



United Nations  
Educational, Scientific and  
Cultural Organization



Intangible  
Cultural  
Heritage

# NGO accreditation

ICH-09 – Form

## REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE ACCREDITED TO PROVIDE ADVISORY SERVICES TO THE COMMITTEE

**DEADLINE 30 JUNE 2011**

Instructions for completing the request form are available at

<http://www.unesco.org/culture/ich/en/forms>

Reçu CLT / CIH / ITH

29 JUN 2011

N° 5235

### 1. Name of the organization

#### 1.A. Official name

Please provide the full official name of the organization, in its original language, as it appears in the supporting documentation establishing its legal personality (section 8.b below).

الأمانة السورية للتنمية

#### 1.B. Name in English and/or French

Please provide the name of the organization in English and/or French.

The Syria Trust for Development

### 2. Address of the organization

Please provide the complete postal address of the organization, as well as additional contact information such as its telephone or fax numbers, e-mail address, website, etc. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see section 8).

Organization: The Syria Trust for Development

Address: 24 Alexandria St., East Mazzeh, P.O. Box 2783 - Damascus, Syria

Telephone number: +963 11 6121185

Fax number: +963 11 6121187

Email address: info.rawafed@syriatrust.org

Other relevant  
information:

### 3. Country or countries in which the organization is active

Please identify the country or countries in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out activities.

national

international (please specify: )

worldwide

Africa

Arab States

Asia & the Pacific

Europe & North America

Latin America & the Caribbean

Please list the primary country(ies) where it is active:

Syrian Arab Republic

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

Please state when the organization came into existence.

2007

### 5. Objectives of the organization

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

*Not to exceed 350 words; do not attach additional information*

The Syria Trust for Development empowers Syrians from all walks of life to play an active role in building and shaping their society. Syria's future depends on its people; therefore, The Trust seeks to encourage individuals and local communities to be agents for positive change. This mission is reflected through the work of five divisions with the following focuses: learning, rural development, research, and culture and heritage.

In conformity with the spirit of the convention, The Trust plays a key role in preserving intangible heritage through Rawafed, its cultural project. Rawafed's mission is to empower Syrians to use their creativity and their cultural resources to improve their quality of life and to affect positive change in their community by providing them with tools and training, and by working with partners to promote an enabling cultural environment.

Rawafed's objectives:

- Cultural players, communities and institutions empowered to play a vital role in the activation of the cultural sector to stimulate the social, economic and human development of their communities
- Key development players and influencers see culture as an important pillar of development, and are using tangible results, new information and networks to integrate culture into local and national planning

- New and emerging cultural organisations play an active role in the development of the civil society sector using effective frameworks and models to strengthen the role of civil society in Syria

Rawafed works to achieve these objectives through initiatives that use a range of components including capacity building, networking and partnerships, and research, including tangible and intangible cultural heritage. Rawafed is particularly concerned with raising awareness about the value of the latter as it is often neglected in Syria and the public sector (in the cultural field) focuses heavily on historical sites.

It is also important to note that many Trust's divisions indirectly benefit and further the preservation of Syria's intangible heritage. For example, the Village Business Incubator (implemented by Firdos, the rural development division) promotes rural women's participation in the labour market by supporting their small enterprises, including traditional handicrafts inspired from Syria's history and its coastal areas (Afrin).

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

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

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

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

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

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

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

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

### 6.c. Description of the organization's activities

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

*Not to exceed 750 words; do not attach additional information*

Rawafed, the Cultural Project of the Syria Trust for Development, works to achieve its objectives through two main programmes, Incubating Culture and Arts and Investment in Cultural Resources. While the former works towards building an enabling environment for cultural institutions by supporting cultural players to develop their capacities, it is through the latter that Rawafed is actively involved in safeguarding Syria's intangible cultural heritage.

Investment in Cultural Resources contributes to the creation of an enabling environment for individuals, community-based groups and organisations to launch a long-term investment in cultural resources (including natural and food heritage, craftsmanship, traditional performance and social practices, oral traditions). The programme aims to raise communities' awareness of the value and potential of local cultural resources, develop their capacities to invest in these and to promote their unique heritage, and enhance dialogue with decision-makers and partners. It has developed a number of tools to identify and document resources and to engage with and activate community members.

