of regional inter-governmental and international organisations in the workings of the Centre

(g) conducting matters concerned with the implementation of important business of the Centre

2. To ensure the effective running of the Centre between sessions, the Governing Board may delegate power to a standing Executive Committee as deemed necessary.

3. Matters that shall be reported to the Board and reviewed by the Board are

(a) annual reports submitted by the Director of the Centre

(b) closure of the Centre’s accounts

(c) implementation of main activities of the Centre

(d) resolutions made by the Executive Committee

(e) other matters acknowledged as necessary to report to the Board

**Article 13 Procedure for Discussing Agenda**

1. The agenda shall be classified into matters for report, matters for resolution, and matters for consultation.

2. The Chairperson shall draft a provisional agenda of each session in consultation with the Centre and transmit it to the Board Members and the Auditor with notification of the session.

3. Any Member who wishes to submit agenda items shall send them to the Centre in written form seven days prior to the commencement of the session.

4. At the beginning of each session, the Board shall adopt an agenda for that session.

5. All summarised working documents of each session shall be submitted to the Board Members and the Auditor with a provisional agenda.

**Article 14 Explanation of Agenda**

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

**Article 15 Quorum**

1. Unless otherwise provided in this Regulation, the attendance of a majority of the total Members with voting rights shall be necessary for opening the session and the concurrent vote of a majority of the Members present shall be necessary to pass a resolution of the Board.

2. For the dismissal of Members, more than two-thirds of the Members with voting rights must agree on it, and a revision of the Rules of Governing Board Management shall be resolved by the attendance of a majority of the Members with voting rights and the concurrent vote of two-thirds or more of the Members present.

3. The Chairperson has the right to input his/her decision in the case of tie vote.

4. Decisions of the Board may be taken by a show of hands or a secret vote, provided that the Board decides an open vote is to be taken regarding a particular issue and where a decision by vote is necessary.

**Article 16 Proxy**

1. Board Members with specific reasons may exercise their voting right through a proxy.

2. Appointment of a proxy shall be informed to the Centre in written form a minimum of three days before the commencement of the session.

**Article 17 Limitation of Votes**

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

**Article 18 Documentary Resolution**

1. If the agenda is a minor matter or one of great urgency as indicated below, the Chairperson may make a Documentary Resolution.
2. matters not included in the scope of Clause 1 of Article 12
3. matters of deliberation and resolution that should not to be delayed until ordinary sessions

2. In the case of Clause 1, a Documentary Resolution shall enter into force with a majority of all Members with voting rights.

3. The quorum for a Documentary Resolution must be a majority of all Members with voting rights and the result will be shared at the next Meeting of the Board

**Article 19 Observers**

1. Representatives of UNESCO Member States in the Asia-Pacific region not presented as Board Members may participate in any session of the Board as Observers.

2. The Chairperson, if needed, may invite a related person to any session of the Board and ask for statements.

**Article 20 Minutes**

1. The Centre shall record the proceedings and resolutions in the minutes with the confirmation of the Members present and with the Chairperson's seal affixed thereon, and the minutes shall be distributed to each of the Members and the Auditor, and they shall be stocked and managed by the Centre.

2. The minutes may be available to the general public if deemed necessary, provided that matters that were decided not to be available to the public are not publicised.

**Article 21 Executive Committee**

1. To ensure the effective running of the Centre, an Executive Committee may be established under the Governing Board by a resolution of the Board, and the Committee shall review and resolve matters below.

(a) enacting and amending rules for the operation of the Secretariat of the Centre

(b) determining the financial, administrative, and personnel management procedures of the Centre(except Constitution, Operation Rules of the Board and the Executive Committee)

(c) deciding the participation of regional intergovernmental and international organisations in the activities of Centre

(d) recommending candidates for the Governing Board Members or Auditor

(e) setting up a special body, affiliated body, and advisory body for the operation of Secretariat

(f) drawing up revised supplementary budgets and reserved fund expenditures

(g) other matters delegated from Governing Board Meetings

2. Details concerning the operation of the Executive Committee shall be determined separately by resolutions of the Board.

**Article 22 Auditor**

1. The Centre shall have one Auditor
2. The auditor shall perform any of the following duties.

(a) auditing matters concerning the financial status and business of the Centre

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

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

**Article 23 Secretariat**

1. The Centre shall make the necessary arrangements for holding sessions and generally perform all other tasks that the Board and Executive Committee may require.

2. The section that takes charge of the affairs of the Board in the organisation of the Centre shall act as Secretariat for the Board and Committee.

**Article 24 Provision of Actual Expenses**

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

**ADDENDA**

**Article 1 Entry into Force**

These rules shall enter into force on 28 November 2011.

