**The Work Plan and Budget of CRIHAP for FY2014**

(March 2014 to February 2015)

**Part Ⅰ：Work Plan for FY2014**

In accordance with the Medium-Term Development Strategy approved at the First Session of the Governing Board of CRIHAP and the Agreement jointly signed by Chinese government and UNESCO (hereinafter referred to as “Agreement”), the secretariat drafted the work plan for FY2014.

As per the Medium-Term Development Strategy for FY2014-2017(37/c4),and Work Plan and Financial Budget for FY2014-2017(37/C5), the secretariat has made detailed statements on specific basis, progress, content, expected results, and expenses required for each activity.

**1. International Workshops**

In FY2014, in accordance with its core function stated in the Agreement, to contribute to the capacity building on the safeguarding of ICH, CRIHAP will continuously conduct international training activities. Considering the request proposed by relevant countries and regions that have participated in CRIHAP’s training activities in the past two years, in response to UNESCO’s call for localization of the Global Capacity-Building Strategy for the Effective Safeguarding of the Intangible Cultural Heritage in the next stage, CRIHAP will also organize specific training activities.

Main contents of the Work Plan for FY 2014 are as follows:

**1.1 UNESCO Training of Trainers Workshop on the Safeguarding of Intangible Cultural Heritage**

1. The Workshop is listed on the Work Plan for FY2014 considering the following points:

1) Paragraph 04026, Strategic Objective 8,37/c5, UNESCO, “This is to be achieved through demand-driven technical assistance and engagement of local and regional expertise, including the training of experts; and the production and dissemination of training materials and tools, including for policy making, data collection and partnership development.”

2) Article 7.2.2 of the Agreement, “mobilize international and Chinese experts as well as scientific NGOs specialized in the different domains of ICH to work as instructors and advisors of the above mentioned training activities.”

3) Proposals put forward by UNESCO Bangkok Office: In January 2011, the first session of UNESCO Training of Trainers Workshop on the Safeguarding of Intangible Cultural Heritage under the framework of capacity building was successfully organized by CRIHAP. 10 facilitators credited by UNESCO in the Asia-Pacific Region were developed through the Workshop. Considering this, UNESCO Bangkok Office sent CRIHAP a letter in April, 2014, stating its willing to have CRIHAP to organize the UNESCO Training of Trainers Workshop again.

2. Objectives

To promote implementation of UNESCO’s Global Capacity Building Strategy for the Effective Safeguarding of the Intangible Cultural Heritage.

3. Progress

1) According to the proposals put forward by UNESCO Bangkok Office, the time of the Workshop is temporarily set in late August or early September 2014,

2) The venue of the Workshop is temporarily set in Beijing, China.

4. Courses

1) Lecturing—Four categories of workshops under the framework of Capacity Building Strategy.

A. Ratification

B. Implementation

C. Nomination

D. Inventorying

2) Cultural Excursion

To be decided

5. Facilitators and Trainees

1) Facilitators

The facilitators have not yet been decided.

A: Chief in charge of “Capacity Building Strategy”, ICH Section, UNESCO.

B. Facilitators certified by UNESCO

2) Trainees

15 experts and scholars who are proactively involved in the studies and the safeguarding of ICH in the Asia-Pacific region

6. Financial Budget: 450, 000 CNY

7. Expected Result

Assist ICH section of UNESCO and UNESCO Bangkok Office to develop facilitators systematically under the framework of Capacity Building Strategy, to solve the problem of insufficient human resources, and to expand the network of facilitators in the field of ICH.

1) Performance Indicators

Positively participate in the “Training of Trainers” and promote the localization of the Capacity Building Strategy by developing local experts

2) Benchmarks

A. Assist UNESCO to develop 15 facilitators to conduct training activities in the safeguarding of ICH.

B. Organize Cultural Excursions for the experts to study representative Best Safeguarding Practices in the venue of the workshop and surrounding areas.

