

Annex

Framework for Quadrennial Periodic Reports on Measures to Protect and Promote the Diversity of Cultural Expressions

Structure

Quadrennial periodic reports (hereafter “reports”) are divided into seven sections with questions that are to act as guides for those designated to prepare the reports. A suggested number of pages is provided.

Section Number	Heading	Suggested number of pages
	<i>Executive summary</i>	1
	<i>Technical information</i>	1
	<i>Overview of cultural policy context</i>	1
1	<i>Cultural policies and measures</i>	8
2	<i>International cultural cooperation</i>	3
3	<i>Preferential treatment</i>	3
4	<i>Culture and sustainable development</i>	3
5	<i>Awareness-raising and participation of civil society</i>	3
6	<i>Transversal issues and UNESCO priorities</i>	2
7	<i>Achievements, challenges, solutions and next steps</i>	2
Annex	<i>Complementary data, information and statistics</i>	

Guidelines for writing reports

The following guidelines shall be taken into consideration when collecting information and data, and writing reports:

- (i) number of pages of the periodic reports should not exceed **30**, excluding Annexes;
- (ii) declarative statements shall be supported by facts and explanations;
- (iii) information and analysis are to be derived from a variety of sources and be illustrated with examples;
- (iv) long historical accounts are to be avoided.

Technical procedures for submission and follow-up of reports

The following procedures shall be respected:

- (i) Parties submit the reports in English or French (the working languages of the Committee) and, whenever possible, in other languages, using the electronic template prepared for this purpose by the Secretariat based on the Framework for Periodic Reports;
- (ii) The report shall conclude with the original signature of the official designated to sign it on behalf of the Party;
- (iii) The original signed version(s) is (are) sent to the following address: UNESCO, Section of the Diversity of Cultural Expressions, 7, Place Fontenoy 75352 Paris 07 SP, France;
- (iv) The reports are also transmitted electronically, in the same format as the Secretariat's template.

Executive Summary

Parties shall provide a one-page summary of the content in their reports. The executive summary should highlight the salient points of the report focusing specifically on the main achievements and challenges in implementing the Convention and the outlook for the future. It is not an introduction to the report or an annotated table of contents.

The summary is transmitted to the Committee and Conference of Parties in accordance with Articles 22.4 (b) and 23.6 (c) of the Convention.

Technical Information

- (a) Name of Party
- (b) Date of ratification
- (c) Organization(s) or entity(ies) responsible for the preparation of the report
- (d) Officially designated point of contact
- (e) Date report was prepared
- (f) Name of designated official(s) signing the report
- (g) Description of the multi-stakeholder consultation process established for the preparation of the report
- (h) Names of the stakeholders, including civil society organizations, involved in the preparation of the report

Overview of cultural policy context

Parties shall describe the key objectives and priorities of their current cultural policy and the impact the Convention has had in their formulation or reformulation. They will also report on the opportunities and challenges to promote the diversity of cultural expressions in a digital environment.


In doing so, they shall address the following question: Has the Convention been integrated into the policy development process in any of the following ways?

- (i) It is (or has been) the basis for changing one or more policies;
- (ii) It is (or has been) a tool to promote policy discussion;
- (iii) It is (or has been) a reference for ongoing policy development.

1. Cultural Policies and Measures

Parties shall provide information on policies and measures adopted to protect and promote the diversity of cultural expressions within their territory, at the national, regional or local levels at the different stages of the cultural value chain, namely:

- creation,
- production,
- distribution / dissemination, and
- participation / enjoyment.

 *Please note that intangible cultural heritage is not covered by the scope of the 2005 Convention and should therefore not be covered in this report.*

Measures may be understood as those that nurture creativity, form part of an enabling environment for independent producers and distributors as well as those that provide access to the public at large to diverse cultural expressions. They may be regulatory or legislative, action or programme oriented, institutional or financial measures. They may be specifically introduced to address the special circumstances and needs of individuals (e.g. women, young people) or groups (e.g. minorities, indigenous peoples) as creators, producers or distributors of cultural expressions.

