

FORM ICH-09

REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE ACCREDITED TO PROVIDE ADVISORY SERVICES TO THE COMMITTEE
1. Name of the organization
Please provide the full official name of the organization, in its original language as well as in French and/or English.
UNIONE NAZIONALE PRO LOCO D'ITALIA (UNPLI) - Italian Union of Pro Loco associations
2. Address of the organization
Please provide the complete postal address of the organization, as well as additional contact information such as its telephone or fax numbers, e-mail address, website, etc This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see item 8).
U.N.P.L.I. (Unione Nazionale Pro Loco d'Italia)
Via Regina Margherita, 21
00055 Ladispoli (RM)
ITALY
Telephone + 39 6 99 22 64 83 - +39 6 99 49 615 - Fax +39 6 99 22 33 48
web site: www.unioneproloco.it - www.patrimonioimmateriale.it
3. Country or countries in which the organization is active
Please identify the country(ies) in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out activities
⊠ national
international (please specify:)
☐ worldwide
☐ Africa
Arab States
☐ Asia & the Pacific
Europe & North America
Latin America & the Caribbean
Please list the primary country(ies) where it is active:
Italy
/0/11

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4. Date of its founding or approximate duration of its existence

Please state when the organization came into existence.

UNPLI came into existence on November 1962.

(art. no. 1 - UNPLI's Statute)

CONSTITUTION

• UNPLI formed with a public act on 10-20-1962 no. 9104/1516 of rep. Dc Valerio Grispigni Manetti notary in Bassano del Grappa, registered in Bassano del Grappa dd. 11-03-1962 to no.693 vol. 130, reunites italian Pro Loco associations and is marked with UNPLI acronym.

5. Objectives of the organization

Please describe the objectives for which the organization was established, which should be "in conformity with the spirit of the Convention" (Criterion C). If the organization's primary objectives are other than safeguarding intangible cultural heritage, please explain how its safeguarding objectives relate to those larger objectives.

Not to exceed 350 words; do not attach additional information

UNPLI with 5.500 Pro Loco associations registered (the first Pro Loco was born in 1881), is the only national landmark of these associations with about 600.000 members.

(art. no. 2 - UNPLI'S Statute)

UNPLI is a no-profit association and can exercise any activity or provide itself with any structure to realize its purposes in range of cultural, environmental, tourist, ecological, natural, social, and in range of solidarity, voluntary work, and youth policy according to European Community's advices.

UNPLI with its central national structure:

- a. coordinates all its peripherals structures;
- b. implements all of the enterprise for Italy's promotion and development in every department, including information and tourism welcome.

UNPLI in its central structure, within its peripherals structures realizes:

- a. coordination for all of Pro Loco's activities;
- b. representation of Pro Loco towards State institution and all of the associations working on an international, national, regional, provincial and municipal level.
- c. protection of Pro Loco's interests
- d. information, consultancy, technical support for Pro Loco associations also with its proper communication and information media.

UNPLI is composed by regional e provincial Committees. It's headed by a National Council composed by 30 components representing Pro loco from every Italian region. Pro Loco associated to UNPLI can manage club for its members.

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Members can join Pro Loco through UNPLI card, a card which also let owners have some important national and regional conventions. UNPLI and Pro Loco's governing board, thanks to specific training projects financed by Department for work and pensions, have a constant support which is very important for the increase of this movement.

UNPLI is the second italian association for the number of volunteers management. Every year more than 1000 volunteers work in Pro Loco's associations carrying out projects about territory promotion and the immaterial cultural legacy protection.

UNPLI works for the safeguarding of intangible cultural heritage with many national projects. UNPLI cooperates with schools, local authorities, educational and research organizations in order to build a network of good practices in the safeguarding of the Italian intangible cultural heritage. UNPLI is the italian association of more than 5.500 Pro Loco (latin, meaning "for the place") associations. Many Italian towns and small cities have a Pro Loco, a civic membership organization, that works with local authority, schools, university and tourism officials to devise ways to enhance the town and attract visitors. Since the birth of first Pro Loco in 1881, this kind of associations also worked for the safeguarding and promotion of the cultural aspects linked to the town or the entire region. The safeguarding of the intangible cultural heritage is tightly linked to UNPLI's objectives. Pro Loco associations are well distributed on the whole italian districts where there are still many living traditions and often they are the only associations that work for the safeguarding and the sustainable promotion of the cultural aspects of these towns.