Between 2009 and 2011 the programme undertook a pilot participatory cultural mapping project in the Wadi Al Nadara region in Homs governorate. As the first initiative of its kind in Syria, the project started out by building the capacities of the local research team. Throughout the mapping process, a data base of cultural resources was built with the aim of documenting local resources – mostly intangible – and defining development opportunities using these resources. A mapping toolkit to be adapted for wider replication has been drafted. A series of booklets providing detailed documentation of ten intangible cultural resources is being published.

The research moreover identified a number of projects to be implemented to safeguard local heritage, such as the importance of water springs in the region under study. A project is currently underway to renovate some of the existing springs to be used as outdoor educational museums showcasing their historical, natural and communal significance.

One important aspect of Rawafed's work is to advocate for greater participation of local communities in cultural planning, and to ensure the latter takes Syria's cultural diversity into consideration.

Personnel concerned with intangible cultural heritage:

Nada Osman Alaeddine – Rawafed Director: Since 2007, Nada has played an integral role in the inception and development of Rawafed. She has nearly 20 years of academic and practical experience in culture, business and development, both in Syria and abroad. At Rawafed, Nada has worked diligently with her team to create cultural development programmes with long-lasting impact. She holds a number of professional cultural management qualifications and has participated in several UNESCO workshops, including on managing heritage sites, on cultural mapping and on the economic impact of heritage.

Shaza Kandakji – Programme Manager Investment in Cultural Resources: Shaza has extensive experience in the field of creativity and management. She has previously worked for the IOM and UNICEF, and was Project Coordinator for the British Council's Creativity and Governance programme (2004-2007) and Regional Project Manager for the Creativity Programme (2008-2010), where she was responsible for coordinating projects across the MENA region. Shaza has managed the Investment in Cultural Resources programme at Rawafed since 2010. She participated in a UNESCO workshop on intangible cultural heritage in Cairo.

Maya Shurbaji – Programme Officer Investment in Cultural Resources: Maya has a strong background in cultural management, and holds a Masters in the subject from the Open University of Catalonia in Spain. She has extensive experience in administration as well as community outreach, which will be invaluable to the ongoing development of both the programme and the community projects.

Nadia von Maltzahn – Research and Development Manager at Rawafed: Nadia joined the team in January 2011 to head the Research and Development unit, having completed her PhD on Cultural Diplomacy between Syria and Iran at Oxford University. She is responsible for directing Rawafed's research needs, and is preparing a project to assess gaps in Syria's governance of culture, in which cultural diversity will be emphasised to ensure that intangible cultural heritage and other forms of cultural expression are integrated into Syria's long-term strategic planning and cultural policies.

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

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

*Not to exceed 350 words; do not attach additional information*

Rawafed, the Cultural Project of the Syria Trust for Development, consulted and worked closely with members of local communities to ensure their engagement with and participation in the programme throughout its work in Wadi Al Nadara. Throughout the research phase, local community representatives have been trained in research methods, and people in the 39 villages of the region have been engaged in the planning and design of the mapping process. Through participatory research, eleven specialised studies were conducted on religious landmarks, herbs, music, architecture, food, festivals, poetry, trees, historical landmarks, daily life objects and ethnic doctrines.

Between January and March 2011, Rawafed conducted a series of workshops in Wadi Al Nadara in order to activate community members to invest in their local cultural resources and be active citizens. Initiatives coming out of these workshops include a project to revive traditional handicrafts in the region that are in danger of dying out. The project aims to create opportunities for older and younger generations to interact as they work together to ensure traditional skills and handicrafts are passed on through training and awareness campaigns. Another initiative is to activate one of the village's cultural centre, to reinforce the crucial role such a centre can play in the revitalisation of the lives of community members. This initiative aims to breathe life in the centre through activities such as poetry evenings, considering the richness of popular poetry in the region's culture but lack of opportunities to publicly recite it and pass it on to younger generations.

The project to preserve and restore water springs in the region is implemented with the full involvement of local communities, who will eventually be managing the outdoor museums. These springs are an integral part of the region's identity, with water sources taking on mythic proportions in traditional stories, poetry, literature and folklore handed down from generation to generation.

In addition to local communities, Rawafed works closely with both local and national decision makers, as well as the private sector, in order to stimulate development in planning processes in Syria in the culture and heritage sectors and advocate for local cultural planning.

## 8. Documentation of the operational capacities of the organization

The Operational Directives (paragraph 97) require that an organization requesting accreditation shall submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated whenever possible into English or French if the originals are in another language. Please label supporting documents clearly with the section (8.a, 8.b or 8.c) to which they refer.