**1.2 Workshop on the Community-based Documentation and Inventorying for ICH (Cambodia)**

1. The Workshop is listed on the Work Plan for FY2014 considering the following points:

1) Paragraph 04026, Strategic Objective 8,37/c5, UNESCO, “Particular attention will be placed on the further development of capacity building programmes to support the effective implementation of the 2003 and 2005 Conventions at the national level. This is to be achieved through demand-driven technical assistance and engagement of local and regional expertise, including the training of experts; and the production and dissemination of training materials and tools, including for policy making, data collection and partnership development”

2) Article 7.1.2 of the Agreement, “increases the participation of communities, groups and individuals in safeguarding intangible cultural heritage in the Asia-Pacific Region”.

3) Article 7.1.3 of the Agreement, “enhance the capacity of the Asia-Pacific Member States of UNESCO in safeguarding ICH, particularly by strengthening the capacities of concerned personnel”.

4) Proposals put forward by Cambodia

In June 2013, when “Chengdu International Conference on ICH” was held, an official from General Department of ICH Affairs, Ministry of Culture and Fine Arts of Cambodia expressed his willing to have CRIHAP to organize a workshop under the framework of Capacity Building Strategy in Cambodia for provincial officials who are in charge of ICH safeguarding.

2. Objectives

To promote the implementation of Global Capacity Building Strategy for the Effective Safeguarding of the Intangible Cultural Heritage, and help Cambodia to build its capacity on the safeguarding of ICH.

3. Progress

In close cooperation with UNESCO Phnom Penh Office and the Ministry of Culture and Fine Arts of Cambodia, “the Workshop on the community-based documentation and inventorying for ICH” was successfully organized in March, 2014.

4. Courses

1) Lecturing—with the theme on “Inventorying of the ICH”

A. Basic knowledge on the Convention

B. Concepts and techniques for the Inventorying of ICH

C. Approaches to documenting living traditions

D. Approaches to make work plan and budget for the Inventorying of ICH

2) Cultural Excursion

During the workshop, participants made Cultural Excursions to the Sbek Thom troupe of Grandfather Ty Chien and the Siem Reap Arts School.

5. Facilitators and Trainees

1) Facilitators: Mr. Rahul GOSWAMI and Ms.Suzanne OGGE, who are both facilitators certified by UNESCO.

2) Chinese Expert: Mr. Lan Jing, Deputy Director-General of China Art Science and Technology Institute.

3) Trainees: 40 representatives from the Ministry of Culture and Fine Arts, 24 provinces and NGOs of Cambodia.

6. Amount of Training Fee: 370,000 CNY

7. Expected Result

Aiming at specific problems encountered by Cambodia in the inventorying of ICH, through case studies and Cultural Excursions, the Workshop has reached its objectives.

Adhering to the spirit of the Convention, “the participation of communities” was attached great importance in the practices of ICH safeguarding, and bearers and practitioners in the field of ICH were positively involved in the Workshop.

**1.3 Workshop on Inventorying of Intangible Cultural Heritage in the Democratic People's Republic of Korea**

1. The Workshop is listed on the Work Plan for FY2014 considering the following points:

1) Paragraph 04022, Strategic Objective 8,37/c5, UNESCO, with special attention given to Africa, SIDS and LDCs；

2) Paragraph 04026, Strategic Objective 8,37/c5，UNESCO, Particular attention will be placed on the further development of capacity building programmes to support the effective implementation of the 2003 and 2005 Conventions at the national level. This is to be achieved through demand-driven technical assistance and engagement of local and regional expertise, including the training of experts; and the production and dissemination of training materials and tools, including for policy making, data collection and partnership development”

3) Article 7.1.2 of the Agreement, increases the participation of communities, groups and individuals in safeguarding intangible cultural heritage in the Asia-Pacific Region”;

4) Article 7.1.3 of the Agreement, “enhance the capacity of the Asia-Pacific Member States of UNESCO in safeguarding ICH, particularly by strengthening the capacities of concerned personnel;”

5) The Ministry of Culture of the Democratic People’s Republic of Korea through UNESCO Beijing Office expressed its willing to have CRIHAP to conduct a workshop under the framework of Capacity Building Strategy for the practitioners in the field of ICH in the Democratic People's Republic of Korea (hereinafter referred to as “DPRK”).

2. Objectives

To promote the implementation of the Capacity Building Strategy in the Asia-Pacific region

3. Progress

After connecting with UNESCO Beijing Office, the venue of the Workshop has been set in Pyongyang, DPRK, and the time of the workshop will be decided later.

