

*Prepared by ICHCAP*

**The 2nd Governing Board Meeting  
of the International Information and Networking Centre for  
Intangible Cultural Heritage in the Asia-Pacific Region  
under the auspices of UNESCO (ICHCAP)**

**Working Document**

4 October 2012, Seoul, Korea

## Schedule

<b>I . Introduction of the</b>	15:30
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<b>Governing Board Members and Attendance</b>	15:35
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<b>II . Opening</b>	15:35
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<b>- Opening Speech (Chairperson)</b>	15:40
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<b>III . Report (Secretariat)</b>	15:40
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	16:00
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<b>IV . Audit Report for 2011(Auditor)</b>	16:00
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	16:10
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<b>V . Deliberation and Decision of the Items on Agenda</b>	16:10
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	16:40
	Agenda: Annual Work Plan and Budget Plan for 2013
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<b>VI . Open-Ended Discussion</b>	16:40
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	16:50
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<b>VII . Closing and Photo Session</b>	16:50
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	17:00
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<b>* Banquet</b>	18:00
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	20:00

## I Introduction of the Governing Board Members and Attendance

Classification	Name	Position / Organization
<b>Chairperson</b>	Mr Chan KIM	Administrator / Cultural Heritage Administration of the Republic of Korea
<b>Vice-Chairperson</b>	Ms Dawnhee YIM	Chair / Committee for Safeguarding Intangible Cultural Heritage, the Republic of Korea
<b>Governing Board Member</b>	Mr Timothy CURTIS	Chief / UNESCO Bangkok Office Culture Unit
	Mr Young-Geun PARK	Director General / Heritage Promotion Bureau of Cultural Heritage Administration of the Republic of Korea
	Mr Choong-hee HAHN	Director General / Cultural Affairs Bureau of Ministry of Foreign Affair and Trade of the Republic of Korea
	Ms Adi Meretui Tuvou RATUNABUABUA	Principal Cultural Development Officer / Ministry of Education, National Heritage, Culture & Arts Department of National Heritage, Culture & Arts
	Mr Alisher IKRAMOV	Secretary-General / National Commission of the Republic of Uzbekistan for UNESCO
	Mr Fumiaki KANAYA	Secretary-General / National Institute for Cultural Heritage
	Mr Han-Jie WANG	Director / Division of Multilateral Affairs Bureau for External Cultural Relations Ministry of Culture
	Ms Thi Minh Ly LE	Director / Center for Research and Promotion of the Cultural Heritage of Vietnam (CCH), Vietnam Cultural Heritage Association
	Mr Taeck-Soo CHUN	Secretary-General / Korean National Commission for UNESCO
	Mr Samuel LEE	Director / International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO
<b>Auditor</b>	Mr Doo-Soo KIM	Certified Public Accountant / ShinJung Accounting Corporation

<b>Classification</b>	<b>Name</b>	<b>Position / Organization</b>
<b>Secretariat (ICHCAP)</b>	Mr Seong-Yong PARK	Assistant Director / Bureau of Strategic Programmes
	Mr Sun-Bok CHOI	Chief / Planning and Management Section
	Mr Weonmo PARK	Chief / Information and Research Section
	Mr Deok Soon KIM	Chief / Cooperation and Networking Section
	Mr Kijong PARK	Chief / Information Management Task Force Team
	Mr Seung-Chul BAE	General Affairs Officer / Planning and Management Section
	Mr Woojin AHN	General Affairs Officer / Planning and Management Section
	Mr Michael PETERSON	Copy Editor / Knowledge and Publication Section

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**1. General Information**

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**2. Report on Closing Accounts of 2011**

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**3. Report on the 1st Executive Committee**

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**4. Overall Programme Strategies  
and Operating System for Information Sharing**

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**5. Programmes and Activities of 2012**

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**6. Audit Report for 2011 (Summary Report)**

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# 1 General Information

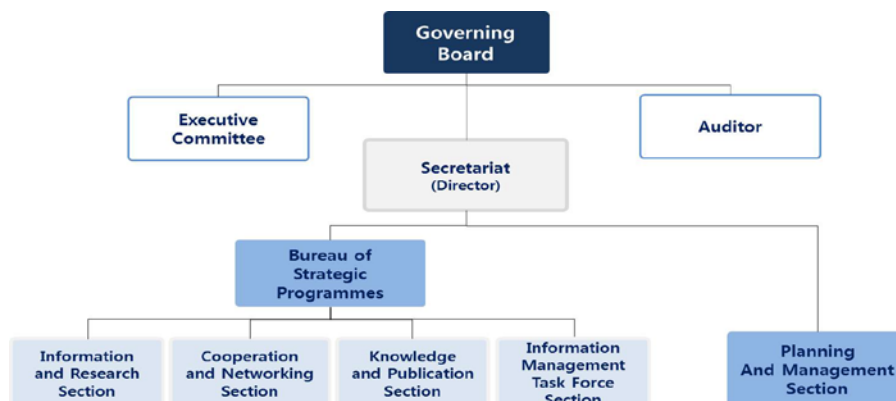
## □ Objectives

- Supporting and promoting ICH safeguarding of the Asia-Pacific region through information and networking
- Contributing to the enhancement of cultural diversity and sustainable development through ICH safeguarding
- Building and strengthening collaboration for ICH safeguarding among Member States, UNESCO, C2 Centres, relevant institutions, and experts in the field
- Promoting international ICH data analysis and using the Centre's role as an ICH information hub

## □ History

2006.09.	Inauguration of the Establishment Initiative for the Intangible Cultural Heritage Centre for Asia-Pacific
2010.06.	The Government of the Republic of Korea and UNESCO signed the Agreement for establishing the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO
2011.04.	Amendment to Article 17-2 of the Cultural Properties Protection Law on the Establishment of the UNESCO Category 2 Centre
2011.07.	Completion of all the legal measures to officially establish ICHCAP
2011.11.	The 1st Governing Board Meeting and Inauguration Ceremony for the Establishment of ICHCAP
2012.01.	Samuel LEE took office as the Director of ICHCAP

## □ Structure



□ **Prescribed and Actual Number of Staff**

Classification	Total	Director	Program Specialist			General Affairs Officer				
			Sub total	Grade			Sub total	Grade		
				1~2	3~4	5~7		1~2	3~4	5~7
<b>Prescribed No.</b>	20	1	14	1	3	10	5	-	1	4
<b>Actual No.</b>	17	1	12	1	3	8	4	-	1	3

\* Additional Temporary Staff: 3

□ **Facilities and Assets**

○ Office: 3rd and 4th floor, National Research Institute of Cultural Heritage, Daejeon, Korea (228m<sup>2</sup>) / (Free leasehold)

