**CONVENTION FOR THE SAFEGUARDING OF THE
INTANGIBLE CULTURAL HERITAGE**

**INTERGOVERNMENTAL COMMITTEE FOR THE
SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Meeting of the Bureau
UNESCO Headquarters, Paris, Room XIV**

**24 May 2017, 10 a.m. - 1 p.m. and 3 p.m. - 6 p.m.**

**Item 3:**

**Utilization of the funds allocated for ‘Other functions of the Committee’
under the Plan for the use of the resources of the Intangible Cultural Heritage Fund**

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| **Summary**The Plan for the use of the resources of the Intangible Cultural Heritage Fund approved by the General Assembly for the periods 1 January 2016 to 31 December 2017 and 1 January 2018 to 30 June 2018 provides that 20% of the resources be allocated to ‘Other functions of the Committee’ as described in Article 7 of the Convention and the Operational Directives. The present document provides a specific proposal prepared by the Secretariat for the utilization of these funds for the period 1 January 2018 to 30 June 2018. Exercising the authority delegated to it by the Committee, the Bureau is invited to decide upon the utilization of these funds.**Decision required:** paragraph 24 |

#### Introduction

1. The Plan for the use of the resources of the Intangible Cultural Heritage Fund and the budget plan adopted by the General Assembly at its sixth session ([Resolution 6.GA 9](http://www.unesco.org/culture/ich/en/Resolutions/6.GA/9)) allocates 20% of the total for ‘Other functions of the Committee’ as described in Article 7 of the Convention and in the Operational Directives for the period 1 January 2016 to 31 December 2017 as well as for the period 1 January 2018 to 30 June 2018.
2. In its [Decision 10.COM 8](http://www.unesco.org/culture/ich/en/Decisions/10.COM/8), the Committee decided to continue with the mechanism set in place in previous sessions for authorizing expenditures in this category. In that Decision, the Committee ‘delegates to its Bureau the authority to decide upon the utilization of the funds allocated under item 3 of the Plan, on the basis of specific proposals to be prepared by the Secretariat’. While deciding on the plan for the utilization of the funds for ‘Other functions of the Committee’ in June 2016 ([Decision 11.COM 2.BUR 1](http://www.unesco.org/culture/ich/doc/src/ITH-16-11.COM_2.BUR-Decisions-EN.docx)), the Bureau of the eleventh session of the Committee approved a plan for the period 1 January 2016 to 31 December 2017, on the understanding that the Bureau of the twelfth session of the Committee would be tasked, in mid-2017, with approving the proposal for the utilization of these funds for the period 1 January 2018 to 30 June 2018, in order to align the expected results of the proposal with those of the Draft 39C/5.
3. The amount of US$397,687 is available for this purpose for the period 1 January 2018 to 30 June 2018. Part II of the present document, therefore, introduces a specific proposal prepared by the Secretariat for the utilization of these funds for this period in line with the [Draft 39C/5](http://unesdoc.unesco.org/images/0024/002480/248078e.pdf) as submitted to the 201st session of the UNESCO Executive Board; the proposal constitutes the annex to the draft decision proposed below. It is understood that this proposal will have to be absorbed within the proposal for the 2018-2019 biennium, which will be examined by the Bureau of the thirteen session of the Committee in mid-2018 on the basis of the 39C/5, as adopted by the UNESCO General Conference in October/November 2017, and once the seventh session of the General Assembly of the [States Parties to the Convention](http://www.unesco.org/culture/ich/index.php?lg=en&pg=00024) has adopted a new Plan for the use of the resources of the Fund.