4. Courses

1) Lecturing—with the theme on “Inventorying of ICH”

A. Basic knowledge on the Convention

B. Concepts and techniques for the Inventorying of ICH

C. Approaches to documenting and archiving ICH

D. Approaches to make work plan and budget for the Inventorying of ICH

2) During the Workshop, participants will make Cultural Excursion to relevant places in DPRK, but the specific places for the visit have not yet been decided.

6. Financial Budget: 300, 000 CNY

7. Expected Result

To help DPRK to build its capacity in the safeguarding of ICH

1) Performance Indicators

To introduce the Convention and its basic concepts to the trainees, and enable the trainees to learn specific knowledge on the Inventorying of ICH

2) Benchmarks

A. Enable at least 20 relevant people to participate in the Workshop.

B. Making a summary and analysis on the 3 workshops on Inventorying of ICH: the two that have been successfully organized, and the one which will be held in DPRK, so that to provide cases for better implementation of the Capacity Building Strategy.

**1.4 Workshop on Digital Preservation (Photography) of the ICH**

1. The Workshop is listed on the Work Plan for FY2014 considering the following points:

1) Paragraph 04026, Strategic Objective 8,37/c5, UNESCO, “This is to be achieved through demand-driven technical assistance and engagement of local and regional expertise, including the training of experts; and the production and dissemination of training materials and tools, including for policy making, data collection and partnership development.”

2) Paragraph 04022, Strategic Objective 8, 37/c5, UNESCO “with special attention given to Africa, SIDS and LDCs”.

3) Article 7.2.2 of the Agreement, “mobilize international and Chinese experts as well as scientific NGOs specialized in the different domains of ICH to work as instructors and advisors of the above mentioned training activities”.

4) Proposals put forward by Tonga:

In December 2012, officials of the Ministry of Culture of Tonga participated in “the Workshop on Inventorying” organized by CRIHAP in China. They regarded that China’s practices in safeguarding ICH, especially the experience in documenting and achieving ICH is valuable for their reference. Given that, they sent CRIHAP a letter on March 2013 stating their willing to have CRIHAP to organize a Workshop on Digital Preservation (Photography) of the ICH, so that Tonga may develop its relevant capacity.

2. Objectives

To popularize the techniques necessary for safeguarding ICH, and to build practitioner’s capacity on safeguarding in developing countries in the southern Pacific Ocean

3. Progress

1) After connecting with UNESCO Office for the Pacific States (Apia, Samoa), and confirming with the countries and regions proposed to be invited, the time of the workshop has been temporarily set in July 2014

2) After communicating with Guizhou Centre for the Safeguarding of Intangible Cultural Heritage, the tentative venue for the Workshop has been temporarily set in Miao and Dong Autonomous Prefecture of Guizhou Province.

4. Contents

1) Topics for study and research:

A. Basic knowledge on the Convention for the Safeguarding of ICH

B. Techniques for documentation, archiving and inventorying of ICH

C. Basic knowledge on visual anthropology

D. Photography techniques in use for safeguarding ICH

2) Cultural Excursion

Photo taking of ICH elements in the venue of the workshop.

5. Facilitators and Trainees

1) Facilitators:

A: Facilitators certified by UNESCO in the Asia-Pacific Region

B: Experts from the Center for Visual Anthropology, Chinese Academy of Social Sciences

C: Experts from Institute of Film Studies, Chinese National Academy of Arts

2) Trainees

A. 7 Trainees from 5 countries in the southern pacific region

B. 3 Trainees from the two Special Administrative Regions of Hong Kong and Macao

6. Financial Budget: 600, 000 CNY

7. Expected Result

To develop practitioner’s capacity on documenting and archiving ICH in the Southern Pacific Ocean by organizing workshops on photography。

1) Performance Indicators—Enable countries and regions in the Southern Pacific Ocean to have people who are with a good command of photography and archiving techniques for the safeguarding of ICH through a series of workshops on digital preservation of the ICH.

