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**THE SIXTH GOVERNING BOARD MEETING**

(Documentary Resolution)

**Item 1: Approval of 2015 Revised Work Plan and Budget**

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| **Summary**  The government of the Republic of Korea subsidies for the Centre have increased by KRW 200 million after the Fifth Governing Board Meeting. Conforming to Article 29 (Revised Supplementary Budget) of the Constitution, a revised budget may be made and executed through a resolution by the Governing Board. Based on Article 18 (Documentary Resolution) of the Rules of Procedure of ICHCAP’s Governing Board, ICHCAP may introduce the approval of the 2015 work plan and budget as an agenda by issuing a written resolution.  **Decision required**: paragraph 2 (page 2) |

1. According to Article 8.4 of the Agreement, the Governing Board shall approve the work plan and budget of ICHCAP.

* Revised work plan and budget for 2015 is presented in Annex 1
* Main contents of the revised work plan and budget for 2015

(Unit: Million KRW)

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| **Category** | **Revised Plan** | **Original**  **Budget** | **Proposed Budget** | **Change** |
| 1 | * Amendment of activities * Projects (4.1 and 4.2) combined to one activity (1.4) and moved to Category 1 * Budget decrease | 405 | 340 | -65 |
| 2 | * Amendment of sub-projects * Budget increase | 255 | 355 | +100 |
| 3 | * Amendment of sub-projects * Budget increase | 245 | 410 | +165 |
| 4 | * Activities moved to category 1 | - | - | - |

1. The Governing Board may wish to adopt the following decisions:

**DRAFT RESOLUTION**

The Governing Board,

1. having examined the document on the revised 2015 Work Plan and Budget (Annex 1)
2. approves revised 2015 Work Plan and Budget

ANNEXES

1. Revised 2015 Work Plan and Budget
2. Extract from the Constitution and Rules of Procedure of ICHCAP’s Governing Board
3. Documentary Resolution of the Sixth Governing Board Meeting

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| **Category** | **Activities** | **Original**  **Budget** | **Proposed Budget** | **Change** |
| 1. Building an Information System and Database in the Asia-Pacific Region | 1.1 Collecting and Archiving ICH Information in the Asia-Pacific Region | 100 | 100 | - |
| 1.2 Restoration and Digitization of ICH Data | 50 | 50 | - |
| 1.3 Cooperation for Disseminating Pacific ICH Information | 95 | 95 | - |
| 1.4 Constructing a Management System and Upgrading Server and Equipment | 160 | 95 | -65 |
| **Subtotal** | **405** | **340** | **-65** |
| 2. Strengthening Cooperative Networks for ICH | 2.1 Cooperation with UNESCO | 60 | 140 | +80 |
| 2.2 Enhancing Asia-Pacific ICH Network | 155 | 125 | -30 |
| 2.3 The 6th Governing Board Meeting and International Cooperation | 40 | 90 | +50 |
| **Subtotal** | **255** | **355** | **+100** |
| 3.Promoting ICH and Raising Visibility | 3.1 Publication of Newsletter and ICH Book | 65 | 80 | +15 |
| 3.2 Raising Awareness on ICH in Central Asia | 100 | 100 | - |
| 3.3 Producing an ICH Video Documentation | 50 | 200 | +150 |
| 3.4 Developing and Distributing ICH-Related Digital Contents | 30 | 30 | - |
| **Subtotal** | **245** | **410** | **+165** |
| 5.Operating Cost | -Labor Cost | 1,222 | 1,222 | - |
| -Management Cost | 254 | 254 | - |
| **Subtotal** | **1,476** | **1,476** | - |
| **Total** | | **2,381** | **2,581** | **+200** |

**Annex 1. Revised 2015 Work Plan and Budget**

**[Overview]** (Unit: Million KRW)

Note: Category 4. (Construction and ICH Database and Archives) was combined and moved to category 1.