○ Assets

(Unit: Thousand KRW)

Total	Equipment	Deposit		Note
		Official Residence	Official Vehicle	
363,399	119,499 (62 types)	239,000	4,900	

○ Books and Materials

Total	Materials	Books	Images	Videos
45,800	200	250	45,000	350

## 2 Report on Closing Accounts of 2011

\* Period: 1 July 2011 to 31 December 2011

○ General Accounts and Official Development Assistance (ODA)

(Unit: Thousand KRW)

Strategic Area	Programmes	Budget	Settled Accounts
<b>Foundation for Information Building and Sharing for ICH</b>	1.1 Identifying ICH in the Asia-Pacific Region	44,045	43,593
	1.2 Supporting ICH Inventory Making and Documentation	61,559	61,450
	1.3 Supporting Restoration and Digitisation of ICH	51,535	51,535
	1.4 Supporting Dissemination of Institutional Safeguarding for ICH	23,930	23,929
	1.5 Developing ICH-Related Digital Contents	5,500	5,500
	1.6 Publishing and Promoting ICH	62,912	62,907
	<b>Subtotal</b>		<b>249,481</b>
<b>Cooperative Network for ICH</b>	2.1 Cooperating with Member States, UNESCO, and other relevant institutions	30,698	30,498
	2.2 Organising Sub-regional Network Meetings	141,119	141,160
	2.3 Building Networks for Experts in the Asia-Pacific Region	89,309	89,063
	2.4 Promoting Community and NGO Participation	36,393	36,393
	2.5 Implementing ICH-Enhancement Projects	28,576	28,576
	2.6 Promoting the Protection of Intellectual Property Rights Relating to ICH Information	34,070	34,070
	<b>Subtotal</b>		<b>360,245</b>
<b>General Operation</b>	3.1 Human Resources Affairs	372,665	372,107
	3.2 Organisation and Management	215,628	215,507
	3.3 Operation of the Governing Board and Executive Committee Meetings	17,613	17,612
	3.4 Computing Management Expenditures	44,822	44,821
	<b>Subtotal</b>		<b>650,728</b>
<b>Total (General Accounts)</b>		<b>1,260,454</b>	<b>1,258,721</b>
<b>Official Development Assistance</b>	4.1 Supporting ICH Safeguarding in developing countries	86,000	86,000
<b>Total (ODA)</b>		<b>86,000</b>	<b>86,000</b>
<b>Grand Total</b>		<b>1,346,454</b>	<b>1,344,721</b>



### 3 Report on the 1st Executive Committee

#### □ The 1st Executive Committee

- Date: 7 September 2012
- Place: National Research Institute of Cultural Heritage, Daejeon, Korea
- Attendance: Five Members of the Executive Committee (one absentee)

#### □ Matters Reported and Resolved

Reported Matters	Resolved Matters
1. General Information	1. Partial Amendment of Rules for Human Resource Affairs
2. Report on Closing Accounts of 2011	2. Partial Amendment of Rules for Payment
3. Overall Programme Strategies and Operating Systems for Information Sharing	3. Partial Amendment of Rules for Travel Expenses
4. Programmes and Activities of 2012	4. Partial Amendment of Office Regulation
5. Annual Work Plan and Budget Plan for 2013	❖ Above detailed information to be distributed in the meeting
6. Audit Report for 2011	

#### □ Notes

- The 2nd Executive Committee is tentatively scheduled to be held in December 2012

□ Programme Strategies

**Performing the Centre's Roles in Information and Networking**

Establishing a Foundation for Information Systems	Establishing Cooperative Networks	Promoting and Raising ICH Awareness	Enhancing of ICHCAP's Competitiveness
<ul style="list-style-type: none"> <li>. Surveying</li> <li>. Supporting Inscription</li> <li>. Digitising</li> </ul>	<ul style="list-style-type: none"> <li>. Exchanging and Cooperating</li> <li>. Operating an Expert Pool</li> <li>. Holding Public Functions</li> </ul>	<ul style="list-style-type: none"> <li>. Promoting the Protection of Intellectual Property Rights</li> <li>. Publishing and Promoting</li> <li>. Producing Digital Contents</li> </ul>	<ul style="list-style-type: none"> <li>. Building Capacity</li> <li>. Diversifying to Secure Budget Funds</li> <li>. Leading Collaboration</li> </ul>

**Long-Term Programmes (2012-2021)**

- Increasing support for information and research activities of Member States to enhance their capacity for safeguarding ICH
- Establishing information system to ensure the effective management of ICH data
- Strengthening international and regional networks to exchange ICH information and knowledge
- Enhancing the visibility of ICH to communities and the general public by developing programmes for raising awareness about ICH

**Medium-Term Programmes (2012-2016)**

- Building databases and developing cooperation programmes for the foundation of information and research on ICH
- Strengthening the ICH cooperation network through building a focal point and an expert pool system
- Promoting ICH and raising awareness of ICH through publications and public relations
- Building an infrastructure to establish an online system of ICH information