For more information on the types of measures to be reported on, please refer to Article 6, “Rights of Parties at the National Level”, and the Operational Guidelines adopted on Article 7 on “Measures to Promote Cultural Expressions”. A list of innovative examples is available from the Convention website.

The **key questions** to be addressed in this section are:

- (a) Name of the measure
- (b) What are the main objectives of the measure?

- (c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- (d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- (e) What are the results expected through the implementation of the measure?
- (f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- (g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- (h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- (i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above concerning the measures adopted to promote the diversity of cultural expressions at different stages of the cultural value chain.

 *You can describe up to ten key measures.*

2. International Cultural Cooperation

The purpose of this section is to report on measures aimed at facilitating international cultural cooperation.

Measures may be understood as international cultural cooperation frameworks and programme activities that:

- ➔ facilitate **dialogue between public officials** on policy issues;
- ➔ promote exchange between **professionals working in public sector** cultural institutions aimed at building strategic and management capacities;
- ➔ foster cooperation between **professionals working in the cultural and creative industries** aimed at building creation and production capacities.

For more information on the types of measures to be reported on, please refer to Article 12 (Promotion of International Cooperation). A list of innovative examples is available from the Convention website.

The **key questions** to be addressed in this section are:

- (a) Name of the measure
- (b) What are the main objectives of the measure?

- (c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- (d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- (e) What are the results expected through the implementation of the measure?
- (f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- (g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- (h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- (i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above concerning the measures adopted to promote the diversity of cultural expressions at different stages of the cultural value chain.

 *You can describe up to six key measures.*

3. Preferential Treatment

The purpose of this section is to report on measures aimed at granting preferential treatment as defined in Article 16 of the Convention and benefiting from it.

Article 16 stipulates that preferential treatment to be granted by developed to developing countries, through appropriate legal and institutional frameworks to achieve, inter alia, the emergence of a dynamic cultural sector in developing countries and wider and more balanced cultural exchanges. Preferential treatment as defined by Article 16 is understood as having both a cultural and/or a trade component.

Preferential treatment provision of the Convention creates an obligation for developed countries in favor of developing countries with regard to persons (artists and cultural professionals) and cultural goods and services.

In this light, preferential treatment measures can be reported on as having an impact on three different levels:

- *individual: human resource development, including programmes to facilitate the mobility and exchange of artists and cultural professionals and build expertise among them;*
- *institutional or organizational: building capacities of cultural enterprises and*

organizations in promoting the economic and trade dimension of the sector, including support schemes and co-distribution agreements;

- *industry: wider systemic relationships established through bilateral, regional and multilateral trade agreements, cultural policy and other frameworks.*

📌 *For more information on the types of measures to be reported on, please refer to Article 16 (Preferential Treatment for Developing Countries) and its corresponding Operational Guidelines.*

Developed countries

📌 *This sub-section is addressed to Parties from **developed countries**. If your country is a developing country, please go directly to the next sub-section.*

Parties from developed countries describe the measures they have adopted to grant preferential treatment to artists and other cultural professionals and practitioners, as well as cultural goods and services from developing countries.

The **key questions** to be addressed in this section are:

- (a) Name of the measure
- (b) What are the main objectives of the measure?
- (c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- (d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- (e) What are the results expected through the implementation of the measure?
- (f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- (g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- (h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- (i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to grant preferential treatment for developing countries.

🚩 *You can describe up to **six key measures**.*

Developing countries

 *This sub-section is addressed to **developing countries**.*

The Operational Guidelines relating to Article 16 specify that “developing countries are encouraged to implement, where possible, policies and measures designed to enhance their benefit from preferential treatment”.

In this Section, Parties from developing countries describe the measures they have adopted to identify their priorities, specific needs and interests, and enhance their benefit from preferential treatment. These Parties will also report on the preferential treatment measures they have taken to promote South-South cooperation.

The **key questions** to be addressed in this section are:

- (a) Name of the measure
- (b) What are the main objectives of the measure?
- (c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- (d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- (e) What are the results expected through the implementation of the measure?
- (f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- (g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- (h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- (i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to grant preferential treatment for developing countries.