Category 1**.** Building an Information System and Database in the Asia-Pacific Region

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| **Project Area** | **Work Plan approved by GB** | **Current Work Plan** | **Notes** |
| **1.1 Collecting and Archiving ICH Information in the Asia-Pacific Region** | * Ref.: Agreement ROK-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 State Parties in the Asia-Pacific region * Contents   - Collecting basic information related to ICH safeguarding efforts in the Asia-Pacific region (2 countries)  - Updating and supplementing the collected information from 2009 to 2011 (3 countries)  - Archiving the collected information from 2009 to 2014 and providing the information online (2 sub-regions)   * Supporting Bodies: Governments, ICH-related Institutions, experts, and communities * Budget: KRW 100 million | * Ref.: Agreement ROK-UNESCO   [Article 7.2.(b)]   * Purpose: To collect ICH information in the Asia-Pacific region and to process collected data for database and public service through websites * Contents:   - Collecting basic information related to ICH safeguarding efforts in the Asia-Pacific region (2 countries)  ▪ Target: Malaysia, Turkmenistan  (Candidates: Samoa, Nauru)  - Updating and supplementing the collected information (3 countries)  ▪ Target: Vietnam, Fiji, Bangladesh (Candidates: Cambodia, Mongolia)  - Revising the questionnaire for collecting information on ICH elements, relevant organizations, practitioners and communities, and safeguarding measures  - Process collected data into a database  ▪ Target1: Photos and videos of selected countries (*number to be decided*)  ▪ Target2: Text data of ICH elements of the selected countries (*numbers to be decided*)  - Process audio data (Mongolia, Uzbekistan, Vietnam) into a web-service form  - Produce a CD set of the Vietnamese ICH audio data   * Budget: KRW 100 million |  |
| **1.2 Restoration and Digitization of ICH Data** | * Ref.: Agreement ROK-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  - Arranging and digitizing ICH data  - Publishing promotional material using the restored data   * 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 | **(Not Changed)** |  |
| **1.3 Cooperation for Disseminating Pacific ICH Information** | * Ref.: Agreement ROK-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 (Venue: Palau) * Surveying the current status of analogue data on ICH and its needs in the Pacific for restoration and digitization * Budget: KRW 95 million | * Ref.: Agreement ROK-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* (Continued from Pacific publication project in 2014) * Holding the Sixth Sub-regional Information and Networking Meeting for ICH in the Pacific   ▪ Purpose: Surveying on materials in each Pacific state and their needs for development(digitization, publication, distribution)  ▪ Venue/date : Fiji/April   * Budget: KRW 95 million | **(Elaboration)**  The Pacific regional meeting venue has been changed to Fiji from Palau due to local situation in Palau. |
| **1.4 Constructing a Management System and Upgrading Server and Equipment** | **(Nil)** | * Ref.: Information Strategic Planning (ISP) * Purpose: To effectively manage ICHCAP’s activities, programs, and resources by constructing a management system and adding and upgrading servers for ICHCAP’s data * Targets: ICHCAP’s resources and materials, servers, storage, and network equipment * Contents: Constructing ICHCAP’s resources and ICHCAP’s server upgrades * Budget: KRW 95 million * Management System: KRW 65 million * Servers and equipment: KRW 30 million | **(Projects combined/Budget decreased)**  4.1 and 4.2 were combined to form one activity and moved to Category 1 Building an Information System and Database in the Asia-Pacific Region.  (1.4 Establishing Database in the Asia-Pacific Region and Upgrading Server and Equipment)  It is expected to have synergy between the two sub-projects; information building work is expected to be more successful when the two projects work together rather than separately.  In December 2014, ICHCAP purchased server and equipment with remaining budget. |

