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| The Minutes of the 7th Governing Board Meeting  of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region  under the auspices of UNESCO |



**27 October 2015**

International Information and Networking Centre for Intangible Cultural Heritage

in the Asia-Pacific Region under the auspices of UNESCO (ICHCAP)

**The Minutes of the Seventh Governing Board Meeting**

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| **Agenda Number** | No.1-2 | **Recorders** | | | Nayoung Jung  Michael Peterson |
| **Agenda Title** | 1. 2016 Work Plan and Budget  2. Appointment of Governing Board Members and Auditor | | | | |
| **Venue** | EIU Hall, APCEIU, Seoul, Republic of Korea | | | | |
| **Attendance** | Twelve of Thirteen  (Eleven Governing Board Members and One Auditor) | | | | |
| **Absentees** | Dong-gi Kim | | | | |
| **Witnesses in Attendance** | Rong XU  Akio ARATA  Yeonsoo KIM  Shi-yung RYU  Jihon KIM  Jin ZHAO  Jie YUAN  Weixia ZHAO  ICHCAP Section Chiefs and Staff | | | | |
| **Contents of Meeting** | | | | | |
| 1. Opening Speech (Chairperson) 2. Reports on Management  * Comprehensive Report * Changes of the Governing Board Members * Result 6th Governing Board Meeting * Result of the Executive Committee Meetings (6th and 7th) * Feedback from the 5th Governing Board Meeting and Actions Taken * Closing Account for 2014  1. Programs and Activities of 2015 2. Audit Report for 2014 3. Matters of Examination and Approval   Agenda 1. 2016 Work Plan and Budget  Agenda 2. Appointment of Governing Board Members and Auditor | | | | | |
| **Result of the Agenda** | | | | | |
| Original | | | Revised | | |
| **Agenda 1**  2016 work plan and budget  **Agenda 2**  Appointment of new governing board members and auditor.  Jong-sung YANG categorized as one of two representatives of associated or cooperative organizations in the Republic of Korea.  Dong-seok MIN, Secretary-General of KNCU, term expired. | | | | **Agenda 1**  References to three- and five-year projects will be adjusted to reflect a one-year project that serves as wrap-up to the first mid-term plan and/or as preliminary projects for the second mid-term plan  **Agenda 2**  Jong sung YANGcategorized as representative of intergovernmental organizations or NGOs.  Secretary-general or representative of KNCU shall be an ex officio governing board member following a change in the constitution based on a documentary resolution to be issued within the next week. | |
| **Future Considerations** | | | | | |
| To reduce redundancy, the governing board meeting shall be held in December, following the National Assembly passing the budget.  ICHCAP needs to clarify the process of consultation UNESCO for the second mid-term plan.  Work plans for multi-year projects need to be clarified, instead of simply stating the first year, it is important to specify the long-term vision of the project so progress can be more easily tracked.  When stating in “strengthening capacity of member states” in the work plan, ICHCAP needs to more clearly mention the alignment to the Centre’s mandate in information and networking.  Documentary resolution as decided by the governing board to appoint the secretary-general of KNCU as an ex officio member | | | | | |
| **Attachment** | | | | | |
| Meeting Minutes | | | | | |

**I hereby certify that the above information is all true and correct.**

**27 October 2015**

**Approved:**

**Signatures:**

|  |  |
| --- | --- |
| Chairperson | by |
| **Ms Sun-hwa RHA** |
| Vice Chairperson | by |
| **Ms Sung-ja CHOI** |
| Governing Board Member | by |
| **Mr Timothy CURTIS** |
| Governing Board Member | by |
| **Mr Daehyun KIM** |
| Governing Board Member | By |
| **Ms Elnura KORCHUEVA** |
| Governing Board Member | by |
| **Ms Wiendu NUYRANTI** |
| Governing Board Member | by |
| **Mr Sipiriano Nemani RANUKU** |
| Governing Board Member | by |
| **Ms Ling ZHANG** |
| Governing Board Member | by |
| **Mr Mitsuhiro IKEHARA** |
| Governing Board Member | by |
| **Mr Hyun-mook LIM** |
| Governing Board Member | by |
| **Mr Kwon HUH** |
| Auditor | by |
| **Mr Doo-Soo KIM** |

<Appendix >

**Meeting Minutes**

Introductions

Chairperson Rha opens the meeting and states that she will give the chair to the vice chairperson in the afternoon session.