 *You can describe up to **six key measures**.*

4. Integration of culture in sustainable development policies

Taking into account the policies and measures reported on under sections 1, 2 and 3 of this Framework, Parties are invited to list here the measures that focus on integrating culture as a strategic element in sustainable development policies and assistance programmes at the national and international levels.

Typically, these measures are implemented by agencies responsible for economic growth, environmental sustainability and social inclusion (national level) and by development cooperation agencies (international level).

Operational Guidelines on Article 13 define sustainable development as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (ref. Report of the World Commission on Environment and Development, 1987).

It is understood that sustainable development policies are to be formulated, adopted and implemented with relevant authorities responsible for the economy, environment, social affairs and culture. Measures to be reported on this section should take this interrelatedness into account.

4.a. Measures at the national level

Please describe the measures taken with a view to achieving the following goals and outcomes:

- ➔ integrating culture into *overall national development planning*, i.e., strategies, policies and action plans;
- ➔ achieving *economic, social and environmental* outcomes by integrating culture into, inter alia, poverty eradication, social inclusion, education and training strategies;
- ➔ securing *fairness and equitable treatment* of disadvantaged individuals and social groups (including women) to participate in cultural life;
- ➔ securing *equity* in the distribution of cultural resources between regions and urban and rural areas.

📖 *For more information on the types of measures to be reported on, please refer to the Operational Guidelines on Article 13 (Integration of culture in sustainable development).*

The **key questions** to be addressed in this section are:

- (a) Name of the measure
- (b) What are the main objectives of the measure?
- (c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- (d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- (e) What are the results expected through the implementation of the measure?

- (f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- (g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- (h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- (i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?


Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to integrate culture in national development policies and plans.

 *You can describe up to six key measures.*

4.b. Measures at the international level

Please describe the measures taken to integrate culture in regional / international development assistance frameworks, policies and programmes (including South-South cooperation) to support the emergence of dynamic creative sectors in developing countries through:

-  *strengthening human and institutional capacities* for policy development and entrepreneurship through training, networking, exchange of information, etc.;
-  *transfer of technology and expertise* in the areas of cultural industries and enterprises: needs analysis, access to new information and communication technologies, development of new platforms, etc.;
-  *financial support*: contribution to the IFCD, integration of the cultural sector within framework plans for official development assistance (ODA), facilitating access of the cultural industries to public and private funding, design of innovative financial mechanisms, etc.

 *For more information on the types of measures to be reported on, please refer to the Operational Guidelines on Article 14 (Cooperation for Development).*

The **key questions** to be addressed in this section are:

- (a) Name of the measure
- (b) What are the main objectives of the measure?
- (c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- (d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- (e) What are the results expected through the implementation of the measure?

- (f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- (g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- (h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- (i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to integrate culture in international development assistance.

 *You can describe up to six key measures.*

5. Awareness-raising and participation of civil society





For the purposes of this Convention, civil society means non-governmental organizations, non-profit organizations, professionals in the culture sector and associated sectors, groups that support the work of artists and cultural communities (see paragraph 3 of the Operational Guidelines on the Participation of Civil Society).


Parties have acknowledged the fundamental role of civil society in protecting and promoting the diversity of cultural expressions and have committed to encourage their active participation in activities, designed to achieve the objectives of this Convention.

Parties

The purpose of this sub-section is to report on what Parties are doing to involve civil society in their activities, what resources they are providing to ensure their involvement, and what results have been achieved.

Parties are to provide information on how they have involved civil society in activities such as:

-  Promoting the objectives of the Convention through awareness-raising and other activities;
-  Collecting data and sharing and exchanging information on measures to protect and promote the diversity of cultural expressions within their territories and at the international level;
-  Developing policies while providing spaces where the ideas of civil society can be heard and discussed;
-  Implementing Operational Guidelines, etc.

 *For more information on the types of measures to be reported on, please refer to Article 11 (Participation of Civil Society) and its corresponding Operational Guidelines.*

Civil society

This sub-section is designed to engage civil society in reporting on what they have done to implement the Convention as per their roles and responsibilities outlined in Article 11 of the Convention and its Operational Guidelines.