Category 2**.** Strengthening Cooperative Networks for ICH

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| **Project Area** | **Work Plan approved by GB** | **Current Work Plan** | **Notes** |
| **2.1 Cooperation with UNESCO** | * Ref.: Agreement ROK-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 | * Ref.: Agreement ROK-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 * Develop mid- and long-term strategies for ICHCAP * Budget: KRW 140 million | **(Budget increased)**  By the request of CHA, the budget for renewal process (KRW 60 million) transfer to 2.1 Cooperation with UNESCO from 5. Operating Cost.    The budget for the renewal process (KRW 60 million) and mid- and long-term strategies of ICHCAP (KRW 20 million) increased. |
| **2.2 Enhancing Asia-Pacific ICH Network** | **2.2.1. Organizing a 2015 sub-regional meeting in Northeast Asia**  **2.2.2 Developing collaborative agenda on the sub-regional level**  **2.2.3 Organizing an ICH symposium**  **2.2.4 Implementing personnel exchange program**  **2.2.5 Preparing to develop ICH stakeholders network map and directory**   * Ref.: Agreement ROK-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 | **2.2.1. Organizing a 2015 sub-regional meeting in Southeast Asia**  **2.2.2 Organizing working meetings in Northeast Asia and South Asia**   * Ref.: Agreement ROK-UNESCO [Article 7.2. (c)] * Purpose   To strengthen sub-regional cooperation through cooperative projects (five-year project, *Asia-Pacific ICH Stakeholder Mapping*)   * 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 Southeast Asia   ▪ Venue/date: Vietnam/September  ▪ Purpose: Identifying the current status of ICH stakeholders (with a focus on NGOs and communities) and their networks.  Discussing working methods for collaborative projects   * Organizing working meetings in Northeast Asia and South Asia   ▪ Activities: Hold a working group meeting to discuss working methods for collaborative projects (venue/date: TBA)   * Budget: KRW 125 million | By the request of CHA, 2.2 Enhancing Asia-Pacific ICH Network should focus on building networks at the sub-regional level. Therefore, two sub projects cancelled and one subproject moved to another category.  **(Category changed)**  2.2.3 Organizing an ICH symposium moved under 2.3. The 6th Governing Board Meeting and International Cooperation  **(Two Sub-projects cancelled)**  2.2.4 Implementing personnel exchange program is cancelled to focus on the sub-regional network building.  2.2.5 Preparing to develop an ICH stakeholders’ network map and directory.  The similarity of two projects 2.2.5 and *Asia-Pacific ICH Stakeholder Mapping,* which is five-year project for the sub-regional meetings.It was cancelled to avoid to overlap between two.  **(Adjusted/cancelled)**  Change of the region  (Southeast Asia→Northeast)  due to the intention of Ministry of Culture, Sports and Tourism in Vietnam to coordinate and co-organise 2015 sub-regional network meeting in Southeast Asia  Wish to collaborate with the UNESCO Regional Offices (New Delhi, Bangkok, Beijing) for these projects |
| **2.3 The 6th Governing Board Meeting and International Cooperation** | **2.3.1 Organizing and operating governing board meeting**  **2.3.2 Cooperating with media and other ICH organizations in Korea**   * Ref.: Agreement ROK-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 | **2.3.1 Organizing and operating governing board meeting**  **2.3.2 Organizing and operating an advisory body**  **2.3.3 Organizing an ICH symposium**  **2.3.4 Producing a catalogue on traditional musical instruments of Myanmar**   * Ref.: Agreement ROK- 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 and operating an advisory body of ICHCAP * 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 * Producing a catalogue on traditional musical instruments of Myanmar based on the multimedia data collected from the 2013 ODA project with the Ministry of Culture, Myanmar * Organizing Bodies: ICHCAP * Budget: KRW 90 million | **(Two sub-projects added)**  Below two sub-projects added since increased budget (KRW 40→90). Especially the outcome of the Myanmar project from 2013 to 2014 needs to be materialised for distribution.  2.3.2 Organizing and operating an advisory body  2.3.4 Producing a catalogue on Myanmar traditional musical instrument  **(Adjusted)**  2.3.3 Organizing an ICH symposium transferred from category 2.2. Enhancing Asia-Pacific ICH Network |

