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Intangible Cultural Heritage

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UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION

INTERGOVERNMENTAL COMMITTEE FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE

Second Session
Tokyo, Japan, 3 to 7 September 2007

Item 11 of the Provisional Agenda: Draft Operational Directives for international assistance

CORRIGENDUM

1. Please replace the draft decision contained in document ITH/07/2.COM/CONF.208/11 by the following draft decision:

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/11;
2. Recalling the relevant Articles of the Convention concerning international assistance, in particular Article 7 (g)(ii) and Articles 19-24;
3. Further recalling Resolution 1.GA 7A of the General Assembly;
4. **Submits to the General Assembly for approval the Operational Directives on International Assistance as annexed to this Decision, and recommends that the General Assembly decide that the deadlines for submission of requests for preparatory assistance for the purpose of the 1st inscriptions (2009) shall be the deadlines set out in the transitional timetable adopted by the Committee in its Decision 2.COM.6;**
5. Adopts the Format for Requesting International Assistance as annexed to this Decision.

2. Please replace the table contained in paragraph 13 of annex 1 of document ITH/07/2.COM/CONF.208/11 by the following table:

Budget	Deadline for submission		Authority for approval
Up to USD 10 000	Emergency assistance	At any time	Director-General
	Preparatory assistance	1 September	
	Other assistance	At any time	
Between USD 10 000 and USD 25 000	Emergency assistance	At any time	Chairperson of the Committee
	Preparatory assistance for multi-national requests	1 September	
	Other assistance	1 May	
Over USD 25 000	Emergency assistance	At any time	Committee
	Other assistance	1 May	



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**UNITED NATIONS EDUCATIONAL, SCIENTIFIC
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**INTERGOVERNMENTAL COMMITTEE
FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Second Session
Tokyo, Japan, 3 to 7 September 2007**

Item 11 of the Provisional Agenda: Draft Operational Directives for international assistance

Summary

According to Article 7 (g)(ii) of the Convention, the Committee shall establish objective criteria to be approved by the General Assembly for the granting of international assistance in accordance with Article 22. The Committee shall also, in accordance with Article 22, establish the procedure for examining requests for international assistance, and specify what information shall be included in such requests. Article 21 states that the assistance granted by the Committee to a State Party shall be governed by the operational directives foreseen in Article 7 (e). This document proposes a set of draft operational directives on international assistance, including a procedure for examining requests and criteria for granting such assistance. It also presents a draft application format to be included in the requests.

Decision required: paragraph 5

1. At its first session, the General Assembly of the States Parties to the Convention [*“the General Assembly”*], requested the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage [*“the Committee”*] to submit to it at its second ordinary session for approval, inter alia, the selection criteria referred to in Article 7 (g) of the Convention (Resolution 1.GA 7A).
2. According to Article 7 (g), one of the functions of the Committee is “to examine requests submitted by States Parties, and to decide thereon, in accordance with objective criteria to be established by the Committee and approved by the General Assembly for [...] the granting of international assistance in accordance with Article 22”.
3. Article 22 states that the Committee shall establish the procedure for examining requests for international assistance, and shall specify “what information shall be included in the requests, such as the measures envisaged and the interventions required, together with an assessment of their cost”. According to Article 21, “the assistance granted by the Committee to a State Party shall be governed by the operational directives foreseen in Article 7 and by the agreement referred to in Article 24”.
4. This document proposes a set of draft operational directives that present the procedure for examining requests for international assistance and the criteria for granting such assistance. It is based on the relevant Articles of the Convention and on the experience gained with other UNESCO conventions and programmes, such as the Proclamation of Masterpieces of the Oral and Intangible Heritage of Humanity.
5. The Committee may wish to adopt the following Decision:

DRAFT DECISION 2.COM.11

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/11;
2. Recalling the relevant Articles of the Convention concerning international assistance, in particular Article 7 (g)(ii) and Articles 19-24;
3. Further recalling Resolution 1.GA 7A of the General Assembly;
4. Submits to the General Assembly for approval the Operational Directives on International Assistance as annexed to this Decision;
5. Adopts the Format for Requesting International Assistance as annexed to this Decision.