#### Proposal for the utilization of funds for ‘other functions of the Committee’

1. The Secretariat uses the funds under ‘Other functions of the Committee’ to assist the Committee in performing these functions, as required by Article 7 of the Convention. Throughout the assistance provided to the Committee, the Secretariat seeks to follow up on the recommendations of UNESCO’s Internal Oversight Service (IOS) on UNESCO’s standard-setting work of the Culture Sector concerning the Convention, as it did during the previous biennium. A significant number of such follow-up actions are only possible thanks to the support of this budget line.
2. Continuing the approach already adopted by the Bureau of the ninth session of the Committee to approve a spending plan expressed in terms of results, outputs and indicators – rather than specific activities or categories of expense – the Bureau is hereby asked to approve the proposal, presented as an annex, with a results framework that integrates financial allocations for each result. For greater consistency with the Draft 39C/5 and better integration with the related reports to the governing bodies of both the Convention and UNESCO, the proposed results framework is aligned with the five performance indicators included in the Draft 39C/5 for Major Programme IV on Culture, Main Line of Action 2, and Expected Result 6 ‘Intangible cultural heritage identified and safeguarded by Member States and communities, in particular through the effective implementation of the 2003 Convention’. Only performance indicator 4 dedicated to International Assistance is not reflected in the proposal since International Assistance is covered by another line of the Fund than that of ‘Other functions of the Committee’.
3. The proposal remains in line with the 2016-2017 results framework of the line ‘Other functions of the Committee’ and builds on lessons learnt from activities implemented during its first year and captured in the report to the Bureau ([document ITH/17/12.COM 2.BUR/INF.3](https://ich.unesco.org/doc/src/ITH-17-12.COM_2.BUR-INF.3-EN.doc)). In this vein, the table below shows that the focus continues to be on providing support to Member States for the implementation of the Convention at the national level, mainly through the global capacity-building programme. As in previous plans, the budget allocation reflects the important role that knowledge management plays in the effective implementation and sound governance of the Convention at the international level. Enhancing the monitoring of the implementation of the Convention, which was the subject of a dedicated expected result in the 2016-2017 results framework, has been integrated into ER 1 in order to align it with the proposed performance indicators of the Draft 39C/5. In the same vein, the new ER 3 will focus on promoting the objectives of the Convention through partnerships to support the integration of intangible cultural heritage into development plans, policies and programmes. The activities foreseen in the first semester of 2018 under this ER are in line with the scope of the outputs initiated in 2016-2017 and described below. If efforts to raise awareness and outreach appear to be less important in terms of the budget than in the previous biennium, this is mainly because the various activities proposed to engage effectively with a broader range of stakeholders have been shifted to the new ER 3, while efforts to develop a communication strategy will be pursued under ER 4.

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| **Expected Result** | **1 January – 30 June 2018** |
| ER 1: Sound governance of the 2003 Convention facilitated by enhanced monitoring and knowledge management services | 36% |
| ER 2: Implementation of the Convention in Member States encouraged through a strengthened capacity-building programme and guidance on safeguarding measures and good practices | 33% |
| ER 3: Integration of intangible cultural heritage into development plans, policies and programmes supported | 16% |
| ER 4: Objectives of the Convention promoted through awareness-raising and outreach | 15% |
| Total budget | 100% |

## Expected Result 1: Sound governance of the 2003 Convention facilitated by enhanced monitoring and knowledge management services