### 8.a. Membership and personnel

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

*Please attach supporting documents, labelled 'Section 8.a'.*

### 8.b. Recognized legal personality

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

*Please attach supporting documents, labelled 'Section 8.b'.*

### 8.c. Duration of existence and activities

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

*Please attach supporting documents, labelled 'Section 8.c'.*

## 9. Contact person for correspondence

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

Title (Ms/Mr, etc.):	Ms
Family name:	Osman Alaeddine
Given name:	Nada
Institution/position:	Director of Rawafed
Address:	24 Alexandria St., East Mazzeh, P.O.Box 2783 - Damascus, Syria
Telephone number:	+963 11 6121185
Fax number:	+963 11 6121187
E-mail address:	n.osman@syriatrust.org
Other relevant information:	

---

## 10. Signature

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

Name: Omar Abdulaziz Hallaj

Title: Chief Executive Officer, The Syria Trust for Development

Date: 27-06-2011

Signature:

A handwritten signature in black ink, consisting of a stylized, cursive script that is difficult to decipher. The signature is written over a horizontal line.



الأمانة السورية للتنمية

The Syria Trust for Development

Damascus, 22 June 2011

CEO220611-01

**To Whom It May Concern**

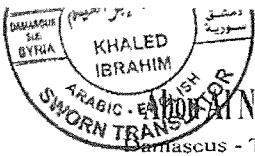
The Syria Trust for Development is a registered NGO that currently employs a total number of personnel of 217 regular employees. Please find below a list of the divisions operating within the Syria Trust, including the name and position of each division's manager.

<b>Division</b>	<b>Manager</b>	<b>Position</b>
Office of the CEO	Omar Abdulaziz Hallaj	CEO
HR	Rula Sukkar	Director
Communications and Knowledge Management	Najla Drooby	Senior Advisor
Strategy and Development	Rafif Raslan	Director
Finance	Mazen Antaki	Financial Controller
FIRDOS	Etab Al Taki	Deputy Manager
MASSAR	Omar Abdulaziz Hallaj	Acting Project Manager
SHABAB	Anas Dharweesh	Acting Project Manager
RAWAFED	Nada Osman Alaeddine	Director
The Syrian Development Research Centre	Nader Kabbani	Director



**Omar Abdulaziz Hallaj**  
**Chief Executive Officer**





Al-Nawas Office for Translation



مكتب أبو النواس للترجمة

دمشق - هاتف ٢٤٥٤١٦٩ - موبايل ٠٩٣٨٢٩٦٧٣

**Syrian Arab Republic  
Ministry of Social Affairs & Labor**

**Decision No. (Q/4/1292)**

*The Minister of Social Affairs & Labor,*

By virtue of the rules of the private institutions & associations Law No. (93) of 1958,

The Republican decision No. (1330) of 1958 including the executive bylaw of the private institutions & associations Law,

And the requirements of the public interest,

*Decides the flowing:*

**Article (1):** To amend the article No. (1) of the decision No. (Q/4/1261), dated 16.07.2001 to become as follows:

It is to announce the name of the "Syrian Fund for country development institution (Fardous)" in Damascus city whose activities are inside the lands of the Syrian Arab Republic and it aims at:

a- Encouraging and supporting the economic & social initiatives that aim at developing the rural housing communities in all over the Syrian Arab Republic and improving its life style and developing the ways of living in these communities.

b- Contributing in financing the infrastructure projects in the rural housing communities in cooperation with the inhabitants of these communities in order to promoting the services level.

c- Fellowships are to be offered to the students of these communities, the students outstanding in university studies, arts, letters or sport activities.

d- Constructing small projects that may ensure work opportunities for these communities' inhabitants.

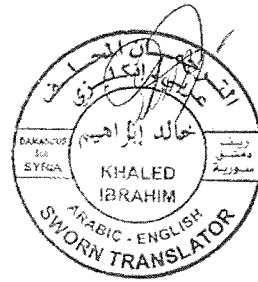
**Article (2):** This decision should be published and informed to whom it may concern to be executed.

