UNIT 51

Hand-out 3:

**Satsowa system of communal labour, together with its associated oral traditions[[1]](#footnote-1)**

Request for International Assistance from the
Intangible Cultural Heritage Fund

For amounts greater than US$100,000: deadline 31 March

For amounts up to US$100,000: submit at any time

*Instructions for completing the request form are available at:*[*http://www.unesco.org/culture/ich/en/forms*](http://www.unesco.org/culture/ich/en/forms)*.*

*Requests not complying with those instructions and those found below will be considered incomplete and cannot be accepted. States Parties are further encouraged to consult the aide-mémoire for completing a request of international assistance available on the same webpage.*

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| Possibility to request international assistance when nominatingTo nominate an element for inscription on the Urgent Safeguarding List and simultaneously request international assistance to support implementation of its proposed safeguarding plan, use form ICH-01bis. To request international assistance that is not related to a nomination, continue to use form ICH-04. |

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| 1. State(s) Party(ies)
 |
| For multi-national requests, States Parties should be listed in the order on which they have mutually agreed. |
| Gloawana, in southern Africa |
| 1. Contact person for correspondence
 |
| **2.a. Designated contact person**Provide the name, address and other contact information of a single person responsible for all correspondence concerning the request. If an e-mail address cannot be provided, indicate a fax number.For multi-national requests provide complete contact information for one person designated by the States Parties as the main contact person for all correspondence relating to the request and for one person in each State Party involved. |
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| --- | --- |
| Title (Ms/Mr, etc.): |       |
| Family name: |       |
| Given name: |       |
| Institution/position: | Director, Department of Intangible Cultural Heritage, Ministry of Culture |
| Address: |       |
| Telephone number: |       |
| E-mail address: |       |
| Other relevant information: |       |

 |
| **2.b. Other contact persons (for multi-national files only)***Provide below complete contact information for one person in each submitting State, other than the primary contact person identified above.* |
| n/a |
| 1. Project title
 |
| *Indicate the official title of the project in English or French that will appear in published material.**Not to exceed 200 characters* |
| Satsowa system of communal labour, together with its associated oral traditions [69 characters] |
| 1. Summary of the project
 |
| Provide a brief description of the project for which assistance is requested, including its overall objectives, expected results and main modalities of action. State(s) Party(ies) is/are invited to submit requests that recognize and respect local development agendas in their design and planning.Not fewer than 200 or more than 300 words |
| For the Sowara people of Gloawana, the word ‘Satsowa’ evokes powerful sentiments as a cherished expression of what it meant to be Sowara. Satsowa refers both to the social institution of reciprocal communal labour and to the oral traditions that are associated with it. Today, however, it is threatened by modernization and globalization, as Gloawana pursues its agenda of reducing poverty and developing its economy. Where communal house-raisings or harvests were once celebrated with evenings of song and poetry, people now work to the clock and return home to watch television.The proposed project, originally conceived by the Association for Sowara Culture, aims to preserve memories of Satsowa from the last generation that practised it in its pure form, prior to independence. The Department of Intangible Cultural Heritage will work together with the Association on a programme of oral history documentation, public education, awareness-raising and promoting opportunities for Satsowa to be practised in new contexts. The Minister of Culture has committed himself to proposing that the government recognize an annual National Satsowa Day, so that the memory of Satsowa can live on even if the practice is now obsolete. The first National Satsowa Day will be the occasion of a National Satsowa Festival in the capital city, where important dignitaries are certain to attend. [216 words] |
| 1. Is this an emergency request that might receive expedited processing?
 |
| *Indicate if this is an emergency request that might warrant expedited examination by the Bureau. For this purpose, an emergency shall be considered to exist when a State Party finds itself unable to overcome on its own any circumstance due to calamity, natural disaster, armed conflict, serious epidemic or any other natural or human event that has severe consequences for the intangible cultural heritage as well as communities, groups and, if applicable, individuals who are the bearers of that heritage. You will be asked to describe the nature and severity of the emergency in section 13.* |
| [x]  emergency request[ ]  non-emergency request |
| 1. Duration of the project
 |
| *Indicate the total number of months required for implementation of the proposed project. Assistance from the Intangible Cultural Heritage Fund can only cover a period of 36 months.* |
| 2016-2017 |
| 1. Previous financial assistance from UNESCO for similar or related activities
 |
| *Has the State Party ever received any international assistance under the Intangible Cultural Heritage Fund of the 2003 Convention to implement related activities in the field of intangible cultural heritage?* |
| [x]  No[ ]  Yes (if so, please provide details below: title, period, contract number and funding source)      |
| 1. Name of the implementing agency (contracting party, if assistance is provided)
 |
| *Indicate the name of the agency, institution or organization responsible for implementing the project; this agency will be contracted by UNESCO if assistance is granted. Indicate also the name and title of the contact person and other relevant contact information.* |
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| Name of the agency: |  Department of Intangible Cultural Heritage, Ministry of Culture |
| Name and title of the contact person: |  Director of the Department |
| Address: |       |
| Telephone number: |       |
| E-mail address: |       |
| Other relevant information: |       |

