USER'S GUIDE

HOW TO PREPARE THE QUADRENNIAL PERIODIC REPORT IN ELECTRONIC FORMAT

2019 Edition

Organisation des Nations Unies pour l'éducation, la science et la culture

Diversité des expressions culturelles

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INTRODUCTION

OBJECTIVES

Information sharing and transparency are at the heart of the Convention.

Upon ratification of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions, countries commit to submit "periodic reports" every four years on the policies and measures they have adopted, and the challenges encountered in implementing the Convention.

Periodic reports are **not only a statutory obligation** of Parties. They are **strategic tools for the development of innovative and committed cultural policies for the future** in your country.

Periodic reports have demonstrated their added value in **creating new spaces for dialogue**. They are key instruments that enable **government officials** and **civil society** to collaborate in assessing progress made in terms of protecting and promoting the diversity of cultural expressions and to identify areas where investment and human and financial resources may be required.

SCOPE OF APPLICATION

The Convention deals with the diversity of cultural expressions, which manifests itself through various modes of artistic creation, production and distribution, whatever the means and technologies used.

In the periodic report, specific attention should be paid to contemporary artistic forms, to artistic expression conveyed through words (literature), sounds (music, radio), images (photos, television, films), movement (performing arts such as dance, theatre) and objects (sculpture, painting, design) as well as to cultural goods, services and activities produced and distributed by the cultural and creative industries.

Your periodic report will report on policies and measures implemented at the local, national, regional and international levels to:

- support the creation, production, distribution and access with regard to to diverse cultural activities, goods and services;
- facilitate a balanced flow of cultural goods and services and promote the mobility of artists and cultural professionals around the world;
- integrate culture as a strategic dimension in sustainable frameworks;
- promote gender equality in the culture and media sectors;
- promote and protect artistic freedom (freedom of creation and expression, participation to cultural life).

For more information on the scope of application of periodic reports, please refer to the Convention's Monitoring Framework in the annex.

Please note that tangible and intangible cultural heritage are not covered by the scope of the 2005 Convention and should therefore not be covered in this report.

WHAT IS THE PERIOD OF TIME COVERED BY THE PERIODIC REPORT?

If your country has not yet submitted any periodic report, you will need to report on policies and measures, achievements and challenges since the ratification of the Convention. You may also report on major policies and measures adopted before the ratification of the Convention when impact has since been monitored.

If your country has already submitted periodic report(s), you will need to report on policies and measures, achievements and challenges from the submission of your last periodic report. You may also report on major policies and measures adopted before and included in your country's previous periodic report when impact has since been monitored.

In principle, periodic reports should be submitted every four (4) years.

TECHNICAL ARRANGEMENTS

In order to facilitate the processing and exchange of information relating to the protection and promotion of the diversity of cultural expressions, your periodic report should be submitted using an electronic form. This form is accessible via an online submission platform, hosted on the Convention's website.

The use of the electronic form guarantees a better exploitation of the information and data included in your report.

Only reports submitted online will be published on the Policy Monitoring Platform. Reports submitted in electronic format will also provide information needed for the preparation of Global Report series.

To learn more about how your policies and measures are being promoted, go to page 29 of this technical guide.

WHAT IS THE SUBMISSION DEADLINE FOR PERIODIC REPORTS?

Every year, the submission deadline is 30 April. For your country's next year of submission, you can consult this page.

HAS MY COUNTRY ALREADY SUBMITTED A PERIODIC REPORT? HOW CAN I ACCESS IT?

To consult your country's submitted periodic report, if one has been submitted, you can consult this page. Each periodic report submitted to the Secretariat is fully accessible and downloadable by clicking on the corresponding submission year.