*Damascus, 22.07.2001.*

**Minister of Social Affairs & Labor**  
*(Name, Signature & Seal)*

-----  
*True Translation*

*Sworn Translator*





Office for Translation  
Damascus - Tel. 2454169 - Mob. 093829673



مكتب أبو النواس للترجمة  
دمشق - هاتف ٢٤٥٤١٦٩ - موبايل ٠٩٣٨٢٩٦٧٣

**Syrian Arab Republic  
Ministry of Social Affairs & Labor**

**Decision No. (O/4/1261)**

*The Minister of Social Affairs & Labor,*

By virtue of the rules of the private institutions & associations Law No. (93) of 1958,

The Republican decision No. (1330) of 1958 including the executive bylaw of the private institutions & associations Law,

And the requirements of the public interest,

*Decides the flowing:*

**Article (1):** To announce the name of the "Syrian Fund for country development institution (Fardous)" in Damascus city whose activities are inside the lands of the Syrian Arab Republic and it aims at:

a- Encouraging and supporting the economic & social initiatives that aim at developing the rural housing communities in all over the Syrian Arab Republic and improving its life style and developing the ways of living in these communities.

b- Contributing in financing the infrastructure projects in the rural housing communities in cooperation with the inhabitants of these communities in order to promoting the services level.

c- Fellowships are to be offered to the students of these communities, the students outstanding in university studies, arts, letters or sport activities.

d- Constructing small projects that may ensure work opportunities for these communities' inhabitants.

**Article (2):** This decision should be published and informed to whom it may concern to be executed.

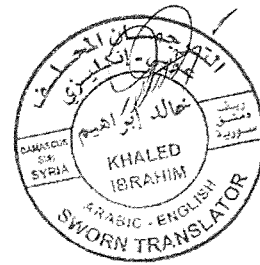
*Damascus, 16.07.2001.*

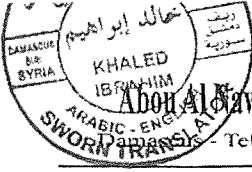
**Minister of Social Affairs & Labor**

*(Name, Signature & Seal)*

-----  
*True Translation*

*Sworn Translator*





Abou Alawas Office for Translation



مكتب أبو النواس للترجمة

Tel. 2454169 - Mob. 093829673

دمشق - هاتف ٢٤٥٤١٦٩ - موبايل ٠٩٣٨٢٩٦٧٣

**Syrian Arab Republic  
Ministry of Social Affairs & Labor**

**Decision No. (643)**

*The Minister of Social Affairs & Labor,*

By virtue of the rules of the private institutions & associations Law No. (93) of 1958,

The Republican decision No. (1330) of 1958 including the executive bylaw of the private institutions & associations Law No. (93) of 1958,

And the application submitted by the "Syrian Fund for country development institution (Fardous)" dated on 24.04.2007,

*Decides the flowing:*

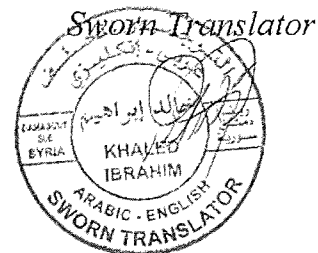
**Article (1):** To approve the amendment of the "Syrian Fund for country development institution (Fardous)" name to become "**The Syria Trust for Development**" and to approve its amended basic bylaw.

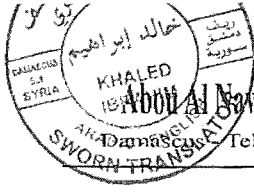
**Article (2):** This decision should be published and informed to whom it may concern to be executed.

*Damascus, 24.04.2007.*

**Minister of Social Affairs & Labor**  
*(Name, Signature & Seal)*

*True Translation*





Abou Al Nawas Office for Translation  
Damascus - Syria  
Tel. 2454169 - Mob. 093829673



مكتب أبو النوار للترجمة

دمشق - هاتف ٢٤٥٤١٦٩ - موبايل ٠٩٣٨٢٩٦٧٣

**Syrian Arab Republic  
Ministry of Social Affairs & Labor**

No.: 869/Kh/2

**To Whom It May Concern**

Mr. OMAR ABDULAZIZ HALLAJ is the executive manager of the "*The Syria Trust for Development*" that was announced by virtue of the ministerial decision No. (Q/4/1261), dated 16.07.2001 as a non-profitable private institution subject to the private institutions & associations Law No. (93) of 1958,

In addition, it was acquired the "utility" merit by virtue of the ministerial decision No. (1348), dated 29.09.2007. Therefore, the aforementioned person represents this institution before the others in all its dealings.

Upon the institution request, this document was issued.

*Damascus, 26.01.2011.*

**Minister of Social Affairs & Labor**  
*(Name, Signature & Seal)*

*True Translation*