 |
| 1. Scope of the project
 |
| *Tick only one box.* |
| [x]  local (sub-national)[ ]  national[ ]  sub-regional/regional (more than one country)[ ]  international (including geographically non-contiguous areas) |
| 1. Location of the project
 |
| *Identify and characterize the geographical area(s) in which the project will be carried out.**Not to exceed 100 words* |
| The project will be carried out in the western part of the country as well as in the capital city and other large towns. |
| 1. Purpose of request
 |
| *Tick one box to identify the purpose for which international assistance is requested.**This form is not to be used for requesting preparatory assistance. States Parties wishing to request preparatory assistance for the elaboration of nominations for inscription on the Urgent Safeguarding List should use Form ICH-05, and States Parties wishing to request preparatory assistance for elaborating proposals for the Register of Good Safeguarding Practices should use Form ICH-06.* |
| [ ]  safeguarding heritage inscribed on the Urgent Safeguarding List[ ]  safeguarding heritage being nominated for inscription on the Urgent Safeguarding List[x]  elaboration of inventories[ ]  implementation of programmes, projects and activities for safeguarding |
| 1. Forms of assistance requested
 |
| *Tick one or several boxes to identify the forms that the international assistance will take.* |
| [x]  studies concerning various aspects of safeguarding [ ]  the provision of experts and practitioners[x]  the training of all necessary staff[ ]  the elaboration of standard-setting and other measures[ ]  the creation and operation of infrastructures[ ]  the supply of equipment and know-how[x]  other forms of financial and technical assistance |
| 1. Background and rationale
 |
| Provide a brief description of the current situation and the need that the proposed assistance would address. For emergency assistance requests, describe the nature and severity of the emergency.1. For safeguarding of a particular element, provide a description of the element, its social and cultural functions, its viability in terms of its practice and transmission and why safeguarding measures are required at this time.
2. For programmes or activities not focused on a particular element (e.g., preparation of inventories, strengthening of capacities, awareness-raising, visibility), describe why these programmes or activities are necessary and what gaps exist in other related programmes and activities.