Every year UNPLI organizes training courses for the volounteers of the Pro Loco associations in order to improve their capacity of management.

6. The organization's activities in the field of safeguarding intangible cultural heritage

Items 6.a. to 6.c. are the primary place to establish that the NGO satisfies the criterion of having "proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains" (Criterion A).

6.a. Domain(s) in which the organization is active

Please check one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, please check "other domains" and indicate which domains are concerned.

⊠ oral traditions and expressions
⊠ performing arts
⊠ social practices, rituals and festive events
⋈ knowledge and practices concerning nature and the universe
⊠ traditional craftsmanship
other domains - please specify:

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6.b. Primary safeguarding activities in which the organization is involved

Please check one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, please check "other safeguarding measures" and specify which ones are concerned

identification, documentation, research (including inventory-making)
⊠ preservation, protection
promotion, enhancement
⊠ transmission, formal or non-formal education
⊠ revitalization
other safeguarding measures - please specify:

6.c. Description of the organization's activities

Organizations requesting accreditation should briefly describe their recent activities and their relevant experience in safeguarding intangible cultural heritage. Please provide information on the personnel and membership of the organization, describe their competence and expertise in the domain of intangible cultural heritage and explain how they acquired such competence. Documentation of such activities and competences may be submitted, if necessary, under item 8.c. below.

Not to exceed 750 words; do not attach additional information

UNPLI's departments

Young policy and school - Mr. Angelo Lazzari

Information technology and legal assistance - Mr. Mauro Giannarelli

Culture and territory - Mr. Fernando Tomasello

Organization, programming, SIAE - Mario Barone

Social Clubs, marketing and conventions - Mr. Sebastiano Sechi

Civil Service and training - Mr. Mario Perroti

Library of Civitella d'Agliano - Mr. Marco Pacella

Publishing, Information, Europe - Mr. Claudio Nardocci

The President is Claudio Nardocci.

Secretariat: Mrs. Francesca Faviere - Mrs. Edi Florian - Mr. Valerio Bruni

Project manager: Mr. Gabriele Desiderio

Collaborators: Mr. Riccardo Ponzi - Mrs. Laura De Meis - Mr. Luca Caroselli - Mrs.

Alessandra Alpini

The staff that works on the intangible cultural heritage is leaded by Gabriele Desiderio, with a degree in contemporary history at "La Sapienza" in Rome. He's the responsable of the projects on the intangible cultural heritage. He worked with many anthropologists

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in order to go in to more depth in the knowledge of the cultural heritage. He has a great experience for working on field with many visits in all the italian regions. Luca Caroselli and Riccardo Ponzi are technicians with more than 4 years of experience in filming, photografy and editing images.

In the last 7 years UNPLI worked for the safeguarding of intangible cultural heritage with different national projects ("Aperto per Ferie" and "Sos Patrimonio Culturale Immateriale". The last project of UNPLI is "Abbraccia l'Italia", under the sponsorship of the Italian National Commission of UNESCO, which objectives are: safeguarding the italian intangible cultural heritage; ensuring respect for the intangible cultural heritage of the communities, groups and individuals concerned; raising awareness at the local, national and international levels of the importance of the intangible cultural heritage. UNPLI founded a unique Library in Italy (Bibliomediateca di Civitella d'Agliano) in which is collecting documents (book, dvd, cd, etc...) and interviews about the italian intangible cultural heritage. The personnel is composed by 8 persons. The projects are followed by a staff composed by 4 person that make the following activities:

- a. In according with the regional committee, select the italian localities (at least one for each region) for the activities
- b. the staff visits the localities in order to: make interviews linked to the intangible cultural aspects of the territrory; take pictures of the people, of the tools and the manufactured products; collect all the material (book, cd, dvd) produced by the inhabitants on their own cultural heritage (rites, traditions, events, songs, proverbs, legends)
- c. the staff cooperates with the local schools in order to promote researches about the local traditions
- d. make aware the local authorities about the great importance of the intangible cultural heritage and promote

UNPLI created an on-line database where is collecting interviews and documents about all the domains of the italian intangible cultural heritage. The link is the following http://www.youtube.com/user/ProgettiUNPLI. The website of the project is: www.abbraccialitalia.it

7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners

The Committee will evaluate whether NGOs requesting accreditation "cooperate in a spirit of mutual respect with communities, groups and, where appropriate, individuals that create, maintain and transmit intangible cultural heritage" (Criterion D). Please briefly describe such experiences here.