2) Benchmarks

A. Enable at least 10 trainees to have basic knowledge and techniques for documenting and archiving specific ICH element by organizing this first workshop;

B. Organize a photography exhibition on ICH

**1.5 The Second Workshop on the Safeguarding and Promotion of Traditional Festivals**

1. The Workshop is listed on the Work Plan for FY2014 considering the following points:

1) Paragraph 04026, Strategic Objective 8,37/c5, UNESCO, “Particular attention will be placed on the further development of capacity building programmes to support the effective implementation of the 2003 and 2005 Conventions at the national level. This is to be achieved through demand-driven technical assistance and engagement of local and regional expertise, including the training of experts; and the production and dissemination of training materials and tools, including for policy making, data collection and partnership development”;

2) Article 7.1.2 of the Agreement, “increase the participation of communities, groups and individuals in safeguarding intangible cultural heritage in the Asia-Pacific Region”.

3) Article 7.1.4 of the Agreement, “foster regional and international cooperation for safeguarding ICH”.

4) Proposals put forward by relevant countries: In October 2013, CRIHAP organized the first session of Workshop on “Happy Chinese New Year” and Safeguarding and Promotion of Traditional Festivals. The workshop is a good platform for communication and cooperation among international friends who like Chinese traditional culture and Chinese traditional festivals represented by “Chinese New Year”. Those countries that were not able to participate in this workshop expressed their willing to participate in the second session of the workshop.

2. Objectives

CRIHAP is located in China, the birthplace of “Chinese New Year”. By using this advantage, CRIHAP is willing to enhance communications and cooperation among countries through this Workshop, and to promote the safeguarding and transmission of “traditional festivals”, a typical type of ICH.

3. Progress

1) After consulting with the official, from the Bureau of External Cultural Relations, Ministry of China, who is in charge of the organization of“Happy Chinese New Year” overseas，the time for the Workshop has been temporarily set in October 2014.

2) The venue for the Workshop has not yet decided, but CRIHAP has connected with the relevant provinces in west-south and west-north China, where the customs of celebrating “Chinese New Year” are well preserved.

4. Contents

1) Contents

Topics for study and research:

A. Basic knowledge on the Convention

B. Chinese Traditional Festivals inscribed on the list of ICH.

C. The social value and roles of “Chinese New Year”

D. “Happy Chinese New Year” and cultural communication among countries and regions

E. Safeguarding and transmission of “Chinese New Year” as an ICH element.

2) Cultural Excursion

The temple fair held during Chinese New Year in relevant provinces in west-south and west-north China

5. Participating countries, organizations and personnel

1) Participating countries: 15 countries from south-east Asia, North-east Asia, Central Asia, and Southern Pacific region

2) Participating organizations and personnel：

A. Facilitators certified by UNESCO, and relevant experts in charge of cultural projects

B. Agencies and people in charge of organizing “Happy Chinese New Year” in the Asia-Pacific region.

6. Financial Budget: 680, 000 CNY

7. Expected Result

To provide cases for countries in the Asia-Pacific region to do studies on traditional festivals, to safeguard and transmit traditional festivals

To enhance the capacity of the relevant countries in safeguarding the ICH elements in this domain

1) Performance indicators

Taking “Chinese New Year”, a typical example for “traditional festival”, as A breakthrough point, to enhance communications and cooperations among countries and regions that are willing to transmit this traditional culture

2) Benchmarks

A. Enable at least 40 relevant people to participate in the Workshop.

B. Make a summary and analysis on the two sessions of the Workshop, and make a collection on conference documents and photos.

**1.6 Workshop on the Revitalization Indigenous Architecture and Sustainable Building Skills in the Pacific Region**

1. The Workshop is listed on the Work Plan for FY2014 considering the following points:

1) Paragraph 04022, Strategic Objective 8,37/c5, UNESCO, with special attention given to Africa, SIDS and LDCs；

2) Paragraph 04026, Strategic Objective 8,37/c5，UNESCO, Particular attention will be placed on the further development of capacity building programmes to support the effective implementation of the 2003 and 2005 Conventions at the national level. This is to be achieved through demand-driven technical assistance and engagement of local and regional expertise, including the training of experts; and the production and dissemination of training materials and tools, including for policy making, data collection and partnership development”

3) Article 7.1.2 of the Agreement, increases the participation of communities, groups and individuals in safeguarding intangible cultural heritage in the Asia-Pacific Region”

4) Article 7.1.4 of the Agreement, foster regional and international cooperation for safeguarding ICH.