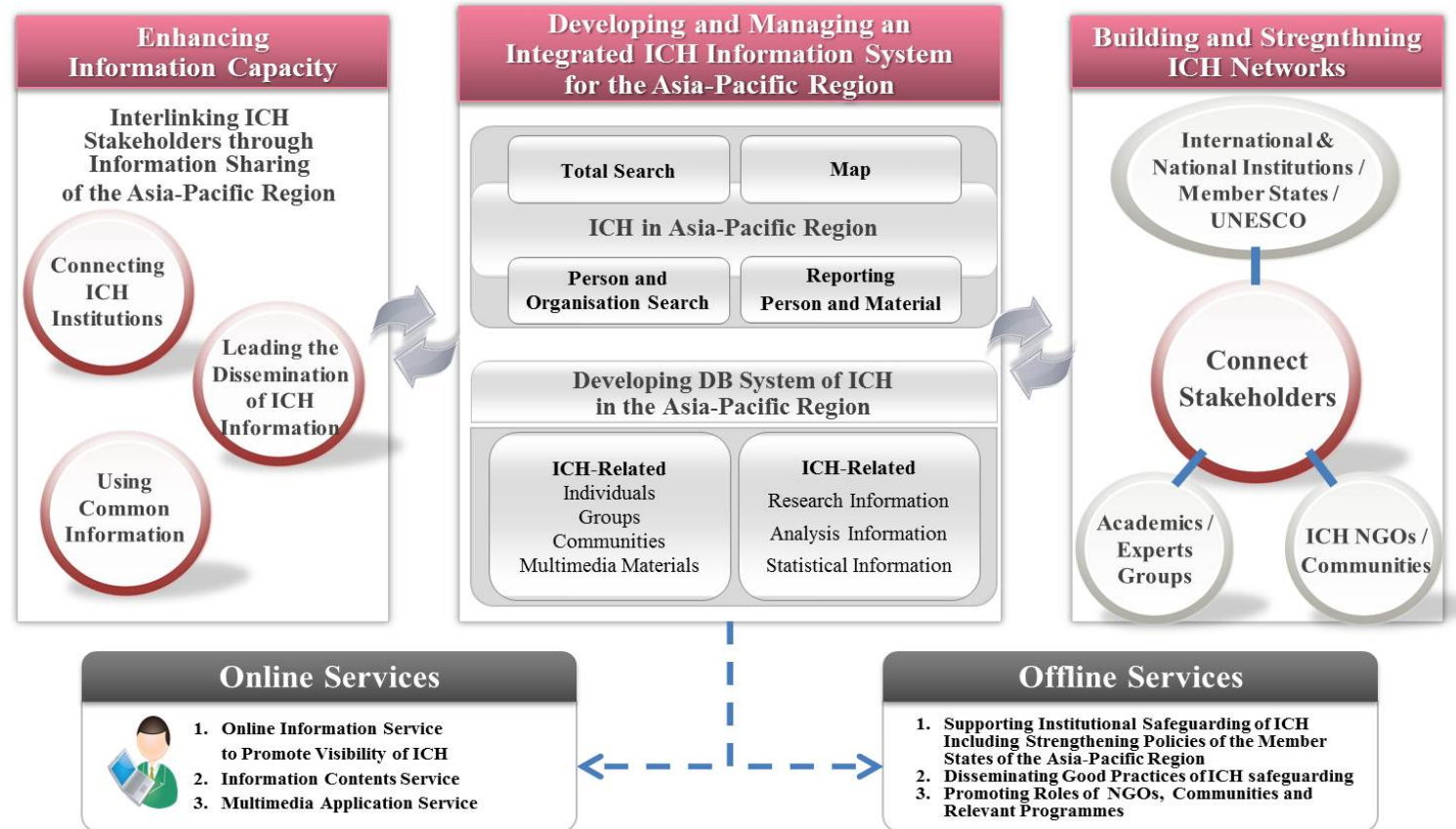
**2013**

- Building databases with collected information data and executing service
- Building online system hardware to implement the information and networking functions of ICHCAP
- Promoting the implementation of the 2003 UNESCO Convention and facilitating the participation of countries
- Strengthening the Centre's main functions through continuing existent programmes and developing new programmes in an innovative way
- Establishing the foundation of collaboration and developing cooperation programmes for Member States, UNESCO, C2 Centres, relevant institutions, and experts in the field
- Enhancing organisational capacity and working efficiency
- Promoting the *Establishing Information Network of ICH in the Asia-Pacific region* and *Initiating IT Techniques* programmes selected as task that enhance national brand value

□ **Operating Systems for Information Sharing**

**ICHCAP**

**International Information and Networking Centre for  
Intangible Cultural Heritage in the Asia-Pacific Region  
under the auspices of UNESCO**



## 5 Programmes and Activities of 2012

### □ Colligation

Strategic Area	Programmes	Activities
<p style="text-align: center;"><b>Building Foundation for Information-Oriented ICH Safeguarding</b></p>	<p>1.1 Collecting Information on the Current Status of ICH Safeguarding in the Asia-Pacific Region</p>	<ul style="list-style-type: none"> <li>· Collect data on ICH safeguarding efforts in target countries</li> <li>· Identify urgent needs and pending issues in the ICH field in each state</li> </ul>
	<p>1.2 Supporting ICH Identification and Documentation</p>	<ul style="list-style-type: none"> <li>· Develop a foundation for information sharing by identifying and documenting ICH safeguarding</li> <li>· Identify ICH in Central Asia using online tools, support field surveys, and develop online programmes</li> </ul>
	<p>1.3 Producing Video Documentation of Asia-Pacific ICH</p>	<ul style="list-style-type: none"> <li>· Work with Vietnamese experts to record high-definition videos</li> <li>· Edit and disseminate multimedia contents for ICH education and promotion purpose</li> <li>· Develop guidelines for ICH video documentation</li> </ul>
	<p>1.4 Restoring and Digitising ICH-Related Data</p>	<ul style="list-style-type: none"> <li>· Assist in restoring damaged ICH-related data</li> <li>· Publish promotional materials using the digitised ICH data to raise public awareness</li> </ul>
	<p>1.5 Assisting Member States in Accessing and Managing Information of ICH Safeguarding Systems and Policies</p>	<ul style="list-style-type: none"> <li>· Provide states with information of ICH safeguarding polices and measures</li> <li>· Support organising expert workshops and conducting field research</li> </ul>

		<ul style="list-style-type: none"> <li>· Publish and disseminate ICH guidebooks for each state</li> </ul>
	<b>Budget</b>	<b>230 million KRW</b>
<b>Establishing Cooperative Networks for ICH</b>	2.1 Developing UNESCO Policy Collaboration and Strategy	<ul style="list-style-type: none"> <li>· Participated in meetings and events related to UNESCO and C2 Centres</li> </ul>
	2.2 Organising Sub-regional Network Meetings	<ul style="list-style-type: none"> <li>· Organised sub-regional network meetings (South-East Asia, Central Asia, and the Pacific)</li> </ul>
	2.3 Establishing International Expert Cooperation Networks	<ul style="list-style-type: none"> <li>· Organised expert meetings for ICH-related organisations and experts</li> </ul>
	2.4 ICH Enhancement Projects for Raising Awareness of ICH	<ul style="list-style-type: none"> <li>· Organised and supporting activities for enhancing ICH visibility among the public</li> </ul>
	<b>Budget</b>	<b>200 million KRW</b>
<b>Raising Awareness and Promoting ICH</b>	3.1 Publishing the <i>ICH Courier</i> (quarterly newsletter) and UNESCO ICH Lists in Korean	<ul style="list-style-type: none"> <li>· Published <i>ICH Courier</i> (vol.11 and vol.12)</li> <li>· Editing back issues of the <i>ICH Courier</i> in Korean and preparing for publication</li> <li>· Completed contracts to publish an ICH guidebook (Philippines) and UNESCO Convention Lists</li> </ul>
	3.2 Promoting Intellectual Property Rights in Relation to Information Materials and Documentation of ICH	<ul style="list-style-type: none"> <li>· Received the interim report of the first year's programmes</li> <li>· Analysing the result report and preparing for publishing a consolidated report</li> </ul>
	3.3 Promoting the Role of ICH Communities and NGOs	<ul style="list-style-type: none"> <li>· Conducting fundamental surveys, analysis, and categorisation on target groups</li> <li>· Developing a database and building a web directory of the collaboration network of the</li> </ul>