Category 3**.** Promoting ICH and Raising Visibility

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| **Project Area** | **Work Plan approved by GB** | **Current Work Plan** | **Notes** |
| **3.1** **Publication of Newsletter and ICH Book** | * Ref.: Agreement ROK-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 | * Ref.: Agreement ROK-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 * Publishing a symposium report on oral traditions and epics (English and Korean) * Budget: KRW 80 million | **(Project contents added)**  Publication of the report book in English and Korean on ‘Oral Traditions and Epics Symposium’ (September 2014) added  **(Budget increased)**  Budget increased from KRW 65 million to 80 million as the project contents (‘Oral Traditions and Epics Symposium’ report book) were added  **(Project number/order changed)**  3.2→3.1 |
| **3.2 Raising Awareness on ICH in Central Asia** | * Ref.: Agreement ROK-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 | * Ref.: Agreement ROK-UNESCO [Article 7.2.(b)] * Purpose: To raise awareness on ICH 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 booklet 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 | **(Category and project title changed)**  1.2 Supporting ICH Information Management in Central Asia→3.2 Raising Awareness on ICH in Central Asia |
| **3.3 Conducting an ICH Video Documentation** | * Ref.: Agreement ROK-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) | * Ref.: Agreement ROK-UNESCO [Article 7.2 (b)] * Purpose: To raise awareness on ICH among the public by conducting a video documentation in the Asia-Pacific region * Target: Uzbekistan, Kyrgyzstan, Kazakhstan, Tajikistan and Mongolia * Contents * Organizing an advisory meeting on ICH video documentation * Providing technical advice for the project implementation to the concerned countries * Producing an ICH video documentation and encouraging collaborative work * Organizing Bodies * TBD * Budget: KRW 200 million | **(Category is changed)**  1.3 Conducting an ICH Video Documentation → 3.3 Producing an ICH Video Documentation  **(Target and organizing bodies changed)**  Target and organizing bodies to be decided  **(Contents are elaborated)**  **(Budget is increased)**  KRW 50million → KRW 200 million  The project budget increased by the request of the National Assembly |
| **3.4 Developing and Distributing ICH-Related Digital Contents** | * Ref.: Agreement ROK-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 | * Ref.: Agreement ROK-UNESCO   [Article 7.2 (b)]   * Purpose: To enhance visibility on ICHCAP’s activities and ICH information by processing ICHCAP’s project resources and providing them online * Contents * Processing resources (texts, documents, images, and videos) collected through the ICHCAP’s project and making them as web contents * Upload the web contents to the e-Knowledge Center: ICHCAP project resources previously developed (2014) * Budget: KRW 30 million | **(Contents and purpose changed)**  Project activity has been changed from producing children’s books to operating e-Knowledge Center to meet the needs of digitizing information collected to be shared online through ICHCAP’s project |

Category 4 Construction and ICH Database and Archives

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| **Project Title** | **Work Plan approved by GB** | **Current Work Plan** | **Notes** |
| **4.1 Establishing Database for ICH Information in the Asia-Pacific Region** | * Ref.: 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 60 million | **Refer to 1.4 Constructing a Management System and Upgrading Server and Equipment** | **(Combined and category transferred/Title change)**  4.1 and 4.2 combined to form one activity and moved toCategory 1 Building an Information System and Database in the Asia-Pacific Region)  (1.4 Constructing a Management System and Upgrading Server and Equipment) |
| **4.2 Upgrade of Server and Equipment** | * Ref.: Information Strategic Planning (ISP) * Purpose: To add and upgrade servers for entering ICH info and ICHCAP’s data * Targets: Servers, storage, and network |  |  |

Extra-budget Programme. ODA

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| **Extra-budget Programme (ODA)** | **No additional budget for this year** | **Publication of Bhutan ICH Information**  **Book**   * Purpose: To disseminate information and raise awareness of ICH * Targets: Bhutan * Contents * Publishing Bhutan ICH information book * Organizing a publication event and symposium in Bhutan * Budget: 0 | This project was conducted in 2014 and will be completed in 2015 without additional budget |

**Annex 2. Extract from the Constitution and Rules of Procedure of ICHCAP’s Governing Board**

**▣ Constitution**

* **Article 18(Documentary Resolution)** In the case where there is a minor or urgent matter for resolution, the Chair person 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 29(Revised Supplementary Budget)** In case 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.

**▣ Rules of Procedure of ICHCAP’s Governing Board**

* **Article 18(Documentary Resolution) ①** If the agenda is a minor matter or of great urgency, the Chairperson may make a documentary resolution.

**②** In the case of Clause 1, he/she shall immediately report resolution s to Board Members and the Auditor in a written form, and address them at the next Meeting of the Board.

**③** A quorum for a Documentary Resolution must be a majority of all Members with voting rights.

**ANNEX 3. Documentary Resolution of the Sixth Governing Board Meeting**

▣ **Agenda Item 1: Approval of 2015 Revised Work Plan and Budget**

Conforming to Article 18 of the Rules of Procedure of ICHCAP’s Governing Board, the Chairperson may resolve the matters above by issuing a written resolution to Board Members for approval; as such, we would appreciate it if you would resolve the matters below.

**July 2015**

**Chairperson, ICHCAP**

▣ **Resolution**

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| **Approval** | | | **Rejection** | | |
| **Member** | Name | Signature | **Member** | Name | Signature |
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