5) Both UNESCO Office for the Pacific States (Apia, Samoa) and a Fijian expert from the University of the South Pacific expressed their willing to have CRIHAP to organize a workshop on the safeguarding and transmission of the building skills of traditional architecture. After communicating among the three sides, a consensus was reached: to organize a “Workshop on the Revitalization Indigenous Architecture and Sustainable Building Skills in the Southern Pacific Region”.

2. Objectives

To enhance communications and cooperations among the bearers and regions where this skill is still well preserved, and to promote the maintenance and transmission of this skill as an ICH

3. Progress

1) After consulting with UNESCO Office for the Pacific States (Apia, Samoa) and the Fijian expert from the University of the South Pacific, the time of the Workshop has been temporarily set in September, 2014, during the SID’s meeting.

2) As there is a large amount of traditional buildings and building skills in Samoa, the venue of the Workshop has been temporarily set in Samoa.

4. Contents

1) Topics for study and research

A. Basic Knowledge on the Convention

B. Traditional Community and living customs in the Southern Pacific region

C. Evolution of the “Traditional Building Skills” in the Southern Pacific region

D. Revitalization of Traditional Building Skills as an ICH element.

2) Cultural Excursion

During the Workshop, participants will make Cultural Excursions to traditional communities and building projects in Samoa and its neighboring countries.

5. Participating Countries and Personnel

1) 30 practitioners and bearers from 18 countries and regions including Tonga, the Cook Islands, Wallis and Futuna Islands, Tahiti, Niue and Samoa, etc.

2) 4-5 Chinese experts

3) 2 experts who are in charge of cultural projects, World Heritage Committee, UNESCO

6. Financial Budget: 780, 000 CNY

7. Expected Result

Taking traditional building skill as a breaking point for the safeguarding of the ICH of this domain, the Workshop is supposed to promote the transmission and maintenance of these skills.

1) Performance Indicators

To promote communications and cooperations among practitioners and bearers in relevant regions and countries

2) Benchmarks

A. Enable at least 35 relevant people to participate in the Workshop

B. Establish an association of living human treasures who are traditional house builders in the Pacific region.

C. Prepare for the joint nomination of the traditional building skills with relevant countries and regions.

**2.**  **Basic Research and field survey projects**

1. In order to promote the measures and experiences of the best safeguarding practices which are in accordance with the spirit of the Convention and to provide support to specific requirements for field surveys from the training activities, CRIHAP plans to conduct field surveys in the Asia-Pacific region considering the following points:

1) Paragraph 04026, Strategic Objective 8,37/c5，UNESCO, Particular attention will be placed on the further development of capacity building programmes to support the effective implementation of the 2003 and 2005 Conventions at the national level. This is to be achieved through demand-driven technical assistance and engagement of local and regional expertise, including the training of experts; and the production and dissemination of training materials and tools, including for policy making, data collection and partnership development”

2) Paragraph 04028, Strategic Objective 8,37/c5，UNESCO, Enhanced international cooperation to support indicator development/benchmarking, notably through the UNESCO Culture for Development Indicator Suite, and the collection of information, data and best practices to be disseminated through the knowledge management tools system will be essential for their effective monitoring.

3) Article 7.1.3 of the Agreement, “enhance the capacity of the Asia-Pacific Member States of UNESCO in safeguarding ICH, particularly by strengthening the capacities of concerned personnel;**”**

2. Objectives

To make targeted plans for training activities in accordance with the particular requirements and conditions of the beneficiary countries, to improve the capacity on solving problems and meeting challenges encountered in the process of implementing the Capacity Building Strategy at the national level.

To respond to the call of UNESCO: to supplement training materials on new subjects for further implementation of the Capacity Building Strategy, and to apply best safeguarding practices into specific projects of Capacity Building Strategy.

3. Progress

1) The draft work plan for conducting field survey on Ecological-cultural Preservation Area in China has been completed. CRIHAP is temporarily planning to do field surveys in Yunnan, Guizhou,and Sichuan provinces, respectively in September, October and November.

2) The plan making for the field survey in accordance with specific requirements is in process. Researchers of CRIHAP will be sent to do field survey for two times in September 2014: during the preparation meeting for the Workshop on the Revitalization Indigenous Architecture and Sustainable Building Skills in the Pacific Region and when the Workshop is under way.