		Asia-Pacific region on ICHCAP's website
	3.4 Developing and Distributing ICH-Related Digital Contents	<ul style="list-style-type: none"> <li>· Developing ICH-related multimedia contents using information and communication technology</li> <li>· Developing a database for managing ICH data and a cultural atlas</li> </ul>
	<b>Budget</b>	<b>230 million KRW</b>
<b>Official Development Assistance (ODA)</b>	4.1 Supporting ICH Identification and Documentation for Building ICH Information Capacity	<ul style="list-style-type: none"> <li>· Supporting Member States to establish an information foundation through developing ICH safeguarding system</li> </ul>
	<b>Budget</b>	<b>90 million KRW</b>
<b>Planning and Administrative Management</b>	5.1 Planning and Management	<ul style="list-style-type: none"> <li>· Human resources affairs and organisation management</li> </ul>
	5.2 Operating Governing Board Meeting and Executive Committee Meeting	<ul style="list-style-type: none"> <li>· Organise Executive Committee Meeting</li> </ul>
	<b>Budget</b>	<b>1,361 million KRW</b>
<b>Total</b>		<b>2,111 million KRW</b>

## □ Details

### 1.1 Collecting Information on the Current Status of ICH Safeguarding in the Asia-Pacific Region

- Purpose: Collect relevant information on ICH safeguarding efforts of Member States in the Asia-Pacific region and use the data to develop the Centre's future projects and strategies
- Activities
  - Collecting basic data on ICH safeguarding efforts, including ICH

- inventories, safeguarding systems and polices, and relevant institutes
- Identifying urgent needs and pending issues in the ICH field in each state
- Outcome
  - Selected target countries and concluding contracts on conducting field surveys of ICH safeguarding efforts: Myanmar, Kazakhstan, Palau, and Vanuatu
  - Contacted prospective target countries: Brunei, Malaysia, Iran, and Afghanistan
  - Conducting ICH field surveys in each target country and receiving interim reports (in progress)
- Future Plan
  - Selecting one additional target country: Iran
  - Compiling the final report and publishing report on ICH field surveys

## **1.2 Supporting ICH Identification and Documentation**

- Purpose: Create a foundation for information sharing and enhance ICH identification and documentation in Central Asia using online tools
- Activities
  - Developing a foundation for information building and sharing by identifying and documenting ICH safeguarding at the national or regional level
  - Identifying ICH in Central Asia using online tools, supporting field surveys, and developing online programmes (websites) as a three-year documentation project
- Outcome
  - Promoting the first year programme for four target countries (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan): Preliminary ICH identification and documentation
  - Received the first year report of each target country: Interim reports and result reports
  - Organised a meeting on inventory-making projects in connection

with the Central Asia Sub-regional Network Meeting as follows:

- Date and venue: 23-24 May 2012, Bishkek, Kyrgyzstan
  - Topic: Developing and Online Systems for ICH Inventory Making in Central Asia
  - Adopted the 2012 Action Plan for Execution of the Second Phase of the Project including the following activities:
    - Organising a working group for the development of an online database system(s) for ICH inventorying;
    - Creating, distributing, and operating an open source ICH database system(s) using online tools; and
    - Conducting an onsite survey and inputting data into database system(s) based on tentative ICH inventory
  - Organised groups to promote the second year programme: working group and advisory group
- Future Plan
    - Establish the second year programme plan of each target country and make contracts
    - Conduct field surveys of each target country and develop an online database system

### **1.3 Producing Video Documentation of Asia-Pacific ICH**

- Purpose: Raise awareness and promote ICH visibility in the region by producing documented videos
- Activities
  - Developing video guidelines for documenting
  - Working with Vietnamese experts to record high-definition videos
  - Editing and disseminating educational multimedia contents
- Outcome
  - Organised an expert workshop for documenting the ICH of Viet Nam on 2-3 July 2012
  - Conducted co-documentation with Viet Nam for Ca trù singing on 4-8 July 2012 in Nagi Cau, Hanoi
  - Documented two ICH elements (Water Puppetry of Ra Village and



Cap Sac Ceremony of Then Tay) in Viet Nam by VIM researchers from September 2012 to April 2013

- Future Plan
  - Edit the co-documented video of Ca trù singing by Korea and Viet Nam
  - Support documentation project by Vietnamese experts for two additional elements—water puppetry of Ra village, Cap Sac ceremony of Then Tay—of Vietnamese ICH
  - \* Project contract signed between ICHCAP and the VIM in September.
  - \* Develop a collaborative project on video documentation: Promote the conclusion of an MoU between the Centre and EBS (Educational Broadcasting System, Republic of Korea)

#### **1.4 Restoring and Digitising ICH-Related Data**

- Purpose: Secure resources of superannuated and damaged ICH data and promote ICH visibility through restoration and digitisation
- Activities
  - Assisting in restoring superannuated and damaged data related to ICH in the region
  - Publishing promotional materials using the restored and digitised ICH data to raise public's awareness
- Outcome
  - Examined the current status of analogue data in the Pacific (Solomon Islands) and received ICH-related data for a digitising sample: U-matic videotapes in the Solomon Islands National Museum
  - Received restored sound resource from Mongolia: ten-CD set of Mongolian ICH
- Future Plan
  - Digitise sample materials from the Solomon Islands National Museum
  - Produce Mongolian ICH CD sets in English

## **1.5 Assisting Member States in Accessing and Managing Information of ICH Safeguarding Systems and Policies**

- Purpose: Assist Member States in developing ICH safeguarding policies and measures and disseminate ICH safeguarding system
- Activities
  - Providing Member States with information to develop ICH safeguarding policies and measures
  - Supporting organising expert workshops and conducting field research
  - Publishing and disseminating ICH guidebooks
- Outcome
  - Analysing materials from the ICH field survey in Tonga
  - List of identified ICH elements in Tonga through field works
  - Regulation on management of ICH Committee in Tonga
- Future Plan
  - Continue to conduct a field survey to identify and acknowledge the ICH practitioners of Tonga
  - Publishing a Tonga's ICH guidebook