Not fewer than 750 or more than 1000 words |
| If you ask an elder what it means to be a Sowara, they are likely to answer, ‘We are the people who practise Satsowa.’ The word describes a system of reciprocal, communal labour – neighbours and kin lending a hand for major tasks such as building a house, digging an irrigation canal or harvesting a field. Literally, ‘sat’ refers to being or essence, and ‘sowa’ refers to Sowara; thus the name means something like ‘Sowara-ness’. Unfortunately, young people today are not at all interested in Satsowa, thinking of it as a complicated set of obligations and duties that are easier to avoid than to maintain – something out of step with contemporary life and of interest only to grandparents. Few young people even understand the archaic language of the oral traditions that function as the cement that binds members into a cohesive community, and none have time to learn to perform the complex verses.Shaped over countless millennia in a rural agricultural context, Satsowa is now severely challenged by modernization and globalization. For untold generations, communal house-raisings or harvests were celebrated with song and poetry from dusk to dawn, but people now work to a time-clock as hired labour and return home to watch television. Sowara daily life has changed so dramatically in recent decades that Satsowa can no longer serve its former social function and is no longer adapted to the experience of young Sowara. Sowara settlements are beset by problems such as alcoholism, burglary and domestic abuse. People no longer recognize that they are all bound together into a single community and consequently institutions such as Satsowa are obsolete.Oral traditions were also an important part of Satsowa. The labour exchange was regulated by a body of verses and songs that allowed people to keep track of their obligations to others and of who is obliged to them. For instance, a couplet would have been used to remember one family’s obligations to another:The hornbill cannot ignore the beak between its eyes;I cannot forget my duty to the family of Mutame.Oral traditions also served as the medium for arbitrating disagreements among community members. If someone neglected to reciprocate the services provided to him by another, she might seek the intervention of an elder, who would invoke a couplet to criticize the man who was laggard in his duties:The river snail never leaves his home;Manamo should not stay always in his shell.Elders have not yet completely forgotten the skill of improvising verses, but no young people are interested in developing the skill for themselves, largely because the verses employ ancient vocabulary that young people simply don’t know. As the labour exchange became less important in recent years and wage labour gained a larger place in Sowara life, there are fewer and fewer occasions for elders to improvise verses such as these, and we fear that they will soon be forgotten completely unless they can be scientifically documented while the last elders are still alive.Sowara leaders therefore earnestly wish that Satsowa will not be entirely lost, even as their world changes rapidly. The Association for Sowara Culture approached the Ministry of Culture with an appeal to find a way of re-awakening Satsowa and reviving it in new contexts. The Department of Intangible Cultural Heritage at the Ministry of Culture was consequently assigned to work together with the Association and other community members to study and document Satsowa through an integrated programme focussing on scientific documentation, awareness-raising, promoting occasions such as festivals and concerts for Satsowa to be practised and including it in the school curriculum. The Ministry managed to convince Sowara elders and the Association that they could not turn back the clock of development, or send Sowara back to live in isolated villages relying only upon themselves. They therefore proposed that the focus of the project should be on recording the memories of old Sowara who still remember how Satsowa was practised in their youth. By carefully selecting informants who came to adulthood before independence (Gloawana will celebrate its fortieth anniversary in 2016), we will be able to establish an accurate record of the way things used to be done. Using the methods of oral history, Sowara elders will be video recorded recalling how Satsowa was done in their youth, and a highlight of the project will be a recreation of a traditional house-raising for the purpose of video recording by Voice of Gloawana National Television. The resulting video documentary can be shown on national television and made available for use in schools as part of the curriculum for national history classes.Another important highlight of the project will be declaration of an annual National Satsowa Day, and the first such day will be celebrated with a large festival in the capital city. The documentary will be premiered, a newly choreographed Satsowa dance will be performed by the national dance troupe, and Sowara communities around the country will be able to join in through live television links to their own local celebrations. [839 words] |
| 1. Objectives and expected results
 |
| *Identify in terms as clear and measurable as possible: (i) what medium-term effects would be achieved by the implementation of the project (objectives) and (ii) what kind of positive impacts and concrete accomplishments would be seen after implementing the proposed project (expected results). Both need to be spelled out in detail and linked to the information included under section 15 below (Activities).*Not fewer than 100 or more than 300 words |
| The project aims to document scientifically through video and audio recording the important practice of Satsowa while there are still elders who are experts in how it was done. These media documents will be archived in the National Archives and made accessible on-line in digital formats. An edited video documentary (to be presented on Voice of Gloawana National Television) will present a re-creation of a house-raising, accompanied by Satsowa verses. The project also intends to bring honour and attention to Satsowa through declaring an annual National Satsowa Day and by creating new contexts in which Satsowa can be performed in new forms, such as a dance choreographed by the national dance troupe. Even if young people today have little interest in learning the difficult rules of versification, our hope is that these activities can promote greater respect for their elders and stimulate curiosity among them about the role that Satsowa formerly had in Sowara society. [156 words] |
| 1. Activities
 |
| What are the key actions to be carried out or work to be done in order to achieve the expected results identified in section 14 (Objectives and expected results)? Activities need to be described in their best sequence, explained in a detailed and narrative manner and their feasibility should be demonstrated. The information included in this section should be consistent with that provided under section 16 (Timetable of the project) and section 17 (Budget). Not fewer than 300 or more than 1000 words |
| 1. **Project inception and staffing**

In the first three months of the project, the Department of Intangible Cultural Heritage will recruit and appoint a full-time Project Coordinator, to work under the direct supervision of the Director of the Department. Detailed project timetables will be developed, cooperation agreements will be formalized with collaborating partners (see section 20) and a number of experts will be identified and contracted to assist with the subsequent activities.1. **Document, archive and disseminate practices and expressions of Satsowa**