1. As demonstrated over past years, a solid knowledge management system helps facilitate the sound governance of the Convention in a valuable manner by providing not only a fundamental working tool for both its governing and advisory bodies and its Secretariat but also a unique repository of information accessible to all interested parties. In addition, the sound governance of the Convention requires the enhanced monitoring of the Convention as highlighted by the evaluation of the standard-setting work of UNESCO’s Culture Sector undertaken by the UNESCO’s IOS in 2013. It is therefore proposed, under Expected Result 1, that work on enhancing the knowledge management services continue, and that the work carried out under former Expected Result 3 of the 2016-2017 spending plan be pursued in order to enhance the monitoring of the implementation of the Convention.
2. The knowledge management system needs to be steadily improved in order to adapt to the constantly changing reality of the Convention and to meet the evolving demands of a wide range of stakeholders. Therefore, during the first semester of 2018, work will continue on improving the functioning of the Convention’s knowledge management system and its usefulness to its diverse constituencies at three levels.
3. **ER 1.1: External and internal access to information concerning the Convention’s operations improved.** Having access to information through interfaces that display it in a consistent and focused manner is highly appreciated by all stakeholders, especially those who are expected to take specific action in implementing the Convention. The Secretariat will therefore finalize the work undertaken during the previous biennium to release a monitoring interface for the mulilingualism management of the website of the Convention, thus providing a better overview of the status of its translation into Arabic, English, French and Spanish while taking into account page view statistics.
4. **ER 1.2: Accessibility and usability of documents and decisions of the Convention’s governing bodies improved.** Statutory meeting documents will continue to be processed, in order to systematically insert cross-links and include them in UNESDOC – the UNESCO-wide repository of documents. During the first semester of 2018, this will mainly concern documents and decisions related to the twelfth session of the Committee and its Bureau.
5. **ER 1.3: Website of the 2003 Convention enhanced with improved navigation and ergonomics, optimized search engine and additional web content.** This concerns the visible part of the knowledge management system, which has allowed for the release of a fully renovated website in November 2015. Nevertheless, resources are required to ensure the website’s maintenance, further development and security but also to ensure it is easily readable and navigatable from new devices (mobile phones, tablets, etc.). Work will therefore be pursued to improve the browsing experience and provide more user-friendly interfaces while constantly adapting the site’s layout to other viewing environments.
6. **ER 1.4: Overall results framework complemented.** Significant progress should have been made in the work to develop an overall results framework for the Convention, with a view to improving its overall monitoring, before the start of the period covered by this spending plan. Building on the outcomes of a preliminary expert meeting held in Beijing, China, from 7 to 9 September 2016 and the discussions of the eleventh session of the Committee on the subject (see [Document ITH/16/11.COM/14](http://www.unesco.org/culture/ich/doc/src/ITH-16-11.COM-14-EN.docx)), an open-ended intergovernemental working group will meet in Chengdu, China, from 11 to 13 June 2017. The purpose of the meeting will be to reach a consensus on a set of 26 indicators capable of effectively measuring the outputs, outcomes and impacts identified in the results map drawn up by the expert group and welcomed by the Committee ([Decision 11.COM 14](http://www.unesco.org/culture/ich/en/Decisions/11.COM/14)). With a complete set of indicators, the draft overall results framework should be completed for examination by the Committee at its twelfth session and, if the Committee so agrees, it should be submitted to the General Assembly at its seventh session (Paris, June 2018). The working group members will also be invited to examine two [sample guidance notes](https://ich.unesco.org/doc/src/ITH-17-12.COM_WG-4_EN.doc). Such documents are deemed necessary to provide a common understanding of the essential terminology so that the diverse stakeholders who will be involved in the long-term monitoring and evaluation of the Convention can apply the indicators in a comparable way. Assuming that neither the working group nor the Committee will object to the development of these tools, it is proposed that the first half of 2018 see the continuation of this work of developing similar guidance notes for the indicators that will not have been covered by the end of 2017.

## Expected Result 2: Implementation of the Convention in Member States encouraged through a strengthened capacity-building programme and guidance on safeguarding measures and good practices