## **2.1 Developing UNESCO Policy Collaboration and Strategy**

- Purpose: Identify international ICH issues and trends and reinforce collaboration among UNESCO and ICH-related institutions in the Asia-Pacific region
- Activities
  - Participating in intergovernmental meetings and forums organised by UNESCO
  - Participating in forums and events to develop strategies for promoting the implementation of the Convention
  - Participating in steering meetings and governing board meetings in China and Japan for collaboration among C2 Centres related to ICH safeguarding in the Asia-Pacific region
- Outcome
  - Participated in the meetings conducted by C2 Centres:

- Governing Board Meeting of the C2 Centre in China (21 to 24 February 2012, Beijing)
- Meeting of C2 Centres for ICH in the Asia-Pacific Region (27 to 30 April 2012, Bangkok)
- Participated in UNESCO meetings
  - UNESCO Executive Board Meeting (5 to 12 March 2012, Paris)
  - General Assembly of the Convention (4 to 8 June 2012, Paris)
- Participated in a symposium on cultural rights (6 to 14 July, Solomon Islands)
- Future Plan
  - Participate in UNESCO working groups to examine the scale and range of ICH (October 2012, Paris)
  - Participate in the 7th IGC Meeting of the 2003 Convention (3 to 7 December 2012, Paris)

## **2.2 Organising Sub-regional Network Meetings**

- Purpose: Discuss regional task and strategies for sub-regional collaboration regarding the implementation of the 2003 Convention.
- Activities
  - Sharing information on ICH safeguarding efforts and developing cooperative works at the sub-regional level
- Outcome
  - Organised the third collaborative network meeting for safeguarding ICH in the Pacific region (29 February to 1 March 2012, Cook Island)
    - Presentation for safeguarding of ICH in the Pacific region
    - Discussion on building an ICH website of the Pacific region
    - Adopted a recommendation for ICH safeguarding in the Pacific region
  - Organised the third collaborative network meeting for safeguarding ICH in the Central Asian region (23 to 24 May 2012, Bishkek, Kyrgyzstan)
    - Monitoring of the progress of the collaborative project for ICH identification and documentation in the Central Asian region
    - Discussion on developing an online database system(s) for ICH inventorying
  - Organised the first Sub-regional Meeting for ICH in South-East Asia (10 to 12 September, Jakarta)

- Presented the current status and issues of ICH safeguarding in South-East Asia
- Discussed how to strengthen regional collaboration with a focus on information and networking
- Adopted an agenda for collaborating on ICH safeguarding in the region

### **2.3 Establishing International Expert Cooperation Networks**

- Purpose: Organise network programmes for encouraging information sharing and building networks among policymakers and experts in the ICH field in the Asia-Pacific region
- Activities
  - Organising ICH expert network meetings in the Asia-Pacific region
  - Organising domestic an ICH expert network meeting
- Outcome
  - Organised a domestic meeting for ICH-related organisations in Korea to promote ICHCAP's activities (1 January 2012, Seoul, Korea)
  - Organised an ICH safeguarding symposium to discuss new trends and current issues (21 June 2012, Dangjin, Korea)
- Future Plan
  - Organise the 2012 International Conference on ICH Safeguarding (5 to 6 October 2012, Seoul)
  - Organise the Expert Network Symposium of ICH (7 to 9 October 2012, Andong, Korea)

### **2.4 ICH Enhancement Projects for Raising Awareness of ICH**

- Purpose: Raise awareness of the importance of ICH safeguarding to contribute to promoting the visibility of ICH safeguarding activities
- Activities
  - Organising and supporting activities for enhancing ICH visibility among the public

- Outcome
  - Organised an ICH traveling photo exhibition (April 2012, Dangjin, Korea)
  - Conducted a feasibility study on establishing an international award in the ICH field (February 2012)
- Future Plan
  - Sponsor a performance, *2012 One Asia in Dance* to be organised by the Asia Dance and Culture Centre (October, Busan, Korea)
  - Hold consultation meetings to develop further promotional activities in collaboration with various stakeholders in the field

### **3.1 Publication of the *ICH Courier* (quarterly newsletter) and UNESCO ICH Lists in Korean**

- Purpose: Enhance ICH visibility and promote ICHCAP's activities by disseminating information about ICH and issues regarding ICH safeguarding in the Asia-Pacific region
- Activities
  - Publishing the *ICH Courier* in English and Korean (also published on the UNESCO website)
  - Publishing translated books on ICH and guidebooks introducing ICH at the national and regional levels
  - Disseminating other ICH publications to UNESCO Member States, partner organisations, ICH stakeholders, and the general public
- Outcome
  - Published and disseminated the *ICH Courier* volumes 11 and 12
  - Edited back issues of the *ICH Courier* in Korean and prepared for publication
  - Signed a contract and prepared texts and photos for publishing a guidebook on ICH in Philippines
  - Signed a contract and translated contents for publishing the following 2010/2011 UNESCO ICH Lists books in Korean:
    - 2010/2011 Representative List of ICH of Humanity
    - 2010/2011 List of ICH in Need of Urgent Safeguarding

- 2011 Register of Best Safeguarding Practices
- Published a leaflet on 2011 UNESCO ICH Lists in Korean
- Future Plan
  - Publish and distribute the aforementioned three books of the 2010/2011 UNESCO ICH Lists in Korean
  - Publish and distribute *ICH Courier* volumes 13 and 14
  - Publish final reports on the *2011 International Conference* and the *ICH Expert Networking Meeting in the Asia-Pacific Region*
  - Produce French and English versions of the 2010/2011 UNESCO ICH Lists (six volumes)

### **3.2 Promoting Intellectual Property Rights in Relation to Information Materials and Documentation of ICH**

- Purpose: Develop guidelines through field surveys for protecting intellectual property in the process of ICH information building and sharing
- Activities
  - Conducting a field survey on intellectual property issues in the process of ICH information building and sharing
  - Developing guidelines for protecting intellectual property in the process of ICH information building and sharing
- Outcome
  - Received interim reports of the field survey on intellectual property issues in process of ICH information building and sharing
  - Analysed the interim reports and provided feedback for the final report
  - Received and analysed final reports and preparing for publication (in progress)
- Future Plan
  - Publish the report of the field survey on intellectual property issues in the process of ICH information building and sharing
  - Establish plans for developing guidelines on protecting intellectual property rights in the process of ICH information building and sharing

### **3.3 Promoting the Role of ICH Communities and NGOs**

- Purpose: Establishing a cooperative network web directory and database
- Activities
  - Conducting fundamental surveys, analysis, and categorisation on target groups
  - Developing database and building a web directory of the collaboration network of the Asia-Pacific region on ICHCAP's website
- Outcome
  - Collected and analysed fundamental data and established a database on people and organisations
  - Organised a consultation meeting on developing database of individuals and institutions in ICH field (3 September 2012, Daejeon)
- Future Plan
  - Establish an ICHCAP database and web directory