Six months will be dedicated to a systematic inventory and documentation of Satsowa, using digital photography and audio and video recording. The aim of the research will be to develop a full scientific picture of how Satsowa was practised in the years before independence in 1966. A project team of six college students will be constituted by the Research Coordinator (a Sowara professor of History at the National University). They will be trained in oral history research and documentation methods, provided with appropriate documentation equipment, and supported with modest stipends and a travel budget. Sowara elders who participate will receive an impressive certificate, signed by the Minister of Culture himself, acknowledging their important contributions to the project. All of the materials will be carefully organized for deposit at the National Archives, and during the subsequent months they will be made available online for public access.1. **Raise awareness through public programmes and mass media**

In cooperation with the Basowara language service of Voice of Gloawana National Television, a traditional house-raising will be re-created in a Sowara village so it can be video recorded. Using villagers rather than professional actors, the video recording will show how Satsowa was formerly done before independence. Villagers will build the house and then celebrate, as they would once have done, with a night of feasting and singing. In addition to a one-hour programme for national broadcast, selected materials from the re-creation will be edited into a series of brief pieces (30-second, 60-second, 3-minute and 5-minute) for broadcast as public service announcements throughout the course of the project and beyond. Using the slogan, ‘Satsowa: the ties that bind’, the pieces will emphasize the social functions that Satsowa once had in Sowara daily life, using the words and images of former practitioners themselves.1. **Create new opportunities for Satsowa to be performed**

The Minister of Culture has already agreed to put forward to the Council of Ministers a proposal to designate the autumnal equinox (21 March each year) as the National Satsowa Day. This will provide an annual day on which Sowara and others can celebrate the importance of this heritage. It can also be the occasion when people once again perform Satsowa, albeit in new forms. On the first National Satsowa Day, the video of a house-raising will be nationally broadcast for the first time, and a national Satsowa Festival will be organized in the capital city. The national dance troupe will be commissioned to choreograph a new dance portraying the importance of Satsowa, and it too will be premiered during the national festival. Live television links with provincial television studios will allow Sowara around the country to take part in the celebrations in the capital city.1. **Integrate Satsowa into the educational curriculum**

Gloawana’s national curriculum sets aside 10% of instructional time for local content. The Department of Intangible Cultural Heritage has already identified a number of areas where information about Satsowa could be integrated into history courses in the elementary and secondary curricula. Teachers in schools with substantial Sowara populations will be provided with the video clips of the oral history documentation as well as the one-hour video documentary of the house-raising and encouraged to use them in classes. The book of Satsowa verses created during the research (published bilingually in both Basowara and the national language) could also be used in language arts classes.1. **Monitoring and evaluation**

A team from the Department of Planning of the Ministry of Culture will monitor progress to date in the 7th and 15th months of the project, interviewing project team members, local officials and policy makers to determine whether activities are proceeding well and whether any corrective action should be taken. A cumulative evaluation in the 23rd month will assess the extent to which project expected results have been achieved, and draw lessons for continuation. (Monitoring, reporting and evaluation are discussed more fully in section 21.)1. **Project reporting and close-out**

The final two months of the project will be dedicated to synthesizing the results of the project (drawing upon the three monitoring reports) and to the final financial reporting; a narrative report will be submitted to UNESCO to close the project.1. **Project management and coordination**