ANNEX 1: Draft Operational Directives for International Assistance	
Purposes and forms of international assistance	
1.	International assistance provided to States Parties for the safeguarding of intangible cultural heritage is supplementary to national efforts for safeguarding (Article 24.2).
2.	The Committee may receive, examine and approve requests for any purpose and for any form of international assistance mentioned in Articles 20 and 21 of the Convention respectively, depending on the available resources. Priority is given to requests for international assistance concerning: <ol style="list-style-type: none"> a) the safeguarding of the heritage inscribed on the List of Intangible Cultural

	<p>Heritage in Need of Urgent Safeguarding (Article 20 (a));</p> <p>b) the preparation of inventories in the sense of Articles 11 and 12 (Article 20 (b));</p> <p>c) support for programmes, projects and activities carried out at the national, subregional and regional levels aimed at the safeguarding of the intangible cultural heritage (Article 20 (c)).</p>
3.	International assistance as described in Articles 20 and 21 may be granted on an emergency basis as mentioned in Article 22 of the Convention (<i>Emergency assistance</i>).
4.	The Committee may also receive, examine and approve requests for preparatory assistance aimed to help the elaboration of requests for inscription on the lists referred to in Articles 16 and 17 of the Convention and for proposals as referred to in Article 18 of the Convention (<i>Preparatory assistance</i>).
Eligibility and Selection Criteria	
5.	[All States Parties are eligible for requesting international assistance, without prejudice to their obligation to honour their contributions to the Intangible Heritage Fund].
6.	<p>When examining requests for international assistance, the Committee shall take into account the principle of equitable geographical distribution and the special needs of developing countries. The Committee may also take into account whether:</p> <p>a) the request implies cooperation at the bilateral, regional and/or international levels;</p> <p>b) the assistance may have a multiplier effect and may stimulate financial and technical contributions from other sources.</p>
7.	<p>The following criteria will inform the Committee's decision on granting assistance:</p> <p>a) the community(ies)/group(s) and/or individual(s) concerned were involved in the preparation of the request and will be involved in the implementation of the proposed activities, and in their evaluation and follow up;</p> <p>b) the amount of assistance requested is appropriate;</p> <p>c) the proposed activities are well conceived and feasible;</p> <p>d) the project may have lasting results;</p> <p>e) the beneficiary State Party shares the cost of the activities for which international assistance is provided (Article 24.2 of the Convention), within the limits of its resources;</p> <p>f) the assistance aims at building up or reinforcing capacities in the field of safeguarding intangible heritage;</p> <p>g) the beneficiary State Party has implemented previously financed activities, if any, in line with all regulations and any conditions applied thereto.</p>
Procedure for the submission of international assistance requests	
8.	States Parties may submit to the Committee requests for international assistance. Such requests may also be jointly submitted by two or more States Parties.

9.	Requests for international assistance have to be submitted to the Secretariat by using the application form presented in Annex ** of these Operational Directives.			
10.	Requests for preparatory assistance should be received by the Secretariat by 1 September two years before the envisaged examination by the Committee of requests for inscription on the lists of the Convention as foreseen under Articles 16 and 17, or by 1 September one year before the envisaged examination by the Committee of proposals of programmes, projects and activities as foreseen under Article 18.			
11.	The Secretariat shall assess the completeness of the request and may ask for additional information. It shall inform the requesting State(s) Party(ies) about the possible examination dates of the request.			
12.	The Secretariat shall seek evaluation for complete requests over USD 25 000.			
13.	The Secretariat shall submit complete requests to the relevant authority for examination and approval: <i>(In the table below "Other assistance" refers to all assistance other than emergency or preparatory assistance.)</i>			
	Budget	Deadline for submission		Authority for approval
Up to USD 10 000	Emergency assistance	At any time		Director-General
	Preparatory assistance	1 September		
	Other assistance	At any time		
Between USD 10 000 and USD 25 000	Emergency assistance	At any time		Chairperson of the Committee
	Preparatory assistance for multi-national requests	1 September		
	Other assistance	1 May		
Over USD 25 000	Emergency assistance	At any time		Bureau of the Committee
	Other assistance	1 May		Committee
14.	The Secretariat shall communicate the decision concerning the granting of assistance to the requesting party(ies) within two weeks following the decision. The Secretariat shall reach agreement with the requesting party(ies) on the details of the assistance.			
15.	The assistance will be subject to monitoring, reporting and evaluation, as appropriate.			

ANNEX 2: Draft Format for Requesting International Assistance

- States Parties submitting requests for international assistance are encouraged to consult the Secretariat during the preparation of their request. The Secretariat may provide examples of successful international assistance requests.