4. Contents and Approaches

1) Do researches and write reports with a focus on “Best Safeguarding Practices and Safeguarding Experiences”

2) Interview and filed survey

5. Financial Budget: 200,000 CNY

6. Expected Result

1) Performance Indicators

To conduct targeted trainings for the beneficiary countries depending on their particular conditions. To enrich the training materials under the framework of Capacity Building Strategy, and to provide Best Safeguarding Practices and safeguarding experience on the implementation of Capacity Building Strategy

2）Benchmarks

A. Choose one Cultural Ecology Protective Area out of Yunnan, Guizhou and Sichuan provinces respectively to do field survey

B. Build relationships with relevant countries in the Southern Pacific region on field survey.

C. Complete reports on field survey in the Ecological-cultural Preservation Areas.

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**3. Participating in International Exchanges and Cooperation**

**3.1 International Conferences Organized by UNESCO**

**3.1.1 The Fifth Session of the General Assembly of the States Parties to the Convention for the Safeguarding of the Intangible Cultural Heritage of UNESCO**

* Time： 2-5 June, 2014
* Venue： Paris, France（UNESCO Headquarters）

**3.1.2 The Ninth Session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage of UNESCO**

* Time： 24-28 November, 2014
* Venue： Paris, France（UNESCO Headquarters）

**3.2 Meetings Organized by UNESCO Category II Centers**

**3.2.1 The Forth Session of the Governing Board of ICHCAP**

* Time： to be determined
* Venue： Daejeon, Korea

**3.2.2 The Third Session of the Governing Board of IRCI**

* Time： October 2014
* Venue： Sakai, Japan

**3.2.3 Meeting of Category II Centers for Intangible Cultural Heritage in the Asia-Pacific Region**

* Time：7 June, 2014
* Venue：Paris, France（UNESCO Headquarters）

**4. Daily Operation and Management**

**4.1 Governing Board Meeting and the Advisory Committee Meeting of CRIHAP**

**4.1.1 The Third Session of the Governing Board of CRIHAP**

* Time：28 May, 2014
* Venue： Beijing, China

**4.1.2 The Second Session of the Advisory Committee**

* Time： 29 May, 2014
* Venue： Beijing, China

**4.2 Institutional Infrastructure**

In order to improve the work performance, CRIHAP continues to perfect its institutional mechanism and work process; Meanwhile, CRIHAP would cooperate with some provinces concerned in China to establish some training bases.

**Part Ⅱ：Financial Budget for FY2014**

（March 2014-February 2015） .

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| **Source of Funding**  Unit: Yuan (RMB) | | |
| **Appropriation of Chinese Government** | | 5,000,000 |
| **Total** | | 5,000,000 |
| **Expenditure** | | |
| **Category** | **Project Title** | **Amount** |
| **International**  **Workshops** | 3 Workshops under the framework of capacity-building strategy | 1,270,000 |
| Workshops on domains | 2,030,000 |
| **Basic Research and field survey projects** | Field survey and Exchanges in relevant provinces | 200,000 |
| Field survey and Exchanges in relevant countries |
| **International**  **Conferences** | The Fifth Session of the General Assembly of the States Parties to the Convention for the Safeguarding of the Intangible Cultural Heritage | 200,000 |
| The Ninth Session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage | 200,000 |
| The Fourth Session of the Governing Board of ICHCAP | 50,000 |
| The Third Session of the Governing Board of IRCI | 50,000 |
| UNESCO Joint Meeting of Category 2 Centers of the Intangible Cultural Heritage in the Asia-Pacific Region | 100,000 |
| **Daily Operation** | The Third Session of the Governing Board of CRIHAP | 300,000 |
| The Second Session of the Advisory Committee of CRIHAP | 100,000 |
| Website building（the 3rd Phase）and the Translation of documents | 200,000 |
| Administrative Expenses | 300,000 |
| **Total Amount：**5,000,000 | | |

Notes：

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| ① Salary of the secretariat staffs and the Director General (1,098,680 Yuan) are not included in the budget.  ② The office space of 500㎡, daily expenditure, elector and water are provided by the Chinese National Academy of Arts |