The timetable and budget include an overall activity of management and coordination that extends from the beginning of the project to its end. The arrangements for managing project implementation are detailed below in section 19. [820 words] |
| 1. Timetable of the project
 |
| *Attach a month-by-month timetable for the proposed activities, preferably using the ICH-04 Timetable and Budget form. The information provided should be in conformity with that in section 6 (Duration of the project) as well as in conformity with the detailed activities and their sequences as included under section 15 (Activities) and in the budget overview in section 17. Please note that the activities can only begin approximately three months after approval of the request at the earliest. [[2]](#footnote-2)* |
| 1. Budget
 |
| *Attach a detailed budget breakdown in US dollars of the amount requested, by activity and type of cost (e.g. personnel, travel, supplies, equipment, etc.) with enough specificity and detail so as to provide sufficient justification and to allow actual expenses to be matched directly against the projections. This budget breakdown shall be provided as an attachment to this form, preferably using the* ***ICH-04 Timetable and Budget*** *form. The budget should reflect only the activities and expenses described above and be prepared in a rigorous and transparent way, fully reflecting all sources of support.**In each section of the budget, clearly distinguish the amount requested from the Intangible Cultural Heritage Fund from the amount to be contributed by the State Party or other sources. The State Party contribution includes local and national government allocations as well as in-kind contributions; ‘other sources’ can include NGOs, community organizations, foundations or private donors. It is also crucial that the budget breakdown should correspond exactly to the detailed narrative description provided under section 15 (Activities) and to the timetable attached for section 16.* Provide below the budget overview, being certain that the figures are identical to those provided in the **ICH-04 Timetable and Budget** form.[[3]](#footnote-3) |
| **Overview:**Amount requested from the Fund: US$158,225State Party contribution: US$29,900Other contributions (if any): US$0Total project budget: US$188,125 |
| 1. Community involvement
 |
| *Identify clearly the community(ies), group(s) or, if appropriate, individuals concerned with the proposed project, including the role of gender. Describe the mechanisms for fully involving them in the preparation of the request as well as in the implementation of all the proposed activities and in their evaluation and follow-up. This section should describe not only the participation of the communities as beneficiaries of the project and of financial support, but also their active participation in the project design; their perspectives and aspirations should be fully reflected in the proposed project.*Not fewer than 300 or more than 500 words |
| The proposed project was the brainchild of the Association for Sowara Culture, which came to the Ministry of Culture with an outline of a project that could restore Satsowa to a place near the centre of Sowara life and identity, strengthening its practice and transmission not only in rural communities but also in towns and cities where Sowara increasingly reside. When the Ministry of Culture received the Association’s initial proposal, it was referred to the national Intangible Cultural Heritage Council, which offered important guidance to the Ministry as it developed the present proposal and steered it onto the proper track. Feedback from the Council was crucial in expanding the original proposal to include, for instance, the re-creation of a traditional house raising (in activity 3) and to refocus the research and documentation on trying to recover memories of the pure form of Satsowa as it was formerly practised before independence. Community members have the tendency to use the term ‘Satsowa’ incorrectly to describe a whole range of contemporary practices involving mutual assistance, and knowledgeable experts within the ICH Council were able to explain to them how the term should be used correctly.The ICH Council was able to assure Sowara elders and members of the Association for Sowara Culture that those elders who contribute to the research and documentation effort (activity 2) would be generously compensated with an official certificate in their name and signed by the Minister of Culture testifying to their participation. Although members of the Association asked whether Sowara elders could also be remunerated for the time they offered to the project, the Ministry explained that preserving Satsowa was the obligation of every Sowara and that offering a fee or honorarium would make it seem like a commercial activity rather than a cultural one. If elders or their families are reluctant to contribute their memories on this basis, the research teams will emphasize to them their civic duty and remind them that Country B has ratified the 2003 Convention and it is now everyone’s responsibility to help with safeguarding. [342 words] |
| 1. Implementing organization and strategy
 |
| Describe the background, structure, mission and relevant experience, etc. of the implementing organization or body indicated under section 8 that will be responsible for carrying out the project. Identify the human resources available for implementing it and indicate their division of tasks. Describe how it will manage the project implementation.Not fewer than 150 or more than 500 words |
| The Department of Intangible Cultural Heritage was established within the Ministry of Culture in 2012, soon after Gloawana ratified the Convention for the Safeguarding of the Intangible Cultural Heritage. Together with the Department of Landmarks and Monuments and the Department of Museums, it falls under the responsibility of the Vice-Minister for Cultural Heritage. Its Director received a M.Sc. degree in Conservation of Historic Buildings at the University of Bath, after a B.A. in History from the National University, and formerly worked for more than two decades in the Ministry’s Department of Landmarks and Monuments. He is assisted by two full-time professionals, both recent graduates of the National University with degrees in History. The Department is thus relatively young and as yet lacks substantial experience with safeguarding intangible cultural heritage. It relies heavily upon the counsel and advice of the national Intangible Cultural Heritage Council, an interministerial body that answers directly to the Minister of Culture.Given the small size and limited experience of the Department of Intangible Cultural Heritage, as well as the numerous duties its few members have, the project will be directed on a day-to-day basis by a full-time Project Coordinator. She or he will hold at least a bachelor’s degree in History, Literature, Sociology, Media Studies or Anthropology. The Project Coordinator will work under the direct supervision of the Director of Intangible Cultural Heritage and will receive guidance and support from the other two permanent members of the Department.The Department of Intangible Cultural Heritage will rely upon technical and administrative support from the Ministry’s Office of Administration, which includes a full team of bookkeepers, an accountant and a contract specialist among its professional staff. As noted above, the project will also benefit from the evaluation services of the Department of Planning within the Ministry. [299 words] |