### **3.4 Developing and Distributing ICH-Related Digital Contents**

- Purpose: Contribute to raising public awareness, especially for younger generations, by developing and disseminating ICH-related digital contents
- Activities
  - Developing multimedia contents related to ICH by using information and communication technology
  - Developing a database for managing ICH data and a cultural atlas within the ICH documentation project for the Central Asian region
- Outcome
  - Organised an expert meeting on the methodologies of building ICH information in connection with the Central Asia Sub-regional Network Meeting
    - Date and venue: 24 May 2012, Bishkek, Kyrgyzstan
    - Topic: Establishing a database system and developing cultural

atlas on ICH in the region

- Developed the metadata related to the database system design
- Future Plan
  - Design the database and metadata to manage Central Asian ICH
  - Produce and distribute CDs of ICH sound sources in Mongolia and Uzbekistan through digital restoration (under consideration)

#### **4.1 Supporting ICH Identification and Documentation for Building ICH Information Capacity**

- Purpose: Support Member States in building information-based capacity
- Activities
  - Supporting Member States to establish an information foundation through disseminating ICH safeguarding systems
- Outcome
  - Established a plan for Bhutan and signed a contract on programmes
  - Established a plan for Laos and considering a contract
  - Made contract with GNH Commission of Bhutan (26 July 2012) to conduct the second year programmes in Bhutan (six regions) and hold a workshop for experts and administrators concerned
  - Made contract with Laos to conduct the second year programmes in Laos (29 August 2012)
  - Organised personnel exchange seminar for ICH safeguarding in Myanmar (16 to 22 September 2012, Daejeon and Seoul, Korea)
- Future Plan
  - Conduct field surveys to identify ICH and the holders in target states
  - Support inventory making for target states

**6**

## **Audit Report for 2011 (Summary Report)**

### **□ Purpose**



- Examine the status of the budgetary expenditures of the parent agency from 1 July 2011 to 31 December 2011 (budget)
  - Examine the appropriateness of accounting procedures in accordance with auditing standards of the Republic of Korea (accounting)
- **Applicable Act**
- Rules for establishing and supervising a non-profit corporation concerned with the Ministry of Culture, Sports and Tourism and the Cultural Heritage Administration of the Republic of Korea
  - Audit in accordance with the financial accounting operational rules of the Ministry of Public Administration and Security of the Republic of Korea
  - Audit in accordance with the rules for accounting standards of the Republic of Korea
  - Constitution of ICHCAP
- **Audit Period and Participants**
- Audit Period: 13 August 2012 to 31 August 2012
  - Audit Participants: Doo-Soo KIM, Kwang-Seo PARK, and Min-Kyeong SEO (ShinJung Accounting Corporation)
- **Scope of Audit**
- Examine the status of budgetary expenditures of the parent agency from 1 July 2011 to 31 December 2011 (budget)
  - Examine the appropriateness of the detail expenditures of each area (Foundation for Information Building and Sharing for ICH, Cooperative Network for ICH, and General Operation Expenses)
  - Examine the appropriateness of budget execution
  - Examine the financial condition and status of fiscal management in accordance with the rules for accounting standards of the Republic of Korea
- **Audit Result**
- Income: 1,346,528,448 (KRW), Expenditure: 1,344,245,698 (KRW)

Returned: 2,282,750 (KRW) / Completed the transfer of government subsidies

- Underlying net assets (succeeded from the Cultural Heritage Foundation)

(Unit: Thousand KRW)

Classification	Details	Amount
Equipment	Succeeded at the establishment	60,640,206
Deposit for lease	Succeeded at the establishment	83,000,000
Total		143,640,206

\* The underlying net assets are succeeded from another organisation at the time of establishment, and they will be recognised as depreciation costs or a depletion of assets

- Recognition of expenditure and object assets of post management

(Unit: Thousand KRW)

Classification	Details	Amount
Equipment	Expenditure of 2011	14,415,430
Deposit for lease	Expenditure of 2011	155,000,000
Accrued severance benefits	Expenditure of 2011	21,035,345
Total		190,450,775

\* Audit Report: Attached for Reference

**Agenda  
Annual Work Plan and Budget Plan for 2013**

□ General Accounts

Strategic Area	Programmes	Activities
<p><b>Building Foundation for Information-Oriented ICH Safeguarding</b></p>	<p>1.1 Collecting Information on the Current Status of ICH Safeguarding in the Asia-Pacific Region</p>	<ul style="list-style-type: none"> <li>· Conduct field surveys on the ICH safeguarding status of five Member States in the Asia-Pacific region</li> </ul>
	<p>1.2 Supporting ICH Identification and Documentation</p>	<ul style="list-style-type: none"> <li>· Support documentation of four states in the Central Asian region</li> </ul>
	<p>1.3 Producing Video Documentation of Asia-Pacific ICH</p>	<ul style="list-style-type: none"> <li>· Conduct video documentation on ICH of humanity</li> </ul>
	<p>1.4 Restoring and Digitising ICH-Related Data</p>	<ul style="list-style-type: none"> <li>· Restore ICH-related materials of specialised organisations</li> </ul>
	<p>1.5 Assisting Member States in Accessing and Managing Information of ICH Safeguarding Systems and Policies</p>	<ul style="list-style-type: none"> <li>· Disseminate information to support institutional safeguarding</li> </ul>
<p><b>Establishing Cooperative Network for ICH</b></p>	<p style="text-align: right;"><b>Budget</b></p> <p>2.1 Developing UNESCO Policy Collaboration and Strategy</p> <p>2.2 Organising Sub-regional Network Meetings</p> <p>2.3 Establishing International Expert Cooperation Networks</p> <p>2.4 Strengthening the Capacity of Domestic Experts and Related Organisations</p>	<p><b>200 million KRW</b></p>
		<ul style="list-style-type: none"> <li>· Participate in UNESCO meetings and forums related ICH safeguarding</li> <li>· Organise a steering meetings for C2 Centres</li> <li>· Attend C2 Centres' governing boarding meetings</li> </ul>
		<ul style="list-style-type: none"> <li>· Organise sub-regional meetings in South-East Asia, Central Asia, and the Pacific</li> </ul>
		<ul style="list-style-type: none"> <li>· Organise international expert conferences and forums</li> </ul>
<ul style="list-style-type: none"> <li>· Organise meetings for experts and institutions in the ICH field</li> </ul>		