1. The capacity-building programme will remain the priority strategy for supporting the implementation of the Convention at the national level given the persisting demand from Member States. While the implementation of the programme at the national level is supported by earmarked contributions to the Intangible Cultural Heritage Fund and Funds-in-Trust arrangements, the development of the programme itself relies mostly on the funds allocated to ‘Other functions of the Committee’. In this context and building on the results achieved under the 2016-2017 spending plan, it is proposed that work continue under Expected Result 2 along the three established main actions required for the effective delivery of the capacity-building programme. These are: (i) strengthening the network of expert facilitators, (ii) developing adequate capacity-building content and formats, and (iii) monitoring, evaluating and adapting the strategy. Furthermore, to support the Committee in fulfilling its function to provide guidance on safeguarding measures and good practices, the Secretariat plans to also use funds allocated to ‘Other functions of the Committee’ to continue considering mechanisms to promote greater sharing of good safeguarding practices.
2. **ER 2.1: Facilitators’ network strengthened.** The resourceful network of UNESCO-trained facilitators is well-established and its services are in demand. While its members are doing excellent work to support countries with the implementation of the Convention, they also turn to UNESCO for futher training to keep abreast of the latest developments of the Convention, discuss their experiences of providing trainng and advisory services, and learn about the latest themes of the curriculum. It is therefore proposed that regional workshops continue to be organized to train facilitators and update their skills, covering the content areas developed in 2016-2017 (i.e. policy and legal development, safeguarding plans, gender, ethics and sustainable development), complemented with audiovisual tutorials for facilitators developed for three topics in 2016-2017 (policy support, gender and safeguarding plans). During the first semester of 2018, the Secretariat plans to hold one training workshop for faciltiators in the Asia-Pacific region. The identification of a host country or partner support to complement the required resources in addition to the funds available under ‘Other functions of the Committee’ is already ongoing. Moreover, the Secretariat would need to continue to maintain and enhance the materials browser, which provides a key interface for the daily work of the facilitators.
3. **ER 2.2: Content and format of the capacity-building programme reviewed and adapted.** Several decisions of the Committee included requests that the Secretariat further update and expand the thematic scope of the capacity-building curriculum, which has matured into an online system of more than 50 training units in three languages with some materials also available in Russian and Arabic. It is proposed that the work of the first semester of 2018 focus on the translation of the new curriculum content developed in 2016-2017 in the areas of policy development, gender, ethics, inventorying and sustainable development, in order to make it available in English and French.
4. **ER 2.3: Follow-up and evaluation mechanism for capacity-building piloted.** Pending the establishment of an overall results framework of the Convention, in 2016-2017 the work to develop a follow-up and evaluation mechanism for the capacity-building programme focused on piloting a tracer study in a selected number of countries that benefitted from capacity-building activities. This study made it possible to identify the effect that individuals’ participation in the capacity-building programme had had on their engagement in intangible cultural heritage and what they would recommend to further develop the programme. A second survey focused on the use of UNESCO’s training materials, which are available online, by users other than UNESCO. Moreover, the Secretariat developed indicators to monitor progress in the area of capacity building for the implementation of the Convention, which were integrated into the Convention’s overall results framework. In light of these developments, the Secretariat proposes that work in the first semester of 2018 focus on aligning the follow-up and evaluation mechanism of the capacity-building programme with the Convention’s overall results framework, taking into account the insights gained from the above-mentioned studies and the deliberations of the Committee.
5. **ER 2.4: Guidance on safeguarding measures and good practices strengthened.** Responding to the 2013 Evaluation of the IOS recommendations, the Committee called on different constituencies, including the Secretariat, to ‘complement the Register of Best Safeguarding Practices by developing alternate, lighter ways of sharing safeguarding experiences such as dedicated websites, e-newsletters, online forums, etc.’ ([Decision 8.COM 5.c.1](http://www.unesco.org/culture/ich/en/Decisions/8.COM/5.c.1)). To respond to this request of the Committee, in 2016-2017, the Secretariat has been endeavouring to identify an appropriate approach to explore different possibilities for effectively sharing safeguarding practices with proven efficiency, which would give due consideration to the wide range of stakeholders concerned. One proposal to be developed in the course of 2017 is to rely on existing networks such as non-governmental Organizations (NGOs) accredited to the Convention, indigenous peoples’ organizations, cities and local authorities, UNESCO Chairs and Category 2 Centres. The NGO Forum could play a key role in ensuring the liaison, in particular with and among accredited NGOs . Should this approach be confirmed, it is proposed that these patnerships be consolidated during the first semester of 2018.

## Expected Result 3: Integration of intangible cultural heritage into the development plans, policies and programmes supported