| 1. Partners
 |
| Describe, if applicable, coordination arrangements with any other partners and their responsibilities in the implementation of the project. Identify human resources available in each of the entities involved.Not more than 500 words |
| The project will rely for its success upon several key partners external to the Ministry of Culture, especially the Association for Sowara Culture. The Association will be a key collaborator in the public awareness campaign (activity 3) and the promotion of new opportunities for Satsowa (activity 4). Its involvement in the project will also be key to mobilizing broad community participation in the research and documentation phase (activity 2) and to securing the contributions of community members.As noted above, the research and documentation efforts will be supported by the National University, which has authorized a Sowara professor of History to be seconded on a part-time basis to serve as Research Coordinator for the project. She will be responsible for recruiting and training the research team and, in cooperation with the Association, ensuring the accuracy of the media pieces to be used in the public awareness campaign.The research and documentation efforts will also be facilitated by the National Archives, which will provide a permanent home for the resulting documentation as well as providing technical training in archival methods to the research team. In particular, the Deputy Archivist for Media Services and her team of digital media specialists will ensure that the project documentation is made available, to the greatest extent possible, through the Archives’ website.The Voice of Gloawana National Television will assist in three areas: providing technical training and support to the research team in the operation and use of digital cameras and audio and video recorders, recording the re-creation of a Sowara traditional house-raising, and editing and broadcasting the documentary and a series of short public service announcements about Satsowa. The latter will fall under the direct responsibility of the four-person Basowara language service at VCCNT.The Director of Intangible Cultural Heritage will convene monthly meetings of a project steering team including high-level representatives of each of the cooperating partners, in order to share information and promote close collaboration among them. [325 words] |
| 1. Monitoring, reporting and evaluation
 |
| Describe how the implementing organization indicated under section 8 and described under section 19 plans to carry out monitoring, reporting and evaluation of the project and how the communities will be involved in this mechanism. For larger or more complex projects, external monitoring and evaluation are preferable.Not fewer than 50 or more than 250 words |
| Monitoring and evaluation are important in the present project since the implementing body (Department of Intangible Cultural Heritage) is relatively young and inexperienced. Monthly, the project steering team will take stock of progress to date, challenges encountered and lessons learnt. More formal and systematic monitoring will be carried out by a team from the Department of Planning of the Ministry of Culture that will monitor progress to date in the 7th and 15th months of the project. Their monitoring will involve interviewing project team members, local officials and policy makers to determine whether activities are proceeding well and whether any corrective action should be taken. The monitoring team will provide brief written reports of each assessment, to be shared among the leadership of the Ministry of Culture, the members of the Council for Intangible Cultural Heritage and the members of the project steering team.The Department of Planning will also undertake a cumulative evaluation in the 23rd month of the project to assess the extent to which project expected results have been achieved and to identify factors that facilitated implementation as well as those that might have impeded success. [189 words] |
| 1. Capacity-building
 |
| Describe how the project may contribute to building up capacities or strengthening existing resources in the field of safeguarding intangible cultural heritage. Special emphasis should be placed on the capacities of the communities described in section 18 in safeguarding their intangible cultural heritage. Describing the impact on the capacities of the implementing organization may also be relevant.Not fewer than 100 or more than 300 words |
| This project, if approved, will be the largest ever undertaken by the Department of Intangible Cultural Heritage and will substantially strengthen its experience in working with intangible cultural heritage. It aims to take advantage of this opportunity to permit members of the Department to gain practical hands-on experience that they can continue to utilize for many years to come. In addition to this ongoing ‘on-the-job’ capacity building, the research and documentation component (activity 2) will include training for its six researchers in oral history research methods (provided by the Research Coordinator), in archival methods (provided by the National Archives) and in multimedia documentation (provided by Voice of Gloawana National Television). [111 words] |
| 1. Sustainability after the assistance ends
 |
| Describe how the results and benefits of the project are expected to last beyond the end of the project. If the mechanisms established by the project will continue functioning after the implementation of the project, describe how and which would be the responsible body in charge.Not fewer than 50 or more than 250 words |
| There will be several durable products of the project. National Satsowa Day will be celebrated annually long after the project has submitted its final report. The one-hour video of the house-raising and the several short spots will be broadcast and re-broadcast for several years. And of course the important body of oral histories that will be deposited at the National Archives will become a permanent record of Satsowa, even after the last Sowara elder who remembers practising Satsowa has gone to the grave. [83 words] |
| 1. Multiplier effects
 |
| Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere. Not fewer than 50 or more than 250 words |
| International Assistance from the Intangible Cultural Heritage Fund will cover only 84% of the project budget, so if it is made available it will immediately unlock substantial in-kind resources from the annual programme budgets of the Ministry of Culture, National University, National Archives, Voice of Gloawana National Television and other partners. Gloawana does not yet have a tradition of private philanthropy or corporate responsibility, so the key to future efforts will not be to secure more external funding, but to streamline safeguarding of intangible cultural heritage into the ongoing work of cultural officials at all levels. [98 words] |
| 1. Signature(s) on behalf of the State Party(ies)
 |
| The request should conclude with the signature of the official empowered to sign it on behalf of the State Party, together with his or her name, title and the date of submission.In the case of multi-national requests, the document should contain the name, title and signature of an official of each State Party submitting the request. |
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| --- | --- |
| Name: |       |
| Title: |       |
| Date: |       |
| Signature: |       |