	2.5 Promoting the Role of ICH Communities and NGOs	<ul style="list-style-type: none"> <li>· Establishing a web-directory on ICH communities and institutions</li> </ul>
	<b>Budget</b>	<b>210 million KRW</b>
<b>Awareness Raising and Promoting ICH</b>	3.1 Publishing the <i>ICH Courier</i>	<ul style="list-style-type: none"> <li>· Publish a quarterly newsletter (Korean, English)</li> </ul>
	3.2 Publishing UNESCO Convention-Related Books and Special Issues	<ul style="list-style-type: none"> <li>· Publish an UNESCO Convention List</li> <li>· Publish an ICH guidebook of member states and booklets on special issues</li> </ul>
	3.3 Promoting Intellectual Property Rights in Relation to Information Materials and Documentation of ICH	<ul style="list-style-type: none"> <li>· Organise an expert forum and explore the possible guidelines on the matter</li> </ul>
	3.4 Developing and Distributing ICH-Related Digital Contents	<ul style="list-style-type: none"> <li>· Making ICH-related digital contents</li> </ul>
	3.5 Publishing White Book and Model Cases	<ul style="list-style-type: none"> <li>· Collect the case studies on good practice and publish a relevant info book</li> </ul>
	<b>Budget</b>	<b>190 million KRW</b>
<b>Developing Integrated ICH Information System of the Asia-Pacific Region</b>	4.1 Developing Integrated ICH Information System of the Asia-Pacific Region (Step 1)	<ul style="list-style-type: none"> <li>· Develop software and build database for integrated ICH information system</li> </ul>
	<b>Budget</b>	<b>220 million KRW</b>
<b>General Operation</b>	5.1 Planning and Management	<ul style="list-style-type: none"> <li>· Human resources affairs and organisation management</li> <li>· Budget and assets management</li> </ul>
	5.2 Operating Governing Board Meeting and Executive Committee Meeting	<ul style="list-style-type: none"> <li>· Organise Executive Committee Meetings and Governing Board Meeting</li> </ul>
	<b>Budget</b>	<b>1,361 million KRW</b>
<b>Total</b>		<b>2,181 million KRW</b>

□ **Special Accounts**

<b>Strategy Tasks</b>	<b>Activities</b>	<b>Status</b>
<b>Pilot Project</b>	Support Collaborative Safeguarding on Shared ICH Elements	<ul style="list-style-type: none"> <li>· Exchange knowledge and information on shared heritage</li> <li>· Identify safeguarding efforts in Member States</li> <li>· Support joint field surveys and documenting work</li> <li>· Assist in building networks of experts on shared heritage</li> </ul>
	<b>Budget</b>	<b>200 million KRW</b>
<b>Official Development Assistance</b>	Support Establishing ICH Information system in Bhutan, Laos, Myanmar, and Tajikistan	<ul style="list-style-type: none"> <li>· Conduct the field surveys on ICH in Bhutan, Laos, and Myanmar</li> <li>· Publish a guidebook of ICH of Bhutan</li> <li>· Organise information workshops on ICH in Myanmar and Tajikistan</li> <li>· Organise evaluation meetings on collaborative programmes in Bhutan and Laos</li> </ul>
	<b>Budget</b>	<b>150 million KRW</b>
<b>Cultural Partnership Initiative</b>	Establish an International Network for ICH	<ul style="list-style-type: none"> <li>· Participate in ICHCAP's programmes</li> <li>· Exchange ICH information and experiences among participants</li> <li>· Promote the networking of experts in the ICH field</li> </ul>
	<b>Budget</b>	<b>65 million KRW</b>
<b>Total</b>		<b>415 million KRW</b>

□ **Total**

<b>Classification</b>	<b>Budget</b>
General Accounts	2,181 million KRW
Special Accounts	415 million KRW
<b>Total</b>	<b>2,596 million KRW</b>

# **International Information and Networking Centre for Intangible Cultural Heritage under the auspices of UNESCO**

**Financial Statements**

**31 December 2011**

The accompanying financial statements have been translated into English solely for the reader's convenience.

ICHCAP maintains its official accounting records in Korean won and prepares statutory financial statements in the Korean language in conformity with the accounting principles generally accepted in the Republic of Korea. Certain accounting principles applied by ICHCAP may not conform to generally accepted accounting principles in other countries. Accordingly, these financial statements are intended for use by those who are informed about Korean accounting principles and practices. The accompanying financial statements have been condensed, restructured, and translated into English from the Korean language financial statements. Some supplementary information attached to the Korean language financial statements but not required for a fair presentation of ICHCAP's financial position, results of operations, or cash flows is not presented in the accompanying financial statements.

## **Independent Auditor's Report**

(English Translation of a Report Originally Issued in Korean)

To the Directors of the Governing Board of  
ICHCAP

We have audited the accompanying statements of financial position of ICHCAP as of 31 December 2011, and the related statements of operation for the year then ended. These financial statements are the responsibility of ICHCAP's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the Republic of Korea. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ICHCAP as of 31 December 2011, and the results of its operations for the year then ended in conformity with the accounting standards for public entities in the Republic of Korea.

Seoul, Korea  
20 August 2012



This report is effective as of 20 August 2012 the audit report date. Certain subsequent events or circumstances, which may occur between the audit report date and the time of reading this report, could have a material impact on the accompanying financial statements and notes thereto. Accordingly, the readers of the audit report should understand that there is a possibility that the above audit report may have to be revised to reflect the impact of such subsequent events or circumstances, if any.

**ICHCAP**  
**STATEMENTS OF FINANCIAL POSITION**  
31 December 2011  
(Korean Won)

	2011
<b>ASSETS</b>	
Current assets	
Cash and cash equivalents (Note 3)	₩ 1,346,528,448
Government subsidies	(1,346,528,448)
	-
Total current assets	-
Equipment, net (Note 4)	75,055,636
Accrued severance benefits (Note 5)	21,035,345
Guarantee deposits	238,000,000
	-
Total assets	₩ 334,090,981
 <b>LIABILITIES AND NET ASSETS</b>	
Current liabilities	-
Non-current liabilities	-
Net assets	
Underlying net asset	143,640,206
Reserves and surplus (Note 6)	190,450,775

Total net assets	<u>334,090,981</u>
Total liabilities and net assets	<u>₩ 334,090,981</u>

The accompanying notes are an integral part of these financial statements.