Not to exceed 350 words: do not attach additional information

The national federation of 5.500 Pro Loco associations is a great resource for the collection and the safeguarding of the italian cultural intangible heritage.

UNPLI makes coordination between the Pro Loco activities for the safeguarding of the intangible heritage and promote the networking and the exchange of best practices beetween the localities involved in the national project activities.

The field in which UNPLI is working are the identification, documentation, research,

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preservation, portection, promotion and transmission through formal and non-formal education (as indicated in the Convention for the safeguarding of the intangible cultural heritage) especially for traditional musics (popular and religious), knowledge about nature and universe (with farmer and people living in peripheral communities), traditional medicine, handcrafts and languages.

UNPLI works closely with local cultures because Pro Loco associations are well ramificated on the whole national territory.

UNPLI is cooperating also with Universities, municipalities and local authority in order to raise awareness of the importance of the intangible cultural heritage. UNPLI always worked in a spirit of mutual respect with communities, groups and individual. The reason of this way of working is due to the nature of the Pro Loco associations that are expression of the local communities. In every town where Pro Loco exists all the population is involved in the organization of events or rites. UNPLI improve and support the Pro Loco activity for the promoting and safeguarding of rites, traditions, events and handicraft throught its national projects. Every Pro Loco involved in these national projects are invited to cooperate with the local authorities and the other associations of the territory and to involve the individuals in their activities. UNPLI aims to share the questions from its research on intangible cultural heritage management and policy implementation thus making its experience available for the development of pioneering projects.

8. Documentation of the operational capacities of the organization

The Operational Directives (paragraph 94) require that an organization requesting accreditation shall submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated into French or English whenever possible if the originals are in another language. Please identify supporting documents clearly with the item (8.a, 8.b or 8.c) to which they refer.

8.a. Membership and personnel

Proof of the participation of the membership of the organization, as requested under Criterion E (i), may take diverse forms such as a list of directors, list of personnel and statistical information on the quantity and categories of members; a complete membership roster usually need not be submitted.

Please attach supporting documents.

8.b. Recognized legal personality

If the organization has a charter, articles of incorporation, by-laws or similar establishing document, a copy should be attached. If, under the applicable domestic law, the organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

Please attach supporting documents.

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8.c. Duration of existence and activities

If it is not already clearly indicated from the documentation provided for item 8.b, please submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Please provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in item 6.c. Supplementary materials such as books, CDs or DVDs, or similar publications cannot be taken into consideration and should not be submitted.

Please attach supporting documents.

9. Contact person for correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request. If an e-mail address cannot be provided, the information should include a fax number.

Mr. Gabriele Desiderio

U.N.P.L.I. (Unione Nazionale Pro Loco d'Italia)

Via Regina Margherita, 21

00055 Ladispoli (RM) - ITALY

Telephone 06 99 22 64 83 - 06 99 49 615 - Fax 06 99 22 33 48

E-mail: gabriele.desiderio@unpli.info

10. Signature

The application must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

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Name: Mr. Claudio Nardocci

Title: President

Date: 28th June 2010

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Signature:

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Estratto del verbale di Assemblea

Nei giorni 26-27-28 settembre 2008 a Montesilvano (Pe) si è svolta l'Assemblea Ordinaria Elettiva dell'Unione Nazionale delle Pro Loco d'Italia – UNPLI.

Sono stati accreditati nº 418 Delegati in rappresentanza di tutte le Pro Loco Italiane in regola con il versamento delle quote associative relative agli anni 2007 e 2008.

Di questi 409 hanno votato determinando il rinnovo di tutti gli Organi Centrali.