 |
| *Name(s), title(s) and signature(s) of other official(s) (For multi-national requests only)* |
|       |

#### Annex

#### REQUEST FOR VENDOR CREATION FORM

In order that we may proceed quickly to establish a contract once the Bureau or Committee has made its decisions, please fill in this Vendor Creation Form with the bank information of the implementing organization indicated under section 8 of the Form.

Thank you for your co-operation.

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| **VENDOR INFORMATION** |
| Title (Mr, Mrs, Ms, Organization, etc.) |       |
| Name / Company name |       |
| Date and place of birth |             |
| Nationality |       |
| Profession / Area of expertise |             |
| Street name / House number |             |
| Postal code / City  |             |
| P.O. Box  |       |
| Country |       |
| Telephone |       |
| Fax |       |
| Email |       |
| Language of correspondence  |       |
| Tax code 1 / Tax code 2 (if applicable) |             |
| Contact 1 |       |
| Contact 2 |       |
| **BANK INFORMATION (please attach copy of bank details which you should obtain from your bank)** |
| Full bank name  |       |
| Full agency name  |       |
| Full bank address  |       |
| Bank postal code / Bank city  |       |
| Bank country |       |
| SWIFT/BIC code  |       |
| IBAN |       |
| Bank code & branch code  |             |
| Bank account number  |       |
| Control key (if applicable) |       |
| Account holder name  |       |
| Account currency  |       |
| Intermediary bank (if applicable) |       |
| Additional banking information : (i.e. CHIPS UID, ABA, PayThru, etc…) |       |
| **ADDITIONAL INFORMATION (Please add any comment that may facilitate your identification)** |
|       |

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*ICH-04 Timetable and Budget Form (extracts)*