**Article 2 Transitional Measures**

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

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| **5.4** | **Audit Report for 2013** |

To Board of Directors of

ICHCAP

We have audited the accompanying statements of financial position of ICHCAP as of 31December 2013, and the related statements of operation for the year then ended. These financial statements are the responsibility of ICHCAP’s management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the Republic of Korea. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ICHCAP as of 31 December 2013, and the results of its operations for the year then ended in conformity with the accounting standards for public entities in the Republic of Korea.

Seoul, Korea

30 August 2014

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| --- |
| This report is effective as of 30 August 2014, the audit report date. Certain subsequent events or circumstances, which may occur between the audit report date and the time of reading this report, could have a material impact on the accompanying financial statements and notes thereto. Accordingly, the readers of the audit report should understand that there is a possibility that the above audit report may have to be revised to reflect the impact of such subsequent events or circumstances, if any. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ICHCAP** | | | | | | | | | | | | |
| **STATEMENTS OF FINANCIAL POSITION** | | | | | | | | | | | | |
| December 31, 2013 | | | | | | | | | | | | |
|  |  |  |  |  | | | | | | | | |
| (Korean Won) | | | | | | | | | | | | |
|  |  |  | | | | | | | | |  |
|  |  |  | | | | | | 2013 | | |  |
|  |  |  | | | | | | | | |  |
| **ASSETS** | | | | | | | | | | |  |
|  |  |  | | | | | | | | |  |
| Current assets : | | | | | | | | | | |  |
|  | Cash and cash equivalents (Note 3) | | | | | | | | ₩ | - |  |
|  | Government subsidies | | | | | | | |  | - |  |
|  |  |  | | | | |  | | | |  |
|  |  |  | | | | | | | | |  |
| Total current assets | | | | | | | | | **-** | |  |
| Non-current Assets | | | | | | | | | | |  |
| Equipment, net (Note 4) | | | | | | | | | 117,615,417 | |  |
| Pension for Severance Benefits (Note 5) | | | | | | | | | 5,092,942 | |  |
| Guarantee deposits (Note 6,8) | | | | | | | | | 333,900,000 | |  |
|  |  |  | | | | |  | | | |  |
|  |  |  | | | | | | | | |  |
| Total assets | | | | | | | | ₩ | | 456,608,359 |  |
|  |  |  | | | | | | | | |  |
|  |  |  | | | | | | | | |  |
| **LIABILITIES AND NET ASSETS** | | | | | | | | | | |  |
|  |  |  | | | | | | | | |  |
| Current liabilities : | | | | | **-** | | | | | |  |
|  |  |  | | | | | | | | |  |
| Non-current liabilities : | | | | | | | | | **-** | |  |
| Accrued Severance Benefits (Note 5) | | | | | | | | | 164,428,000 | |  |
| Pension for Severance Benefits (Note 5) | | | | | | | | | (164,428,000) | |  |
|  |  |  | | | | | | | | |  |
| Net Assets | | | | | | | | | | |  |
|  | Underlying net asset (Note8) | | | | | | | 143,640,206 | | |  |
|  | Reserves and Surplus (Note 6) | | | | | | | 312,968,153 | | |  |
|  |  |  | | | | |  | | | |  |
|  |  |  | | | | | | | | |  |
| Total net assets | | | | |  | 456,608,359 | | | | |  |
|  |  |  | | | | | | | | |  |
| Total liabilities and net assets | | | | | | | | ₩ | | 456,608,359 |  |
|  |  |  | | | | | | | | |  |  |
|  |  |  | | | | | | | | |  |  |
| The accompanying notes are an integral part of these financial statements. | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ICHCAP** | | | | | | | |
|  | **STATEMENTS OF OPERATION** | | | | | | | |
|  | For the year ended December 31, 2013 | | | | | | | |
|  | |  | | |  | |  | |
|  | (Korean Won) | | | | | | | |
|  | | |  | |  | |  | |
|  | | | 2013 | |
|  | | |  | |  | |
| Income | | | ₩ | 2,614,280,000 | |  | |
|  | | |  | |  | |
| Project Costs (Note 7) | | | 1,167,693,796 | |  | |
|  | | |  | |  | |
| Construction of Datebase | | | 250,442,692 | |  | |
| The Establishment of the Cooperation Network | | | 304,147,881 | |  | |
| Promoting ICH and Raising Visbility | | | 183,735,262 | |  | |
| ODA Plan | | | 429,367,961 | |  | |
|  | | |  | |  | |
| Administrative expenses | | | 1,363,736,612 | |  | |
|  | | |  | |  | |
| Salaries | | | 1,150,772,020 | |  | |
| Transportation cost | | | 25,325,556 | |  | |
| Operational cost | | | 128,498,979 | |  | |
| Depreciation | | | 33,,4447,927 | |  | |
| Payment of Rent | | | 14,260,000 | |  | |
| Others | | | 11,441,130 | |  | |
|  | | |  | |  | |
| Non-operating income (Note 4) | | |  | |  | |
| Interest income | | | 3,882,129 | |  | |
| Others | | | **-** | |  | |
|  | | | 3,882,129 | |  | |
|  | | |  | |  | |
| Non-operating expenses | | | **-** | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
| Transfer within the Treasury | | | 5,604,049 | |  | |
|  | | |  | |  | |
| Surplus from operating activities | | | ₩ | 81,127,672 | |  | |
|  | The accompanying notes are an integral part of these financial statements. | | | | | | | |