**ICHCAP**  
**STATEMENTS OF OPERATION**  
For the year ended 31 December 2011  
(Korean Won)

	2011
Income	₩ 1,346,528,448
Project costs (Note 7)	694,747,745
Administrative expenses	459,596,455
Non-operating income:	
Interest income	179,277
Others	370,000
	549,277
Non-operating expenses	-
Transfer within the treasury (Note 3)	2,282,750
Surplus from operating activities	₩ 190,450,775

The accompanying notes are an integral part of these financial statements.

**ICHCAP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
31 December 2011

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**1. ICHCAP**

The International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (hereinafter ICHCAP) was officially established on 1 July 2011. Previously, ICHCAP was approved as a UNESCO Category 2 Centre at the 35th UNESCO General Conference in 2009, which then led to the process of completing the legal formalities to amend domestic laws. Based on the spirit of the Convention for the Safeguarding of the Intangible Cultural Heritage (2003), ICHCAP makes efforts to contribute to safeguarding intangible cultural heritage in the Asia-Pacific region by applying two specialised functions—information and networking

The following is general information on ICHCAP.

(1) Location: 132 Munji-ro, Yuseong-gu, Daejeon, Republic of Korea

(2) Scope of Services:

- Supporting and promoting ICH safeguarding of the Asia-Pacific region through information and networking
- Contributing to the enhancement of cultural diversity and sustainable development through ICH safeguarding
- Building and strengthening collaboration for ICH safeguarding among Member States, UNESCO, C2 Centres, relevant institutions, and experts in the field
- Promoting international ICH data analysis and using the Centre's role as an ICH information hub

(3) Director: Samuel Lee

(4) Equity: ICHCAP was established with 144 million won succeeded from the Cultural Heritage Foundation. And ICHCAP returns annually the remaining income to the Cultural Heritage Administration at the end of the fiscal year.

## **2. Summary of Significant Accounting Policies**

ICHCAP maintains its official accounting records in Korean won and prepares statutory financial statements in the Korean language in conformity with the accounting standards for public entities in the Republic of Korea. The financial statements have been condensed, restructured, and translated into English from the Korean language financial statements. Certain accounting principles applied by ICHCAP that conform with financial accounting standards and accounting principles in the Republic of Korea may not conform with generally accepted accounting principles in other countries. Accordingly, these financial statements are intended for use by those who are informed about Korean accounting principles and practices. The significant accounting policies followed by ICHCAP in the preparation of its financial statements in accordance with accounting standards for the Republic of Korea are summarised below.

Meanwhile, financial statement of ICHCAP will be approved by the Board of Directors (BOD) on 4 October 2012.

### **(1) Configuration of Assets and Liabilities**

The assets of the agency consist of current assets, investments, tangible fixed assets and other non-current assets.

### **(2) Statements of Operation**

Statements of operation indicate changes of the net assets and its configuration. Statements of operation consist of government subsidies, project expenses, operating expenses, non-operating revenue, and transfer of government subsidies.

### **(3) Revenue Recognition**

ICHCAP recognises revenue when it has been assigned the budget from the parent agency.

### **(4) Cash and Cash Equivalents**

ICHCAP considers short-term deposits with maturities of three months or less on acquisition date to be cash equivalents.

### **(5) Tangible Fixed Assets**

The cost of tangible fixed assets includes purchase costs or manufacturing costs, incidental costs directly related to preparing the tangible fixed assets for use, and the discounted estimated costs to remove, dismantle, or restore tangible fixed assets at the end of the estimated useful lives of the related assets, when those costs meet the conditions for the recognition of liabilities.

Tangible fixed assets are recorded at cost, net of accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as described below:

Item	Estimated useful lives (years)
Equipment	4–11

Routine maintenance and repairs are charged to expenses in the year they are incurred. An expenditure that enhances the value or materially extends the useful lives of the related assets is capitalised.

The company assesses the potential impairment of tangible fixed assets when there is evidence that events or changes in circumstances have made the recovery of an asset's carrying value to be unlikely. The carrying value of the assets is reduced to the estimated realisable value, and an impairment loss is recorded as a reduction in the carrying value of the related asset and charged to current operations. However, the recovery of the impaired assets would be recorded in current operations up to the cost of the assets, net of accumulated depreciation before impairment, when the estimated value of the assets exceeds the carrying value after impairment.

(6) **Accrued Severance Benefits**

Accrued severance benefits are estimated assuming that all employees who work more than one year resign from ICHCAP at the end of the fiscal year. Accrued severance benefits aren't estimated because ICHCAP was established six months prior.

**3. Cash and Cash Equivalents**

(1) Income for the year ended 31 December 2011 is as follows:

(Korean won)	
Government Agency	Amount
Culture Heritage Administration	1,346,528,448

(2) Areas of specified expenditures are summarised as follows:

(Korean won)	
Details	Amount
Promoting ICH safeguarding in the Asia-Pacific through information sharing	248,914,166
Building and strengthening a cooperation network in the ICH field	359,759,131
ODA plan	86,074,448
Operation of ICHCAP	650,047,898
Total	1,344,795,643

(3) Remaining income is summarised as follows:

(Korean won)	
Details	Amount
Remaining income	1,733,473
Disposal of useless equipment	370,000
Interest revenue	179,277
Total	2,282,750

#### **4. Tangible Fixed Assets**

Changes in equipment for the year ended 31 December 2011 are as follows:

(Korean won)					
Item	7/1/2011(*)	Increase	Decrease	Depreciation	12/31/2011
Equipment	60,640,206	27,589,190	-	13,173,760	75,055,636

(\*) Transferred equipment from the Cultural Heritage Foundation

#### **5. Accrued Severance Benefits**

Changes in accrued severance benefits for the year ended 31 December 2011 are summarised as follows.

				(Korean won)
Item	7/1/11	Increase	Decrease	12/31/11
Accrued severance benefits	-	21,035,345	-	21,035,345

## **6. Reserves and Surplus**

Changes in reserves and surplus for the year ended 31 December 2011 are summarised as follows:

		(Korean won)
Details	Amount	
1. Acquisition of equipment	27,589,190	
Depreciation	(13,173,760)	
2. Deposit for lease	155,000,000	
3. Deposit for annuity insurance	21,035,345	
Total	190,450,775	

## **7. Costs and Expenses**

Detailed costs and expenses for the year ended 31 December 2011 are summarised as follows:

				(Korean won)
Details	Project Cost	Administrative Expense	Total	
Salaries	21,035,345	351,071,910	372,107,255	
Transportation cost	170,088,547	11,338,244	181,426,791	
Operational cost	517,455,987	84,012,541	601,468,528	
Research cost	103,717,953	-	103,717,953	
Total	812,297,832	446,422,695	1,258,720,527	