1. With the adoption of the Operational Directives on safeguarding intangible cultural heritage and sustainable development at the national level, the General Assembly of States Parties to the Convention expressed its commitment to recognizing the importance and strengthening the role of intangible cultural heritage as a driver and guarantee of sustainable development. It furthermore declared its committment to fully integrating the safeguarding of intangible cultural heritage into development plans, policies and programmes at all levels. This commitment is embedded in UNESCO’s house-wide action to contribute to the achievement of the 2030 Agenda Sustainable Development Goals (SDGs). In this context, it is proposed under Expected Result 3 that the Secretariat pursue its action of developing and implementing institutional partnerships to support the integration of intangible cultural heritage into development plans, policies and programmes in two complementary ways.
2. **ER 3.1: New partnerships established with relevant educational institutions.** Education can play a valuable role in safeguarding intangible cultural heritage, which is why the Convention includes both formal and non-formal education as part of the proposed safeguarding measures. Therefore, it is essential to integrate intangible cultural heritage into education, which requires solid parterships with educational institutions. Hence, further to initial consultations held in 2016 with UNESCO’s network of partners in the field of education, the Secretariat organized on 17-19 May 2017 an intersectoral consultation meeting with programme specialists from the Education and Culture Sectors, to engage in sharing, discussions and planning around the goal of integrating intangible cultural heritage into education. For the period of 1 January 2018 to 30 June 2018, the Secretariat proposes initiating the implementation of the recommendations resulting from the consultations, thereby further strengthening partnerships to promote the safeguarding of intangible cultural heritage and at the same time contributing towards achieving SDG Goal 4 on quality education. In addition, beyond primary and secondary education, in recent years the Secretaritat has started to develop partnerships with tertiary educational institutions, since they are educating the future administrators and decision-makers in the field of intangible cultural heritage. Activities focused on strengthening networking and information exchange with universities in Asia Pacific and Latin America to support the integration of intangible cultural heritage into their programmes. Building on the lessons learnt, it is proposed that a regional symposium of tertiary instutions in Africa be organized during the first semester of 2018, to support the integration of intangible cultural heritage into their programmes.
3. **ER 3.2: UNESCO’s cooperation with WIPO or other UN agencies strengthened.** The Secretariat will intensify its engagement in interagency work, building on collaboration initiated in 2016-2017, for example with the World Health Organization on cultural contexts of health. The cooperation with the World Intellectual Property Organization (WIPO) will also be pursued as requested by the Committee ([Decision 8.COM 5.c.1](http://www.unesco.org/culture/ich/en/Decisions/8.COM/5.c.1)), which called for strengthening *‘UNESCO’s long-standing cooperation with WIPO over traditional knowledge and culture to ensure an ongoing exchange and learning between the two organizations and their Member States’*. This will be achieved through high-level exchange and discussion on possible ways of collaborating as well as through the participation of the Secretariat in the periodic meetings of the WIPO Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore, to the extent permitted by the calendat of the various statutory meetings.

## Expected Result 4: Objectives of the Convention promoted through awareness-raising and outreach

1. Raising awareness of the importance of intangible cultural heritage and ensuring mutual appreciation thereof is one of the purposes of the 2003 Convention. To this end, in accordance with the 2006-2017 spending plan, a communications and outreach strategy was designed with a view to promoting the objectives of the Convention and engaging with the wide range of constituencies concerned. Initial steps to implement the strategy should be launched by the end of 2017, and it is therefore proposed that activities under Expected Result 4 to be carried out in the first semester of 2018 focus on the continuation of this endeavor.
2. **ER 4.1: Implementation of the outreach strategy initiated**. The Secretariat will pursue the initial implementation of the strategy through the preparation of additional outreach materials as defined in the strategy.

#### Other provisions and draft decision

1. The Bureau is reminded that to avoid interruptions or delays in execution, the Committee decided ([Decision 10.COM 8](http://www.unesco.org/culture/ich/en/Decisions/10.COM/8)) to authorize the Director-General to make transfers between expected results included within the specific proposals approved by the Bureau up to a cumulative amount equivalent to 2% of the initial total allocation proposed to the General Assembly for this purpose, which is equivalent to US$7,953.74. The Secretariat would then inform the Bureau in writing, at the session following such action, of the details and reasons for such transfers. As decided by the Committee, any transfers larger than that amount would require the Bureau’s prior approval of a revised plan of expenditure.
2. The Bureau may wish to adopt the following decision:

DRAFT DECISION 12.COM 2.BUR 3

The Bureau,

1. Having examined documents ITH/17/12.COM 2.BUR/3 and its annex and document ITH/17/12.COM 2.BUR/INF.3,
2. Recalling Resolution 6.GA 9, Decision 10.COM 8 and Decision 11.COM 2.BUR 1,
3. Approves the Proposal for the utilization of the funds for ‘Other functions of the Committee’ as annexed to this Decision;
4. Requests that the Secretariat reports on the progress of implementation and the way the funds are spent;
5. Invites the Chairperson of the Committee to bring this decision to the attention of the Committee at its twelth session.

**ANNEX**

**Proposal for the utilization of the funds for ‘Other functions of the Committee’
for the period 1 January 2018 to 30 June 2018**

Funds shall be used in conformity with the Financial Regulations of the Special Account for the Fund for the Safeguarding of the Intangible Cultural Heritage and the Financial Regulations of UNESCO to cover all costs in line with full budgeting principles to achieve the project’s objectives. These costs include: training, seminars and meetings; the preparation of technical reports; monitoring and evaluation; subcontracts; staff; travel; equipment; and any other item necessary to implement the project’s activities.