UNESCO Intangible Heritage Section

International Assistance Requests

1, rue Miollis

75732 Paris cedex 15

France

e-mail: ich-assistance@unesco.org

Tel.: +33 (0) 1456 8xxxx

- If possible, complete this form online and submit it to the abovementioned e-mail address. Send in any case a signed paper copy to the postal address above.
- Please indicate whether the request concerns:

A	<u>Emergency assistance</u> , as indicated in Article 22 of the Convention	<i>Fill out sections 1, 2, 3 and 7 of this format. The information required in the other sections can be submitted at a later stage, if relevant.</i>
B	<u>Preparatory assistance</u> for nominations to the lists of the Convention or for the proposals referred to in Article 18 of the Convention	<i>Fill out sections 1, 2 and 7 of this format. The information required in the other sections can be submitted at a later stage, if relevant.</i>
C	<u>Other assistance</u> , including requests concerning heritage inscribed on the Urgent Safeguarding List, the preparation of inventories and other safeguarding activities.	<i>Fill out all sections of this format.</i>

Section 1: Project Title and Basic Information

1.1	<p><u>Project Title:</u></p> <p><i>If the request concerns part of a larger project, indicate for which part/phase of the project assistance is requested.</i></p>
1.2	<u>Beneficiary State(s) Party(ies):</u>
1.3	<u>Beneficiary community(ies), group(s) or – if appropriate – individuals.</u>
1.4	<p><u>Proposed implementing agency(ies):</u></p> <p><i>Provide the name(s) and contact details of the agency(ies) that may be responsible for implementing the project.</i></p>

1.5	<p><u>Time Frame:</u> <i>Indicate the starting and ending dates of the project. The time frame may also be expressed in terms of duration only.</i></p>
1.6	<p><u>Location(s) of the activity(ies):</u></p>
1.7	<p><u>Co-funding sources, if any:</u></p>
1.8	<p><u>Total amount requested:</u></p>
1.9	<p><u>Previous support from UNESCO or other donors for the same or a closely related purpose, if any:</u></p>
1.10	<p><u>Scope of the activity(ies):</u> <i>Specify: local, national, sub-regional, regional, or international</i></p>
1.11	<p><u>Other sponsors:</u> <i>Indicate any partners providing additional financial or technical assistance, if any</i></p>
1.12	<p><u>Executive Summary:</u> <i>Describe in about 200 words the actual situation, the objectives, the activities and the main expected results.</i></p>
<p>Section 2: Justification and description of activities</p>	
2.1	<p><u>Objectives:</u> <i>Describe in max. 250 words the long term objectives and the specific short-term objectives to which the proposed activity will contribute.</i></p>
2.2	<p><u>Activities:</u> <i>Describe in max. 250 words the key activities to be carried out in order to produce the expected results.</i></p>
2.3	<p><u>Expected results:</u> <i>Describe in max. 150 words the expected results.</i></p>
<p>Section 3: Project management and implementation</p>	
3.1	<p><u>Community involvement:</u> <i>Describe the involvement of the community(ies) or its/their representatives in the preparation and implementation of the project.</i></p>
3.2	<p><u>Partners:</u> <i>Describe, if applicable, co-ordination arrangements with any other partners and their responsibilities in the implementation of the project.</i></p>
3.3	<p><u>Reporting and Evaluation:</u> <i>Describe by whom, when and how reporting and evaluation of the project will be carried out. Standard formats for reporting and evaluation are available</i></p>

	<i>from the Secretariat.</i>
Section 4: Visibility of the project	
4.1	<p><u>Visibility:</u> <i>Describe the means for ensuring the visibility of the project.</i></p>
Section 5: Capacity Building	
5.1	<p><u>Capacity Building:</u> <i>Describe how the project may contribute to building up capacities or strengthening existing resources, for instance in the communities and/or in the implementing agency(ies) concerned.</i></p>
Section 6: Sustainability of the Project	
6.1	<p><u>Sustainability:</u> <i>Describe how the results and benefits of the project will last beyond the end of the project.</i></p>
Section 7: Work Plan and Budget	
7.1	<p><u>Work Plan:</u> <i>Provide a timetable for the proposed activities</i></p>
7.2	<p><u>Budget:</u></p> <ul style="list-style-type: none"> <i>(a) Provide a detailed budget breakdown in USD of the amount requested, by type of cost (i.e. equipment, personnel, etc.) or by activity;</i> <i>(b) Indicate the contribution by the beneficiary State Party, if any;</i> <i>(c) When the overall project benefits from contributions of other funding sources, specify in a separate table the percentage of these contributions to the overall budget of the project.</i>