**ICHCAP**

**NOTES TO THE FINANCIAL STATEMENTS**

31 December 2013

**1. ICHCAP**

In order to build database for the Safeguarding of the Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (hereinafter ICHCAP) and to build an international network, the ICHCAP was established 1 July 2011

The followings are general information on ICHCAP.

(1) Location: 132 Munji-ro, Yuseong-gu, Daejeon, Republic of Korea

(2) Scope of Services:

- To use information of intangible cultural heritage in the Asia-Pacific region

- To build database of intangible cultural heritage in the Asia-Pacific region

- To organize international meetings and public events for transmission of intangible cultural heritage in the Asia-Pacific region

(3) Director-General: Samuel Lee

(4) Applicable Laws and Regulations

- Protection of Cultural Properties Act Article 17.2 (Establishment of the International Information & Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the Auspices of UNESCO)

- Civil Law Article 32 (Establishment and Authorization of Not-for-Profit Organizations)

- Regulations on the Establishment and Supervision of Not-for-Profit Organizations under the management of the Ministry of Culture, Sports and Tourism and the Cultural Heritage Administration

(5) Equity: ICHCAP has been established at 144 million won succeeded from Cultural Heritage Foundation. And ICHCAP returns annually the remaining income to the [Cultural](javascript:endicAutoLink('cultural');) [Heritage](javascript:endicAutoLink('heritage');) and [Administration](javascript:endicAutoLink('administration');) and etc. at the end of the fiscal year.

**2. Summary of Significant Accounting Policies**

ICHCAP maintains its official accounting records in Korean won and prepares statutory financial statements in the Korean language in conformity with the accounting standards for public entities in the Republic of Korea. The financial statements have been condensed, restructured, and translated into English from the Korean language financial statements. Certain accounting principles applied by ICHCAP that conform with financial accounting standards and accounting principles in the Republic of Korea may not conform with generally accepted accounting principles in other countries. Accordingly, these financial statements are intended for use by those who are informed about Korean accounting principles and practices. The significant accounting policies followed by ICHCAP in the preparation of its financial statements in accordance with accounting standards for the Republic of Korea are summarized below.

Meanwhile, financial statement of ICHCAP will be approved by the Board of Directors (BOD) on 4 November 2014.

(1) Scope of the Financial Statement

The financial statement of the Centre consists of the statement of financial position, statement of operation, statement of changes in net worth, and statement of cash flow, and includes comments and annotations, in accordance with the provisions of the Guidelines for the Preparation and Presentation of Not-for-Profit Organization Financial Statements and National Accounting Standards.

(2) Configuration of Assets and Liabilities

The assets of the agency consist of current assets, investments, tangible fixed assets, and other non-current assets.

(3) Statements of Operation

Statements of operation indicate changes of the net assets and its configuration. Statements of operation consist of government subsidies, project expenses, operating expenses, non-operating revenue, and transfer of government subsidies.

(4) Revenue Recognition

ICHCAP recognizes revenue when it has been assigned the budget from the parent agency.

(5) Cash and Cash Equivalents

ICHCAP considers short-term deposits with maturities of three months or less on acquisition date to be cash equivalents.

(6) Tangible Fixed Assets

The cost of tangible fixed assets includes purchase costs or manufacturing costs, incidental costs directly related to preparing the tangible fixed assets for use, and the discounted estimated costs to remove, dismantle, or restore tangible fixed assets at the end of the estimated useful lives of the related assets, when those costs meet the conditions for the recognition of liabilities.

Tangible fixed assets are recorded at cost, net of accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as described below:

|  |  |  |
| --- | --- | --- |
| Item | Estimated useful lives (year) | Depreciation method |
| Equipment | 4–11 | Straight-line method |

Routine maintenance and repairs are charged to expenses in the year they are incurred. An expenditure that enhances the value or materially extends the useful lives of the related assets is capitalized.

The company assesses the potential impairment of tangible fixed assets when there is evidence that events or changes in circumstances have made the recovery of an asset’s carrying value to be unlikely. The carrying value of the assets is reduced to the estimated realizable value, and an impairment loss is recorded as a reduction in the carrying value of the related asset and charged to current operations. However, the recovery of the impaired assets would be recorded in current operations up to the cost of the assets, net of accumulated depreciation before impairment, when the estimated value of the assets exceeds the carrying value after impairment.