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|  | **Total budgetary allocation:US$397,687** |

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| **Draft 39C/5 Performance Indicator 1** | **Sound governance exercised through the adoption and implementation of strategic resolutions/decisions of the governing bodies of the 2003 Convention** |
| **ICH Fund Expected Result 1** | **Sound governance of the 2003 Convention facilitated by enhanced monitoring and knowledge management services** |
| **Budgetary allocation: US$143,167** |
|  | *Outputs* | *Indicators (benchmarks)1 January 2018 to 30 June 2018* |
| 1.1 | External and internal access to information increased and processes, workflows and response time optimized thanks to monitoring interfaces | * Number of monitoring interfaces (B=1)
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| 1.2 | Improved accessibility and usability of Convention documents and decisions; better indexing and improved search capacities | * Number of additional decision documents loaded in UNESDOC (B=4)
* Number of additional decisions/resolutions referenced in the KMS (B=70)
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| 1.3 | Convention website enhanced with improved navigation and ergonomics, search engine optimization and additional multilingual web content | * Number of page views (B=1,000,000)
* Number of new web pages published in English, French and Spanish (B=50)
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| 1.4 | Overall results framework for the Convention complemented | * Number of guidance notes developed to assist in the collection of relevant information for each indicator of the results framework (B=10)
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| **Draft 39C/5 Performance Indicator 2** | **Number of supported Member States utilizing strengthened human and institutional resources for the safeguarding of intangible cultural heritage**  |
| **ICH Fund Expected Result 2** | **Implementation of the Convention in Member States encouraged through a strengthened capacity-building programme and guidance on safeguarding measures and good practices** |
| **Budgetary allocations: US$131,236** |
|  | *Outputs* | *Indicators (benchmarks)1 January 2018 to 30 June 2018* |
| 2.1 | Facilitators’ network strengthened | * Regional workshops to train facilitators and update their skills(B=1, contingent on host country or partner support)
* IT functionalities maintained for the capacity-building programme (B=1)
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| 2.2 | Content and format of the capacity-building programme reviewed and adapted to respond to major implementation challenges  | * New curricular content translated and available in two languages (B=2)
* IT functionalities updated for the capacity-building programme (B=1)
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| 2.3 | Preliminary follow-up and evaluation mechanism for capacity building piloted | * Follow-up and evaluation mechanism aligned with overall results framework (B=1)
 |
| 2.4 | Guidance on safeguarding measures and good practices strengthened | * Proposals collected for alternative, lighter ways of sharing safeguarding experiences to complement the Register of Good Safeguarding Practices (B=1)
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| **Draft 39C/5 Performance Indicator 3** | **Number of supported Member States which have integrated intangible cultural heritage into their plans, policies and programmes, in particular as a contribution towards the achievement of SDGs** |
| **ICH Fund Expected Result 3** | **Integration of intangible cultural heritage into development plans, policies and programmes supported** |
| **Budgetary allocation: US$63,629** |
|  | *Outputs* | *Indicators (benchmarks)1 January 2018 to 30 June 2018* |
| 3.1 | New partnerships with relevant institutions established to integrate intangible cultural heritage into education | * Regional workshop with tertiary educational institutions organized (B=1)
* Implementation of recommendations from the consultation held with relevant educational institutions on integrating intangible cultural heritage into their programmes initiated (B=1)
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| 3.2 | UNESCO’s cooperation with WIPO or other UN agencies strengthened to ensure ongoing exchange and learning between the organizations and their Member States | * Participation in meetings organized by WIPO or other UN agencies (B=1)
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| **Draft 39C/5 Performance Indicator 5** | **Number of initiatives undertaken by supported Member States which have enhanced knowledge and understanding of intangible cultural heritage safeguarding and of the 2003 Convention** |
| **ICH Fund Expected Result 4** | **Objectives of the Convention promoted through awareness-raising and outreach** |
| **Budgetary allocation: US$59,655** |
|  | *Outputs* | *Indicators (benchmarks)1 January 2018 to 30 June 2018* |
| 4.1 | Implementation of the outreach strategy initiated to promote the objectives of the Convention and engage effectively with stakeholders  | * Outreach materials designed and produced (B=2)
 |