Sono stati proclamati eletti:

Presidente Nazionale - Nardocci Claudio - Lazio

Consiglio Nazionale:

- 1. Scopinaro Giovanni Abruzzo,
- 2. De Panfilis Augusto Abruzzo,
- 3. Verde Michelino Basilicata,
- 4. Todaro Francesco Calabria,
- 5. Pezone Franco Campania,
- 6. Lombardi Antonio Campania,
- 7. Borsari Cesare Emilia Romagna,
- 8. Garganelli Virgilio Emilia Romagna,
- 9. Barbina Flavio Friuli Venezia Giulia,
- 10. Fanfoni Ernesto Lazio,
- 11. Scopigli Marina Lazio,
- 12. Lanteri Alessandro Liguria,
- 13. Sparapano Michele Lombardia,
- 14. Tavella Bernardina Lombardia,
- 15. Grossi Giuliano Marche,
- 16. Armenti Michelino Molise,
- 17. Barone Mario Piemonte,
- 18. Verri Bruno Piemonte,
- 19. Braghero Luisella Piemonte,
- 20. Carlà Adelmo Puglia,
- 21. Sechi Sebastiano Sardegna,
- 22. Pinna Ugo Sardegna,
- 23. La Spina Antonino Sicilia,
- 24. Lo Gatto Nicola Toscana,
- 25. Simonini Carla Toscana,
- 26. Pederzolli Armando Trentino,
- 27. Matteucci Euri Aristide Umbria,
- 28. Calgaro Pericle Valle d'Aosta,
- 29. Follador Giovanni Veneto,
- 30. Masetto Roberto Veneto.

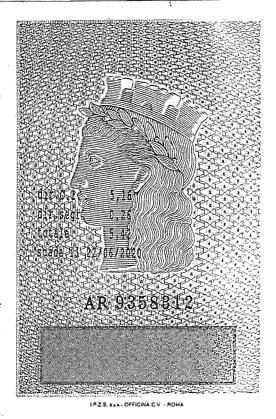
Collegio Nazionale dei Revisori dei Conti:

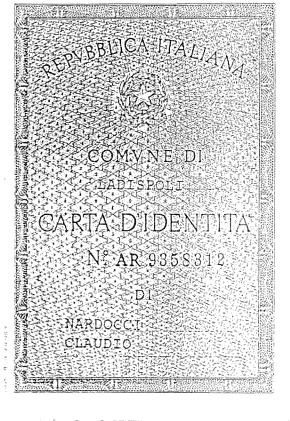
- 1. Colombino Giorgio Presidente Sardegna,
- 2. Oliverio Salvatore effettivo Friuli Venezia Giulia,
- Chiti Alessandro effettivo Toscana.
- 4. Cascarano Michele supplente Puglia,
- 5. Savatteri Paolo supplente Sicilia.

Collegio Nazionale dei Probiviri:

- 1. Morelli Alfredo Presidente Umbria,
- Flora Francesco effettivo Campania,
- Pocobello Elio effettivo Valle d'Aosta,
- Giorgi Sergio supplente Marche,
- 5. **Bossone Moreno** supplente Piemonte.

Segreteria Generale UNPLI Rag. Roberto Prescendi





Cognome NARDOCCI
Nome CLAUDIO
nato il 10/07/1954
(atto n. 24 P. I. S.)
a CERVETERI (RM).)
Cittadinanza ITALIANA
Residenza LADISPOLI
Via VIA OLMETTO 14/A
Stato civile CONJUGATO
Professione IMPRENDITORE

CONNOTATI E CONTRASSEGNI SALIENTI
Statura 1.72
Capelli BRIZZOLATI
Occhi VERDI
Segni particolari



UNPLI NATIONAL STATUTE

TITLE I - CONSTITUTION AND PURPOSES

Art. 1 - CONSTITUTION

- UNPLI formed with a public act on 10-20-1962 no. 9104/1516 of rep. Dc Valerio Grispigni
 Manetti notary in Bassano del Grappa, registered in Bassano del Grappa dd. 11-03-1962
 to no.693 vol. 130, reunites italian Pro Loco associations and is marked with UNPLI
 acronym.
- UNPLI is a non-party and ideology free association.
- UNPLI is composed by a national central structure and by peripherals regional structures besides others structures provided by singles Regional Regulations.
- UNPLI has its institutional center in Rome and its operative center in the pro tempore President's place of residence.
- A possible office's relocation doesn't involve any statute's modification.