(7) Accrued Severance Benefits

Employees and directors with one year or more of employment with ICHCAP are entitled to receive a lump-sum payment upon termination of their employment, based on their length of employment and rate of pay at the time of termination. Accrued severance benefits represent the amount which would be payable assuming all eligible employees and directors were to terminate their employment with ICHCAP as of the end of the reporting period.

(8) Criteria for Preparing the Cash Flow Statement

The Centre prepares its cash flow statement based on the direct method criteria in the same manner as for-profit organizations.

(9) Reclassifications

Certain reclassifications have been made in the prior period’s financial statements to conform to classifications used in the current period. Such reclassifications did not have an effect on the previously reported net assets as of 31 December 2011 and net income for the year then ended.

**3. Cash and Cash Equivalents**

(1) Income for the year ended 31 December 2013 is as follows:

(Korean won)

|  |  |  |
| --- | --- | --- |
| Government Agency | Amount | Purpose of use |
| Culture Heritage Administration | 2,614,280,000 | Project costs and Administrative expenses |

(2) Areas of specified expenditures are summarized as follows:

(Korean won)

| Details | Amount |
| --- | --- |
| Construction of Database | 250,442,692 |
| The Establishment of The Cooperation Network | 304,147,881 |
| Promoting ICH and Raising Visibility | 183,735,262 |
| ODA Plan | 429,367,961 |
| Operation of ICHCAP | 1,363,736,612 |
| Purchasing Property | 77,245,543 |
| Total | 22,608,675,951 |

(3) Remaining income is summarized as follows:

(Korean won)

| Details | Amount |
| --- | --- |
| Remaining Income | 4,925,808 |
| Disposal of Useless Equipment | 230,000 |
| Interest Revenue | 448,241 |
| Total | 5,604,049 |

**4. Tangible Fixed Assets**

The Changes in equipment for the year ended 31 December 2013 is as follows:

(Korean won)

| Item | 1/1/2013 | Increase | Decrease | Depreciation | 12/31/2013 |
| --- | --- | --- | --- | --- | --- |
| Equipment | 121,290,914 | 29,772,430 | - | 33,447,927 | 117,615,417 |

**5. Accrued Severance Benefits**

The Changes in accrued severance benefits for the year ended 31 December 2013 is summarized as follows.

(Korean won)

| Item | 1/1/13 | Increase | Decrease | 12/31/13 |
| --- | --- | --- | --- | --- |
| Accrued Severance Benefits | 85,350,000 | 89,149,040 | 10,071,040 | 164,428,000 |
| Pension for Severance Benefits | (95,639,773) | (83,952,209) | (10,071,040) | (169,520,942) |

**6. Reserves and Surplus**

(Korean won)

| Details | Amount |
| --- | --- |
| 1. Acquisition of Equipment | 29,772,430 |
| Depreciation | (33,447,927) |
| 2. Deposit for Lease | 90,000,000 |
| 3. Deposit for Annuity Insurance | 73,881,169 |
| Accrued Severance Benefits | (79,078,000) |
| Total | 37,680,464 |

**7. Costs and Expenses**

Detailed costs and expenses for the year ended 31 December 2013 is summarized as follows:

(2013)

(Korean won)

| Details | Project Cost | Administrative Expense | Total |
| --- | --- | --- | --- |
| Salaries | - | 1,150,772,020 | 1,150,772,020 |
| Transportation Cost | 340,766,291 | 25,325,556 | 366,091,847 |
| Operational Cost | 712,773,472 | 128,489,979 | 841,263,451 |
| Official Expense | 77,154,033 | - | 77,154,033 |
| Research Cost | 37,000,000 | - | 37,000,000 |
| Others | - | 59,149,057 |  |
| Total | 1,167,693,796 | 1,363,736,612 | 2,472,281,351 |

**8. Notes on the Cash Flow Statement**

The figures in the cash flow statement refer to the cash or cash equivalents reported in the statement of financial position. No final cash balance is shown as any remaining balance is returned through settlement with higher institutions such as the Cultural Heritage Administration.

|  |  |
| --- | --- |
| **5.5** | **Proceedings of the 3rd Governing Board Meeting** |

I. Overview

**1. Date & Time**: 30 September (Monday) 2013, 16:00-18:00

**2. Venue**: 5th Hotel Interciti, Daejeon, Republic of Korea

**3. List of Participants:**

* Chairperson: Ms. Youngsup BYUN

(Administrator, Cultural Heritage Administration of Korea)

* Governing Board Members:

1. Ms. Dawnhee YIM (Vice-Chairperson)

(Chair of Intangible Heritage Subcommittee, Cultural Properties Committee)

1. Timothy CURTIS (Chief of Regional Culture Unit, UNESCO Bangkok Office)
2. Mr. Bin LIANG

(Director, Division of External Cultural Relations, Ministry of Culture, China)