Huh’s comprehensive report

Huh speaks on behalf of ICHCAP and thanks Rha and Curtis as well as other board members and observers for coming. He recognizes and appreciates the work of Dr. Samuel Lee, his predecessor. Also thanks CHA for leading ICHCAP.

Huh gives an overview of projects and activities as well as cooperative work UNESCO, regional offices, NGOs, and C2Centers.

He talks about the importance of relating the mid-term and long-term plans and is planning to establish an advisory board to more effectively perform the activities.

Mr. Choi presents reports on management.

Dr. Park reviews the 2015 programs and activities.

**Chairperson requested opinions from the governing board**

Hyun-mook Lim asked for clarification about the rules for determining who is an ex officio member and an elected members.

Sun-bok Choi said it is stated in the agreement and articles of incorporation, the details are outlined in Article 8.

Tim Curtis asked for clarification about the status of the Director-General being a governing board member.

Sun-bok Choi says that the Director-General is governing board but without voting rights. He referred the question to page 66.

Tim commented that the mid-term plan may not be aligned to the mandates of the Centre as described in the Agreement between UNESCO and the Government of the Republic of Korea.

Dr. Park said that decisions will be made in full after consultations with UNESCO and that the work plan will be further discussed in the afternoon.

Doo-soo kim presents the audit report.

Kwon Huh mentioned the timing of the governing board meeting since we have had documentary resolutions for the past two years.

Hyun-mook Lim asked about having the meeting after the National Assembly finalizes the budget in December.

Tim Curtis said that he would support that decision.

Rha said the secretariat and CHA will discuss the issue and notify the board.

Tim Curtis mentioned the issue of not just the documentary resolutions, but the adding of activities if the budget is increased.

Kwon Huh agreed that we need detailed discussion on projects before going forward with budgets. We do need to adjust the date of the governing board meetings.

Sun-hwa Rha said the secretariat will make recommendations and closes the morning session

**DISCUSSION FOLLOWING THE REPORTS FROM THE SECRETARIAT**

Kwon Huh introduces Sung-ja Choi, the vice chairperson, who will preside over the afternoon session.

Sung-ja Choi opens the afternoon session and puts the 2016 work plan on the table, agenda 1

Seong-Yong Park presented the 2016 work plan and budget.

Sung-ja Choi opens the floor to comments.

Tim Curtis expressed concern about the mid-to long-term strategies being consistent with the mandate by UNESCO in terms of mentioning “strengthening capacity,” which is problematic since it is not related to networking and information.

Seong-Yong Park suggested that we discuss terminology to avoid conflicts with the C2 Centers’ mandate and that the mid-term plan will be further discussed with UNESCO next year.

Tim Curtis stated his understands that this is something that needs more discussion, but just wanted clarification that it is not a formal decision.

Hyun-mook Lim expressed concern about ICHCAP’s timetable since UNESCO’s mid-term plan is based on an eight-year cycle and ICHCAP is only five years.

Seong-Yong Park provided an explanation for why ICHCAP is on the current cycle and said that aligning with UNESCO’s cycle will require further consultations.

Hyun-mook Lim regarding the development of the mid-term plan in 2016, he didn’t see what will be implemented.

Seong-Yong Park stated that the first mid-term plan was approved while maintaining collaboration with UNESCO and the same process is being done for the second mid-term plan. We reported on the center’s mid-term plan but not as a single item as it is related to the entire Centre not just one section.

Tim Curtis mentioned that UNESCO and governing board members should be brought in early in the process to make a clearer. He expressed concern that the five-year project is starting on the last year of the first mid-term plan. And he wanted to know if the governing board approves the plan, does that mean that the entire project is approved for five years or just the 2016 portion of the project, since ICHCAP will not be developing the second mid-term plan until next year.

Sung-ja Choi asked about operating on a five year plan but with one-year.

Kwon Huh mentioned that the first five years were a period of transition. He said that ICHCAP will formulate an advisory board and draft our mid-term plan by next year and will reflect the comments and suggestions made at this governing board meeting.

Tim Curtis highlighted the issues that have been mentioned for several years. ICHCAP often presents a series of one-year projects with no vision of where they fit in over the longer term. We discover that one project is part of a five-year project.

Kwon Huh we don’t have immediate information to apply to longer term projects and develop projects to reflect the needs of member states and we are unable to predict the time schedule.

Seong-Yong Park said that the major projects have been within our first mid-term plan and is part of our long-term plan. There is some overlap with our first and second mid-term plans. We have some difficulty in developing our yearly projects in this field. We have hard situations in developing collaborative relationships with our partners. To overcome these, we developed some three-year and five-year plans.