Art. 2 - SOCIAL OBJECT

- UNPLI is a no-profit association and can exercise any activity or provide itself with any structure to
 realize its purposes in range of cultural, environmental, tourist, ecological, natural, social, and
 in range of solidarity, voluntary work, and youth policy according to European Community's
 advices.
- 2.2 UNPLI with its central national structure function as:
- coordinator for all its peripherals structures;
- implementing all of the enterprise for Italy's promotion and development in every department, including information and tourism welcome.
- 2.3 UNPLI in its central structure, within its peripherals structures realizes:
- · coordination for all of Pro Loco's activities:
- representation of Pro Loco towards State institution and all of the associations working on an international, national, regional, provincial and municipal level.
- protection of Pro Loco's interests
- information, consultancy, technical support for Pro Loco associations also with its proper communication and information media.

Art. 3 - MEMBERS: QUALIFICATION'S ACQUISITION AND LOST. RIGHTS AND DUTIES

- The member qualification can be obtained by all the Pro Loco associations regularly formed respecting the legislation as well as the UNPLI constitution
- A Pro Loco join to UNPLI through Regional Committee territorially qualified which
 deliberate the admission after advise with provincial President, if he exists, and verify
 request of an affiliation with equivalents legal acts
- The associative entry is not transmissible and is not revaluable
- In case of rejected propose a Pro Loco can submit the demand to National Council which
 decides for good listening to the Regional Committee opinion.
- Every member has equal right of vote, following the single vote's value, for the appointment
 of managing boards as for eventual statute's modifications and for UNPLI dissolution
 with consequent destination of the eventual patrimony.
- In National Assemblies had right of vote Pro Loco which cashed the social annual quote, in the past and before the day of the Assembly of current year.
- In peripherals Assemblies can vote all the Pro Loco associations which pay the speig

amount for the past year and within the end provided from Statute of peripheral structures and, however, before the day of the Assembly of current year.

- Members have right to all the information from UNPLI.
- Members have to observe statute's rules and everything is decided by UNPLI, and to pay the annual social amount decided by National Council.
- The member title can be lost for:
- Resignation from UNPLI
- Dissolution of Pro Loco
- Exclusion from UNPLI for default or after a disciplinary action
- A Pro Loco dissolution must be ensured by Regional Committee territorially competent
- Members in arrears to keep their affiliation seniority to UNPLI have to pay previous amounts to a max of 2 consecutive years. After this day the member can be automatically excluded from UNPLI, by the Regional Committee.
- Disciplinary action's exclusion of a Pro Loco can be assumed from Regional Committee when the UNPLI statute's in-observance is determined.

TITLE II – CENTRAL STRUCTURE Art. 4 – CENTRAL ORGANS

- 4.1 UNPLI Central Organs are:
- · National Assembly,
- National Council
- Executive Committee
- President
- · National Board of Auditors
- National Board of Arbitrators
- 4.2 All the elective posts inside UNPLI last for 4 years and in the end of the 4th year must be renewed, also if the post is been taken in the same four-month period.
- 4.3 Boards members decay and aren't re-eligible for the current mandate when doesn't attend to three consecutive meetings, except justified obstacles and accepted by National Council.
- 4.4 Council members, or Committee members, as of any other elective office in UNPLI, are automatically no longer in force if their Pro Loco is not regularly affiliate to UNPLI, which grant the right to vote.

Art.5 - AUXILIARY ORGANS

- 5.1 Auxiliary Organs are tools which UNPLI found for the better realization of its own purposes. They are:
- Departments;
- Commissions
- Commissioner ad acta
- Honorary post

Title III – PERIPHERAL STRUCTURE Art. 6 – PERIPHERAL ORGANS



- 6.1 Peripherals Organs in UNPLI are:
- Regional Committee;
- · Provincial Committee;
- · Consortiums, Districts, Pro Loco's Areas;
- · Other types of peripherals structures as long as they are approved by UNPLI.
- 6.2 Regional Committees are the most important components for the UNPLI structure. UNPLI just credit one Regional Committee for every Region.
- 6.3 In the Regional Committee denomination are included also Committee about autonomous provinces.
- 6.4 Provincial Committee and all the others peripherals structures, if they exist, make reference to their Regional Committee.
- 6.5 Every peripheral organ have to observe 4.2 article.