1. Johei SASAKI (President of National Institute for Cultural Heritage)

*\* Proxy: Mr. Yuji Kurikara, Secretary-General attended*

1. Ms. Adi Meretui Tuvou RATUNABUABUA

(Pacific Heritage Hub Manager, University of the South Pacific)

1. Ms. Thi Minh Ly LE (Director, Centre for Research and Promotion of the Cultural Heritage of Vietnam)
2. Mr. Alisher IKRAMOV

(Secretary-General, National Commission of Uzbekistan for UNESCO)

*\* Proxy: Mr. Sayidafzal Mallakhanov, Deputy Secretary-General attended*

1. Mr. Dongseok MIN

(Secretary-General, Korean National Commission for UNESCO)

*\* Proxy: Mr. Seung-yoon Kim, Assistant Secretary-General attended*

1. Mr. Choonghee HAHN

(Director-General, Cultural Affairs Bureau~~,~~ Ministry of Foreign Affair)

*\* Proxy: Mr. Dongki Kim, Deputy Director General attended*

1. Mr. Younggeun PARK (Director-General, Heritage Promotion Bureau, CHA)

*\* Proxy: Mr. Hee-Ung Park, Director, International Cooperation Division attended*

1. Mr. Samuel LEE (Director-General, ICHCAP)

* Auditor: Mr. Doo-Soo KIM, KCPA, Shinjung Accounting Cooperation

**4. Absent:** Nil

**5. Agenda Items:** Five

* Item 1: Adoption of the Agenda
* Item 2: Admission of Observers
* Item 3: Reports
* Item 4: Appointment of Directors and Auditor
* Item 5: Approval of the Work Plan and Budget for 2014

**5. Section in Charge**:

Cooperation and Networking Section, Bureau for Strategic Planning, ICHCAP

II. Meeting Result

**1. Decision Regarding Agenda**

|  |  |  |
| --- | --- | --- |
| **No.** | **Theme** | **Result** |
| Item 1 | The Third Governing Board Meeting | Approved the Submitted Agenda |
| Item 2 | Admission of Observers | Approved |
| Item 3 | Reports | Approved |
| Item 4 | Appointment of Directors and Auditor | Approved the Submitted Agenda |
| Item 5 | Approval of the Work Plan and Budget for 2014 | Approved the Submitted Agenda |

**2. Main Discussion Points**

* Operational matters for the governing board
* Include audit report in the sourcebook for the governing board meeting
* Provide a comparison chart of approved programs in second Governing Board Meeting with actual operated programs
* Keep consistency between the governing board sourcebook with the board meeting presentation
* Open and share information concerning Category 2 Centres in China and Japan
* Issues related to programs
* Recognize the importance of community- and NGO-related programs; include *community* and *NGO* in the program title
* Strengthen collaboration amongst Category 2 Centres in ROK, China and Japan, and require close relationship with other centers

III. Summary Record

**1. Greetings by the Chairperson of Board Members**

Ms. Youngsup Byun, extended her appreciation to the board members, auditor, and observers from home and abroad for their participation in the meeting. Since its establishment in 2011, the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereinafter referred to as “the Centre”) has laid the foundation for providing the direction and vision for the Centre. Based on this preparation, 2014 will be a crucial time for the Centre to conduct effective safeguard activities for intangible cultural heritage (hereinafter referred to as “ICH”) in the Asia-Pacific region. Ms. Byun requested increased cooperation to help the Centre improve the effectiveness of its activities and to grow into an ICH-dedicated international organization to meet the expectations and demands of the Member States.

**2. Reporting by ICHCAP’s Director-General of the Centre**

**○** Mr Samuel Lee introduced participants (board members, auditor, and observers).

**○** Summary of the Centre’s Activities

- The Centre has supported ICH safeguarding activities of the forty-eight Member States in the Asia-Pacific region over the past five years (three years before and two years after the establishment of the Centre).

- Collecting Information

• Gathering ICH-related information in the Asia-Pacific region by digitizing such information and identifying the current status of ICH safeguarding activities of each country

• Building ICH information systems (for archives designed to establish a database)

• Creating the information management section

• Publishing the quarterly newsletter, *ICH Courier* (2,000 print copies distributed)

• Producing ICH-related educational animation for children

• Publishing UNESCO ICH books for children in Korean

- Building Networks with Experts and stakeholders of ICH to Promote Cooperation and Exchange

• Establishing sub-regional networks by categorizing the Asia-Pacific region into five sub-regions

• Pacific region: Publication of the Pacific ICH books on traditional knowledge

Central Asia region: ICH inventory-making by using online tools

South-East Asia region: ICH-related meeting to promote cooperative projects

• Plans to host 2014 Northeast Asia sub-regional meetings   
(In particular, cooperation and solidarity among the C2 Centres of Korea, China, and Japan need to be strengthened, and based on this, sub-regional meetings should develop into multi-purpose meetings aligning research and studies with training, in cooperation with the C2 Centres of China and Japan.)