**Satsowa system of communal labour, together with its associated oral traditions**

**TIMETABLE[[4]](#footnote-4)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1:**  | **Year 2:**  | **Year 3:**  |
| **Activities** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. Project inception and staffing
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. Document, archive and disseminate practices and expressions of Satsowa
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2.1 Documenting  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 Archiving and disseminating  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Raise awareness through public programmes and mass media
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. Create new opportunities for Satsowa to be performed (First National Satsowa Day on 21 March 2017)
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. Integrate Satsowa into the educational curriculum (School year January-October)
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. Monitoring and evaluation
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. Project reporting and close-out
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. Project management and coordination
 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **TOTAL AMOUNT (in US$):** | **158 225,00**  | **29 900,00**  | **0,00**  | **188 125,00**  |
|  | Percentage of the total amount | *84%* | *16%* | *0%* | *100%* |
| **Activity:** *(indicate the activity and the type of expenditure)* | **Description:** *(give full details of calculations)* |  **ICH Fund (in US$)**  |  **State Party (in US$)**  |  **Others (in US$)**  |  **Total (in US$)**  |
| **I. Project management, coordination and reporting** | ***Sub-total:*** | **24 000,00**  | **9 600,00**  | **0,00**  | **33 600,00**  |
| a. Coordinator, 24 months |   | 24 000,00  | 0,00  | 0,00  | **24 000,00**  |
| b. Director, Department of Intangible Cultural Heritage |   | 0,00  | 4 800,00  | 0,00  | **4 800,00**  |
| c. Administrative support from Office of Administration, Ministry of Culture |   | 0,00  | 4 800,00  | 0,00  | **4 800,00**  |
| **II. Document, archive and disseminate practices and expressions of Satsowa** | ***Sub-total:*** | **86 100,00**  | **13 300,00**  | **0,00**  | **99 400,00**  |
| a. High-quality digital video camera |   | 7 500,00  | 0,00  | 0,00  | **7 500,00**  |
| b. High-quality DVCAM recorder |   | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| c. Digital video editing console |   | 7 500,00  | 0,00  | 0,00  | **7 500,00**  |
| d. Tripod, lights, cases, batteries |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| e. Research coordinator (National University) | 6 months @$1000/month | 0,00  | 6 000,00  |   | **6 000,00**  |
| f. Researchers | 6 persons @ 6 months @ $750/month | 27 000,00  | 0,00  |   | **27 000,00**  |
| g. Research travel | 2 teams @ 6 months @ $1000/month | 12 000,00  | 0,00  |   | **12 000,00**  |
| h. Per diem (lodging, meals, incidentals) | 6 persons @ 130 days @ $20/day | 15 600,00  | 0,00  |   | **15 600,00**  |
| i. Technical training from Voice of Gloawana National Television |   | 0,00  | 1 000,00  |   | **1 000,00**  |
| j. Deputy Archivist for Media Services (National Archives) | 18 months @ $350/month | 0,00  | 6 300,00  | 0,00  | **6 300,00**  |
| k. Database management, website hosting (National Archives) | 18 months @ $500/month | 9 000,00  | 0,00  | 0,00  | **9 000,00**  |
| **III. Raise awareness through public programmes and mass media** | ***Sub-total:*** | **10 500,00**  | **5 000,00**  | **0,00**  | **15 500,00**  |
| a. Technical services of Voice of Gloawana National Television |   | 3 500,00  | 0,00  | 0,00  | **3 500,00**  |
| b. Lumber and expenses for building house |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| c. Labour costs for house-builders | 5 persons @ 20 days @ $20/day | 2 000,00  | 0,00  | 0,00  | **2 000,00**  |
| d. Travel and subsistence of television crew |   | 2 000,00  | 0,00  | 0,00  | **2 000,00**  |
| e. House-warming celebration (food and beverages) |   | 500,00  | 0,00  | 0,00  | **500,00**  |
| f. Broadcast fees for public service announcements  |   | 0,00  | 5 000,00  | 0,00  | **5 000,00**  |
| **IV. Create new opportunities for Satsowa to be performed** | ***Sub-total:*** | **26 000,00**  | **500,00**  | **0,00**  | **26 500,00**  |
| a. National Satsowa Festival (21 March 2017) |   | 25 000,00  | 0,00  | 0,00  | **25 000,00**  |
| b. National dance troupe - choreography of Satsowa dance |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| c. Broadcast fees for national Satsowa Festival |   | 0,00  | 500,00  | 0,00  | **500,00**  |
| **V. Integrate Satsowa into the educational curriculum** | ***Sub-total:*** | **11 475,00**  | **0,00**  | **0,00**  | **11 475,00**  |
| a. Editing of bilingual volume of Satsowa verse |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| b. Publication of bilingual volume of Satsowa verse |   | 2 975,00  | 0,00  | 0,00  | **2 975,00**  |
| c. Duplication of DVDs |  500 @ $10 | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| d. Distribution of books and DVDs to teachers |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| **VI. Monitoring and evaluation** | ***Sub-total:*** | **150,00**  | **1 500,00**  | **0,00**  | **1 650,00**  |
| a. Department of Planning of the Ministry of Culture | 3 studies @ $500 | 0,00  | 1 500,00  | 0,00  | **1 500,00**  |
| b. Communications, postage |   | 150,00  | 0,00  | 0,00  | **150,00**  |

1. . This sample request is based on the ICH-form updated on 3 June 2016. For a more recent version please refer to http://www.unesco.org/culture/ich/en/forms [↑](#footnote-ref-1)
2. Extracts of the ICH-04 Timetable and Budget Form are attached to this request [↑](#footnote-ref-2)
3. Extracts of the ICH-04 Timetable and Budget Form are attached to this request [↑](#footnote-ref-3)
4. . Timetable based on the assumption that the Committee approves the project in December of the preceding year [↑](#footnote-ref-4)