Civil Society may contribute to the reports with information on activities they are pursuing, such as:

- ➔ Promoting the objectives and principles of the Convention within their territories and in the international fora;
- ➔ Promoting ratification of the Convention and its implementation by governments;
- ➔ Bringing the concerns of citizens, associations and enterprises to public authorities, including those of vulnerable groups such as women and persons belonging to minorities;
- ➔ Contributing to the achievement of greater transparency and accountability in the governance of culture;
- ➔ Monitoring policy and programme implementation on measures to protect and promote the diversity of cultural expressions, etc;
- ➔ Building capacities in domains linked to the implementation of the Convention and carrying out data collection;
- ➔ Creating innovative partnerships with the public and private sectors and with civil society of other regions of the worlds.

Civil society may also wish to share information on:

- ➔ Activities they have planned for the next four years to implement the Convention;
- ➔ Main challenges encountered or foreseen and solutions found or envisaged to overcome those challenges, etc.

📌 *Please specify which civil society organizations contributed to this section of the report.*

6. Transversal issues and UNESCO priorities

Transversal issues

In this section, Parties report on the emerging transversal issue(s) identified by the governing bodies of the Convention for each reporting cycle. In doing so, they may be guided by **key questions** (a) – (i).

A resolution of the Conference of Parties will determine the transversal issue(s) to be reported on for each four-year reporting cycle.

UNESCO Global Priority: Gender Equality

Gender equality is UNESCO global priority for the 2014-2017 Programme and Budget period.

According to Article 7 of the Convention, Parties are encouraged to “pay due attention

to the special circumstances and needs of women”. Such attention means adopting and implementing policies and measures designed to support women as creators and producers of cultural expressions, and as citizens participating in cultural life. In order to achieve this, an *integrated policy response* through legislative, regulatory and institutional measures may be required.

In this section, Parties describe at least one policy or measure adopted to promote gender equality in the cultural sector, and support women as creators, producers and beneficiaries of cultural expressions. In doing so, they may be guided by **key questions** (a) – (i).

UNESCO Operational Strategy for Youth

Empowering young people and promoting the participation of youth in the implementation of the Convention is in line with the UNESCO Operational Strategy 2014-2021 for Youth.

In this section, Parties describe at least one policy, measure or project to, for example:


- encourage the participation of youth as creators, producers and beneficiaries of cultural activities, goods and services;
- facilitate the involvement of youth and youth-led organizations and the integration of their concerns and needs in cultural policy-making processes;
- introduce new curricula or programmes in higher education and training institutions to build new skills required for the cultural and creative industries including entrepreneurial, management and technological skills;
- involve youth in collecting and disseminating information about the diversity of cultural expressions in their communities.

In doing so, they may be guided by **key questions** (a) – (i).

7. Achievements, challenges, solutions and next steps

In this section of the reports, Parties and other participating stakeholders share information on:

1. The main **results** achieved in implementing the Convention;
2. The main implementation **challenges** encountered or foreseen;
3. The **solutions** found or envisaged to overcome those challenges;
4. The **steps planned for the next four years** towards implementation of the Convention and priorities identified for that period.

 Please note that Parties having already submitted a quadrennial periodic report on the implementation of the Convention will describe the achievements, challenges and solutions within the timeframe of the past four years, i.e., since their previous report.

Complementary data, information and statistics

The approach taken to the provision of statistical information in the reports is a pragmatic one. This means that Parties are asked, to the extent possible, to provide statistical information that already exists. This data may have been collected through national surveys, mapping studies, etc. Suggestions for where data can be found are provided below. All sources of data and the year of collection / publication are to be listed.

1. Economy and finance

When reporting data in this section, it is important to define the “cultural sector” for statistical purposes and apply that definition consistently. For guidelines, please refer to the 2009 UNESCO Framework for Cultural Statistics (FCS) at:

<http://www.uis.unesco.org/culture/Documents/framework-cultural-statistics-culture-2009-en.pdf>

1.1. Total flows of cultural goods and services

Please refer to the definitions of cultural goods and services in the 2009 UNESCO Framework for Cultural Statistics which lists the *Harmonized Commodity Description and Coding System (HS)* and the *Extended Balance of Payments (EBOPS)* codes to be used when defining cultural goods and services. Additional information on cultural services statistics can be found in the *Manual on Statistics of International Trade in Services*, available at: <http://unstats.un.org/unsd/tradeserv/TFSITS/manual.htm>.