- Requesting international board members of Vietnam, Fiji, and Uzbekistan, whose terms will expire, to serve as auditors and advisors for the Centre.

**3. Reporting and Resolution**

**○ Ms. Youngsup Byun:** Opening the Governing Board Meeting

- The Chairperson notified that a quorum for the meeting was reached.

- The order of the meeting announced: As for five items, discussion will take place on each item.

- A sourcebook on agenda for the third Governing Board Meeting (hereinafter referred to as “the sourcebook”) was distributed two weeks before the meeting.

**○ Item 1: Adoption of the Agenda**

**(Secretariat of the Centre)**

- Five agenda items for the third Governing Board Meeting were presented as follows:

• Adoption of the Agenda

• Admission of Observers

• Reporting Matters with Regard to the Centre’s Activities

• Appointment of Board Members and the Auditor

• Approval of the 2014 Work Plan and Budget

**(Discussion 1)**

• No other comment

**○ Item 2: Admission of Observers**

**(Secretariat of the Centre)**

The composition of observers: 4 representatives of the C2 Centres of China and Japan, four domestic and international ICH experts, and four representatives of relative institutions

**(Discussion 2)**

• No other comment.

**○ Item 3: Reporting Matters with Regard to the Centre’s Activities**

**(Secretariat of the Centre)**

- The 2012 financial statement: approximately KRW 2B disbursed.

(KRW 200M was spent on information, KRW 280M on networking, KRW 230M on visibility enhancement, and KRW 1.3B on the management of the Centre.)

- Reporting on the second and third Executive Committee Meetings

• Second Executive Committee Meeting: The establishment of the information management section and adjustment of coordination between sections were approved as proposed.

• Third Executive Committee Meeting: Recommendation for the board members candidates and an auditor was approved as presented.

- Overview of the 2013 Activities

• A total of 2.5 billion won was expended for the three core/main programs and extraordinary budget programs as follows.

• Building a Foundation for Information Systems: Generally focusing on the collection, analysis, management, and dissemination of information, along with details of the five specific activities (see the sourcebook).

• Establishing Cooperative Networks for ICH: Enhancing awareness on the significance of ICH experts, NGOs, and communities of Member States in the Asia-Pacific region as well as establishing networks among them (in particular, with a commitment to strengthening networks with UNESCO and the other C2 Centres), along with details of the five specific activities (see the sourcebook).

• Raising Awareness and Promoting ICH: Focusing on increasing the public awareness and significance of ICH, along with details of the five specific activities (see the sourcebook).

• Extraordinary Budget Programs:

Programs to establish ICH information systems in four countries in the Asia-Pacific region were implemented

Cooperative programs for understanding shared ICH in East Asia, as emphasized by the headquarters of UNESCO were implemented

Linkage with the Centre’s programs was reinforced by inviting ICH-related experts from four countries under the Personnel-Exchange Programme for International ICH Experts

**(Discussion 3)**

• Ms. Adi Meretui Tuvou Ratunabuabua proposed that an external audit report should be included as a way to secure credibility. Ms. Ratunabuabua also requested **the correction of typos in the sourcebook (the names need to be corrected as she suggested).** She also requestedconsideration of exhibiting a range of annual publications when the Governing Board Meetings take place.

• Mr. Doosoo Kim already submitted to the Centre the 2012 audit report bearing the signature of the auditor, which allows all members of the governing board to see the audit report anytime.

• ICHCAP (Mr. Seong-Yong Park) replied that the audit report will be included in the sourcebook.

• Mr. Timothy Curtis that the figures on the financial statement between the sourcebook and the PowerPoint slide must not be different. Mr. Curtis emphasized that **it is necessary to make comparison tables for the next year’s programs, which had been approved in the previous year, and the outcomes of their implementation.**

• ICHCAP (Mr. Seong-Yong Park) replied that the difference in the figures between the sourcebook and the PowerPoint slide was not due to an error in the amount but a perceived difference, which was only caused by a mismatch arranging the figures. He added that data for future meetings will be arranged consistently, and comparative data will be presented to show the differences between plans and their outcomes.

**○ Item 4: Appointment of Board members and Auditor**

**(Secretariat of the Centre)**

- Among the eleven board members (based on voting rights), the term of five board members will expire.

- Three international governing board members will retire by expiry of term.

(All board members will be replaced with the aim of reflecting various opinions of Member States, in particular taking into account the regional distribution.)

- The term of three domestic governing board members and one auditor will expire. (For management stability of the governing board, all domestic members will be reappointed.)

- Regarding the board members whose term will expire, new board members are recommended in accordance with the decision of the thirdExecutive Committee Meeting.