Akio Arata said that he is also trying to work out a process in a similar manner. One suggestion is for the three- and five-year projects can be adjusted next year based on the second mid-term plan. He also asked about sharing results of meetings and programs because IRCI is also planning projects in the same region and wants to avoid duplication.

Fiji said that ICHCAP has done a lot for the pacific and it can be seen in the region and we are thankful. He suggested an ICH forum themed on natural disasters and climate change and the role of ICH. He also asked about why there is a surplus and about what happens to projects if the budget runs short.

Seong-Yong Park said that ICHCAP will discuss with the C2Centre in Japan regarding activities in the Pacific and notes that ICHCAP has been focusing more on safeguarding in the face of disaster by restoring dormant ICH. He also said that the surplus is a result of exchange fluctuations and as a result of experts being unable to attend meetings. He also said that we must keep our expenses within the budget.

Wiendu Nuryanti expressed some concern of listing Indonesia as a South Asian state rather than a Southeast Asian state.

Tim Curtis said that ICHCAP did a good job with the budget. He also emphasized that UNESCO does not oppose multi-year plans, but is just concerned about transparency and clarification of long-term projects in terms of results-based management.

Fiji asked what internal measures ICHCAP has to measure the success of projects.

Seong-Yong Park said that the performance mechanism is based on the performance indicators and benchmarks as described in the individual sections of the report. We try to develop work plans based on results-based management.

Sung-ja Choi passed the work plan as modified. She puts agenda 2 on the table for discussion.

Sun-bok Choi introduced nominated individuals for the governing board and auditor.

Tim said he was shocked to see that the KNCU was removed from the governing board. He said that natcoms are important because we ask for alignment to UNESCO programs, and NATCOMs play a pivotal role in UNESCO’s strategies. So, we see a removal of a NATCOM to be a removal from UNESCO’s strategies and activities. It is also important to note that ICHCAP does not act on behalf of Korea, the KNCU does.

Sun-bok Choi said that UNESCO was involved according to ICHCAP’s constitution and to make a NATCOM member a permanent member of the board would require an amendment to the constitution.

Elnura Korcheueva also voiced concern about the absence of NATCOM

Hyun-mook Lim asked ICHCAP to consider revising the constitution.

Kwon Huh said ICHCAP will consult with the CHA and will include it as a proposal in the next governing board meeting.

Tim Curtis pointed out that the governing board does have the authority to change the constitution and would like to see the matter resolved.

Daehyun kim supported Tim’s statement of the need for a NATCOM member on the governing board. He said that we need to check the process, and suggested that instead of revising constitution, can we use the existing clause to have fourteen members to add the NATCOM member.

After a brief recess, Syung-ja Choi asked the secretariat to report on the discussions with CHA.

Sun-bok Choi reported that we must look at the due process and that members must submit requests in writing one week before the meeting and suggested to go through a documentary resolution to appoint the secretary-general of KNCU as an ex officio member.

Tim Curtis said that a documentary resolution is acceptable, but asked when it will be issued. We will take care of this and circulate it within the next week.

Daehyun Kim asked whether the secretary-general of KNCU becomes an ex officio member or will ICHCAP add a new clause to the constitution for the exceptions to the extension since there is a matter of when the term started. If it started on 1 November, then there will be an issue since his term will have been expired before the doc resolution has been approved.

Sun-bok Choi said that the term started on 1 November 2011, when ICHCAP held its first governing board meeting.

Daehyeon Kim said it will be okay to adjust the constitution but said the fundamental solution is to amend the agreement accordingly.

Tim Curtis said that this is feasible since there is a renewal of the agreement coming in the near future.

Sun-bok Choi stated that the appointment will be made under a documentary resolution so Jong sung Yang will need to be accepted under a different category, article 7.2.f and Young-sun Kim will be appointed as one of the representatives of associated or cooperative organizations in the Republic of Korea. Article 7.2.e.

Ling Zhang suggested revising the clause as director-general or representative of KNCU.

Tim Curtis supported the notion.

Sung-ja Choi said that for today Mr. Yang and Mr. Kim shall be appointed as board members and there are no objections. As for the member of KNCU, it will go through a documentary resolution. For details, ICHCAP staff members will discuss and forward the documentary resolution.

Sung-ja Choi adopted agenda 2 as modified.

Sipiriano Ranuku offered his thanks to ICHCAP and the governing board and is grateful to have been a part of the ICH safeguarding activities and offers his best regards on behalf of the Pacific.

Sung-ja Choi closed the meeting.