Unit 46

Blika Hand-out 6:

BLANK SHEETS FOR NOTE-TAKING AND REPORTING

This reporting format is merely a suggestion; please feel free to use another format if you wish. If you do follow this format, please use a separate row for each element of ICH identified, and each safeguarding activity, as indicated in the tables.

#### **Session 2**

Identifying ICH to be safeguarded

| **ICH element** | **Key aspects of the identified ICH** | **Contentious aspects** |
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Please use another sheet to extend the table as required.

Identifying the communities, groups or individuals concerned

| **ICH element** | **Communities/groups/individuals** | **Role in relation to enactment, transmission, safeguarding** |
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#### **Session 3**

Identifying value and/or function of the selected ICH: why is it important for the communities, groups and/or individuals concerned?

| **ICH element** | **Importance, value or function** |
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#### **Session 4**

Identifying threats, risks and problems; first ideas for safeguarding activities

| **ICH element** | **Threats/risks** | **Other problems** | **Possible safeguarding activities** |
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#### **Session 5**

Identifying main objectives and expected results for the proposed safeguarding activities

| **Safeguarding activity** | **Main objectives** | **Expected results** |
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#### **Sessions 6-8**

Ordering safeguarding activities (session 6); identifying responsibilities, budgets and resources (session 7); monitoring mechanisms (session 8)

| **Safeguarding activity** | **Responsibilities** | **Resources and budgets** | **Evaluation** |
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#### **Total cost of safeguarding activities**

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Summary of the safeguarding plan, with indication of main objectives and related safeguarding activities

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How has the participation of communities, groups and/or individuals concerned been ensured; how was their consent expressed?

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