❖ Newly Appointed Board Member Term (1 Jan. 2014 – 31 Dec 2015)

|  |  |  |
| --- | --- | --- |
| **Note** | **Name** | **Position and Organization** |
| Newly  Appointment | Ms. Elnura  KORCHUEVA | Secretary-General, National Commission for UNESCO of the Kyrgyz Republic |
| Ms. Wiendu  NURYANTI | Vice Minister, Ministry of Education and Culture, Indonesia |
| Mr. Sipiriano Dominiko Nemani RANUKU | Principal Policy and Convention Director, Ministry for Education, National Heritage, Culture and Arts, Fiji |
| Reappointment | Ms. Dawnhee YIM | Chairperson, Intangible Heritage Subcommittee, Cultural Properties Committee |
| Mr. Dongseok MIN | Secretary-General, Korean National Commission for UNESCO |
| Mr. Doosoo KIM | KCPA, Shinjung Accounting Cooperation |

**(Discussion 4)**

• Ms. Ratunabuabua requested that the misspelled names and titles of the board members in the sourcebook be rectified (for instance, *Ade* needs to be changed to *Adi*).

• ICHCAP replied that they will be rectified.

**○ Item 5: Approval of the 2014 Work Plan and Budget**

**(Secretariat of the Centre)**

- The annual work plan and budget of the Centre for 2014 was made based on various opinions from UNESCO and Member States.

- In 2014, major programs will be aimed at: (1) alignment of ICHCAP’s activities with UNESCO C4 and C5 plans, (2) enhancement of effectiveness through the expansion of projects, (3) development of multilateral cooperation projects, and (4) reflection of the result-based management system (RBM) at the request of UNESCO.

- The plan was formulated based on the previous year’s budget scale because the budget for 2014 has not yet been approved by the National Assembly.

- A range of activities are scheduled to be implemented, with three programs for identifying ICH information in the Asia-Pacific, four programs for enhancing cooperation for building ICH information systems in the Asia-Pacific region, four programs for establishing cooperative networks for ICH, and four programs for publications and promoting ICH visibility.

- Major changes (see the sourcebook for each specific activity)

• Identifying ICH Information in the Asia-Pacific Region

The Centre will pursue a joint consultation with the C2 Centre in Japan primarily to collect, analyze, and share ICH information.

• Promoting Intellectual Property Rights Related to ICH Information Materials and Documentation

With the increased attention of UNESCO to the intellectual property rights, the Centre will strengthen cooperation with the headquarters of UNESCO in the future.

• UNESCO Policy Collaboration and Development of ICHCAP’s Strategy

The Centre will collect a wide range of opinions from the C2 Centres and Member States and set out directions for the medium-term international cooperation.

• Building Networks with ICH Experts

Accepting the opinion from the UNESCO Bangkok Office, the Centre will establish networks focusing on ICH communities and NGOs and operate them in cooperation with UNESCO headquarters.

**(Discussion 5)**

• Dr. Dawnhee Yim said that the 2013 International Conference in Gwangju raised awareness about the importance of ICH communities and focused on the Centre’s role in safeguarding ICH. She noted that it was desirable for the Centre to include projects and programs for ICH-related communities and NGOs in its work plan for 2014. She urged that more funds should be allocated to such activities.

• Mr. Tim Curtis said that most of the programs discussed in the meeting in Sozopol, Bulgaria, were reflected in the Centre’s programs, and highly appreciated ICHCAP’s willingness to collaborate with UNESCO in operating the programs. He also welcomed the increased awareness of ICH communities and the projects and programs designed to encourage their participation. The results from internal oversight service (IOS) for the implementation of the 2003 Convention showed that communities play an important role in ICH safeguarding. Therefore, communities as well as experts should be included in the Asia-Pacific sub-regional networking meetings.

• ICHCAP (Mr Seong-Yong Park) stated that efforts will be made for building networks with communities and NGOs and for encouraging their cooperation and participation in the sub-regional networking meetings.

• Ms. Ratunabuabua asked whether country reports on the current status of ICH safeguarding have been released as a benchmark for assessing the current status of ICH safeguarding activities in Asia-Pacific region.

• ICHCAP (Mr. Seong-Yong Park) explained that the reports have not been published yet but that they will be published in cooperation with UNESCO and UNESCO regional offices.

• Ms. Ratunabuabua pointed out that evaluation is more suitable than a simple questionnaire survey as a benchmark tool for developing and distributing ICH-related digital contents. She expressed her gratitude to the three C2 Centres for their efforts to mutually understand and to cooperate with initiating joint cooperative projects, but she said that the C2 Centres face a difficult challenge when they pursue such goals and that the Member States in the Asia-Pacific region are confused about with whom and on what they should collaborate. She also pointed out that UNESCO-accredited NGOs, including those from Indonesia and India, need to be incorporated in the sub-regional programs of the Centre.