Art. 7 - DUTIES

- 7.1 Every UNPLI's peripheral structure has its own financial autonomy, with the obligation to draw an annual final balance, formed by property situation and from profit count approved and subscribed in respect of all the UNPLI central organs resolutions.
- 7.2 These structures have to:
- · Represent Pro Loco's associated interests behalf public and private institutions in the peripheral area
- · Be coordinator structure, applying at least locally an efficient administrative office
- · Activate consultancy service, promotion and assistance for Pro Loco associations

Art. 8 - ATTAINMENTS

- 8.1 Regional Committees have to send to UNPLI, in time, a copy of:
- The convocation of every Regional assembly
- · Of the verbal of the Regional Assembly
- · Of the budget plan
- · Of the ationnnual final balance formed by patrimonial situation and economic account
- · Of the Regional statute and the Regional Settling and eventual modification
- 8.2 This documentation must be sent, also to any sub-regional structures to competent Regional Committee.

Title IV – CENTRALS NATIONAL ORGANS Art, 9 – NATIONAL ASSEMBLY

- 9.1 National Assembly is the sovereign organ of UNPLI and determines its political association lines and its strategic points.
- 9.2 National Assembly decisions are binding for every member and Every UNPLI structure.
- 9.3 National Assembly can be ordinary or extraordinary.
- 9.4 National Assembly:
- a) approves UNPLI general scopes
- b) elects National President
- c) proclaims National Council members ratifying National Councilors elections by every single regional assembly

- d) elects National Board members auditor
- e) elects National Board of Arbitrators members
- f) approves Statute's modifications suggested
- g) takes decisions about the possible UNPLI's dissolution and liquidation deciding about heritage destination and the Liquidator Commissioners election
- h)discusses about arguments proposed by National Council communicated to every Regional council in 60th days before the Assembly day
- i) approves electoral regulation
- 9.5 National Assembly is formed by delegates elected in Regional Assembly and they're picked 1 every 10 Pro Loco registered or more than 5 and they have a vote right according to art. 3 c. 6. To National Assembly can assist every Pro Loco registered to Unpli.
- 9.6 National Assembly can be reunited extraordinarily every 4 years to stipulate lines and elect UNPLI's National Organs.
- 9.7 National Assembly can be reunited extraordinarily in accordance with National Council or at least 1/3 of UNPLI's Regional Committees.
- 9.8 In National Assemblies are not admitted proxies.
- 9.9 National Assembly, ordinary or extraordinary, is developed in first convocation with the presence of half plus 1 of polling delegates and in second convocation, at least 1 hour later, whichever is the delegate's polling number presents, excepted if something different is provided by this Statute (art.21-22)
- 9.10 Assembly decisions are valid for polling's simple majority, not to mention abstainers.

ART, 10 - NATIONAL COUNCIL

- 10.1 National Council is composed by National President elected by 30 advisors and democratically elected in regional assemblies in proportion to pro loco's number associated protecting the right of delegation—for every regional committee and according to regulation's rules approved by National Assembly as in the art. 9.4.
- 10.2 National council is summoned by President with a simple letter including the agenda, the localtio, the day and the hour of the summit
- 10.3 In case of rush is accepted the telegraphic convocation or through email as soon as possible.
- 10.4 National council join together 3 times in a year or when President wants or asks to 1/3 of his components. In this last case meeting must happen in 30 days.
- 10.5 National Council meeting is valid in first convocation with the majority of his components in second convocation, 1 hour later, with the presence of 1/3 of components.
- 10.6 National council has exclusively function of direction and control on the entire association and exercises these duties:
- a) announces the National assembly ordinary and extraordinary
- b) deliberates the realization of guidelines for the reaching of purposes determined by National Assembly developing the programming
- c) determinates new guide lines between a national assembly and another
- d) deliberates rules order's norms
- e) deliberates intervention's enterprises and necessary behaviors on matters and events of every country that interests pro loco's activities with politics, socials, and public opinion
- f) approves budget plan, with activities program, within 31 december of the past year and the balance sheet within 31 may.

(The statute is composed by more than 20 articles. Here we have translated the most relevant articles)