1.1.a Cultural Goods

- (a) Exports in cultural goods (total in USD; year; source)
- (b) Imports in cultural goods (total in USD; year; source)

1.1.b Cultural Services

- (a) Exports in cultural services (total in USD; year; source)
- (b) Imports in cultural services (total in USD; year; source)

1.2. Contribution of cultural activities to Gross Domestic Product (GDP)

Please refer to the 2009 UNESCO Framework for Cultural Statistics (FCS) for the list of applicable cultural codes in the International Standard Industrial Classification (ISIC). Please indicate which methodology was used to calculate the share of culture in total GDP (value added, input/output, etc.).

- (a) Total GDP (in USD; year; source)
- (b) Share of cultural activities in GDP (in percentage; year; source)

1.3. Government expenditure on culture

- (a) Total government expenditure (in USD; year; source)
- (b) Share of culture in government expenditure (in USD and as percentage of total government expenditure; year; source)

If Culture expenditure is not available, please use government expenditure on Recreation and Culture.

2. Books

- (a) Number of published titles (year; source)
- (b) Number of publishing companies (year; source):
 - Small size (1 to 20 titles per year)
 - Medium size (21 to 49 titles per year)
 - Large size (50 titles and above per year)
- (c) Bookshops and sales
 - Bookstore chains (total number and sales in USD; year; source)
 - Independent book stores (total number and sales in USD; year; source)
 - Book stores in other retail structures, including department stores (total number and sales in USD; year; source)
 - Online retailers (total number and sales in USD; year; source)
- (d) Translation flows: number of published translations (year; source)

3. Music

- (a) Production: number of albums produced:
 - Physical format (year; source)
 - Digital format (year; source)
 - Independent (year; source)
 - Majors (year; source)
- (b) Sales: total number of recorded music sales:
 - Physical format, broken down by CDs and other physical formats (year; source)
 - Digital format, broken down by Single Tracks and Digital Albums (year; source)

4. Media

For definitions and information on media statistics, please refer to the *UIS Guidebook of Broadcast and Newspaper Indicators* available at this address: <http://www.uis.unesco.org/Communication/Documents/tp10-media-indicators-2013-en.pdf>.

(a) Broadcasting audience and share (year; source):

Programme type	Audience share	Type of ownership (Public, Private, community)	Type of access (Paid-free)
1 st Channel			
2 nd Channel			
3 rd Channel			
4 th Channel			

(b) Broadcasting media organizations (year; source):

Ownership	Number of domestic media organizations providing			
	Radio channels only	Television channels only	Both radio and television channels	Total
Public				
Private				
Community				
Not specified				
Total				

(c) Newspapers (year; source):

Publishing format*	Number of titles	
	Daily Newspapers	Non Daily Newspapers
Printed		
Free only		
Paid only		
Both free and paid		
Both Print and Online		
Free only		
Paid only		
Both free and paid		
Total		

* Excluding online newspapers only.

5. Connectivity, infrastructure, access

- (a) Number of mobile telephone subscribers per 1000 inhabitants (year; source)
- (b) Number of households with Internet access at home (year; source)
- (c) Number of individuals using the Internet (year; source)

6. Cultural participation

Percentage of people participating in cultural activities at least one time during the past 12 months:

Cultural participation (in %)			
Activity	Female	Male	Total
Cinema			
Theatre (including cabaret, opera and puppet shows)			
Dance (including ballet)			
Live concert / musical performance			
Exhibition			
Total			

If available, please indicate the reasons for not attending cultural events at least one time during the past year:

Main reasons for non-participation (in %)			
Type	Female	Male	Total
Too expensive			
Lack of interest			
Lack of time			
Lack of information			
Too far away			

7. Additional clarifications

Please provide any additional explanations and clarifications as necessary.