• ICHCAP (Mr. Samuel Lee) explained that community-related issues were discussed as a main point in the Gwangju meeting. The implementation of the 2003 Convention was centered on safeguarding the ICH in urgent need along with promoting best practices for safeguarding measures. The sub-regional meetings focused on ICH safeguarding through inventory making rather than policy measures. The scope (domain) of ICH communities is so wide that each domain community should be networked successively by priorities, and the process will be decided through specific policy consultations.

• Mr. Curtis proposed a change to the meeting title from “North-East Asia ICH Expert Meeting” to “North-East Asia Network Meeting.” He requested the continuation and expansion of ICH digitization, which has been supported and audited under UNESCO headquarters.

• ICHCAP (Mr. Seong-Yong Park) replied to the request, saying that the title will be changed to “North-East Asia Network Meeting.”

• Mr. Kim Seungyun added that the budget for 2014 is the same as that for the previous year, which is practically a reduced amount considering price rising. He requested assistance from the government for fear that it will affect the Centre’s activities. He also observed that the C2 Centres of Korea, China, and Japan were established based on the division of their roles, and thus it is difficult to create a synergy effect without functional cooperation being made among them. He called attention to the necessity to initiate joint projects or a consultative body, which will enable the three Centres to enhance cooperation. The C2 Centres in China and Japan need to submit to the Governing Board information on their projects and budgets. Cooperation with the Korean National Commission for UNESCO needs to be strengthened to create a synergy effect in domestic programs (through UNESCO ASPnet and ICH-related information distribution). Consideration should be given to establishing a connection with projects for capacity building among national commissions for UNESCO in the Asia-Pacific region (website construction).

• ICHCAP (Mr. Samuel Lee) explained that the increased budget proposal has been submitted to the National Assembly (350 million won), and that will be equivalent to a budget increase of 15%, if the proposal is passed. In addition to the main budget, an extra budget is expected from the agents of joint cooperation, but it is not yet decided. It is important to encourage cooperation among Korea, China, and Japan, but detailed discussions have not been made because their C2 Centres are in the initial stage of establishment. The observers of the C2 Centres of China and Japan were provided opportunities to reflect their opinions at the end of discussion on the agenda items.

• ICHCAP (Mr. Seong-Yong Park) said that the three C2 Centres are expected to coordinate their cooperative activities. The meeting in Sozopol, Bulgaria, (July 2013) served as momentum to encourage cooperation and enhance a synergy effect among the C2 Centres under the coordination and leadership of UNESCO headquarters.

• Mr. Tim Curtis explained that the global meetings of C2 Centres in Sozopol and Bangkok (two years ago) highlighted the difference between the C2 Centres in the Asia-Pacific region (division of labor) and those in other regions (Division of Region). Pursuing cooperation and coordination among C2 Centres is urgently needed. UNESCO will give full support for this effort. He suggested that informal meetings could be held in Bangkok in 2014 to discuss joint cooperative projects and emphasized the need for informal information sharing among C2 Centres.

• Mr. Dong-gi Kim observed that shared ICH often leads to serious rivalry and conflict and that it is necessary for ICH experts to share relevant information to prevent such problems. Also important is the promotion of ICH-related projects and programs, which needs to be initiated through contact with adolescents and educational institutions. According to the Ministry, collaboration in the fields of ICH and foreign affairs will create a synergetic effect for promotional efforts.

• ICHCAP (Mr. Seong-Yong Park) explained that ICH can represent the identity of states as well as that of communities, and requested support from the Ministry of Foreign Affairs for the Centre’s activities aimed to contribute to intercultural understanding and peaceful coexistence. The Centre is not involved in the process to inscribe ICH elements on the UNESCO ICH lists (generally the governments of Member States lead the efforts for ICH inscription). The Centre focuses on sharing information distributed from UNESCO, and promotes ICH inscription as a way to enhance cultural diversity, not to provoke competitive rivalry.

**○ Others**

• **Mr. Akio Arata** praised the Centre for its preparation of the agenda items for the Governing Board meeting. He observed that the importance of cooperation among C2 Centres has been recognized after the Sozopol meeting and proposed to share with the C2 Centre in Japan the survey results on the current status of ICH safeguarding.

* Dr Samuel Lee pointed out that there may be some overlap between the Centre’s

activities and those initiated by the C2 Centre in Japan.

• **Ms. Noriko Aikawa** expressed her gratitude for the early adoption of the results from the Sozopol meeting. She proposed that communities and NGOs be included in the cooperative projects to develop ICH-related policies (3.2) and the ICH expert meetings in the Asia-Pacific region (3.3).

• **Ms. Ge Yuqing** said that the Sozopol meeting served as momentum to strengthen cooperation among the three C2 Centres in the Asia-Pacific region.

• **Mr. Gaura Mancacaritadipura** appreciated the appointment of Indonesian Deputy Minister of Culture as a director of the Centre, and praised the three Asia-Pacific C2 Centres for their activities.