MY ACCOUNT

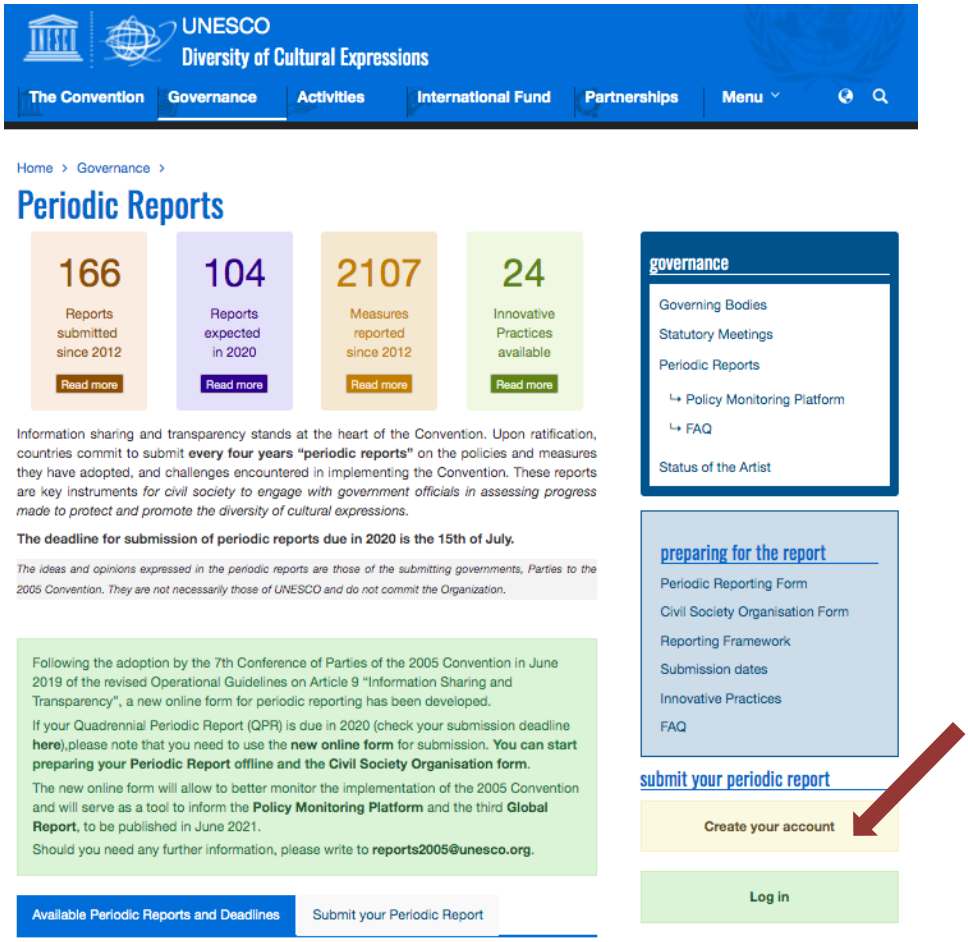
CREATE MY ACCOUNT

In order to access the electronic form, you must create your account on the online submission platform for periodic reports.

To do so, please visit the Convention's website. By clicking on the "Governance" tab, you will be able to access the page dedicated to periodic reports: https://en.unesco.org/creativity/governance/periodic-reports

Please note that only one account can be created per country.

❖ Step 1: Click on "Create your account"



❖ Step 2: Fill in the technical information

- Provide the contact details of the person responsible for the preparation of the periodic report who will be the online account holder. Make sure

you enter a valid email address. All emails will be sent to the address provided.
- Choose a username for your next login.
- Set the language in which you wish to submit the periodic report.
- Enter the code displayed in the CAPTCHA image.
- Click on "Create new account".

Please note that your password will be created at a later stage.

WHO CAN BE AN ACCOUNT HOLDER?

The online account permits the completion and submission of periodic reports. Only one account can be created per country. We therefore recommend that the account holder be the person responsible for preparing the periodic report so as to facilitate the process of report submission. Generally, account holders belong to public institutions, such as the Ministry of Culture or Arts Council.

IN WHAT LANGUAGE(S) SHOULD PERIODIC REPORTS BE SUBMITTED?

Periodic reports should be submitted in one of the Committee's working languages (English or French). To the extent possible, periodic reports can also be submitted in the two working languages of the Committee, as well as in additional languages (Decision 5.IGC 4).

❖ Step 3: Wait for the Secretariat to validate your account

- Your account will be activated by the Secretariat within 1 to 3 days.
- You will receive an initial email from the Secretariat indicating that your account is active.

❖ Step 4: Set your password

- After activating your account, you will receive a second email containing a link. Click on the link to create your password.

Please save your password. You will need it each time you log in.

HOW DO I CREATE A SECURE PASSWORD?

A secure password is at least eight characters long and combines upper- and lower-case letters, numbers and symbols (*/@%).

You cannot use a password that:

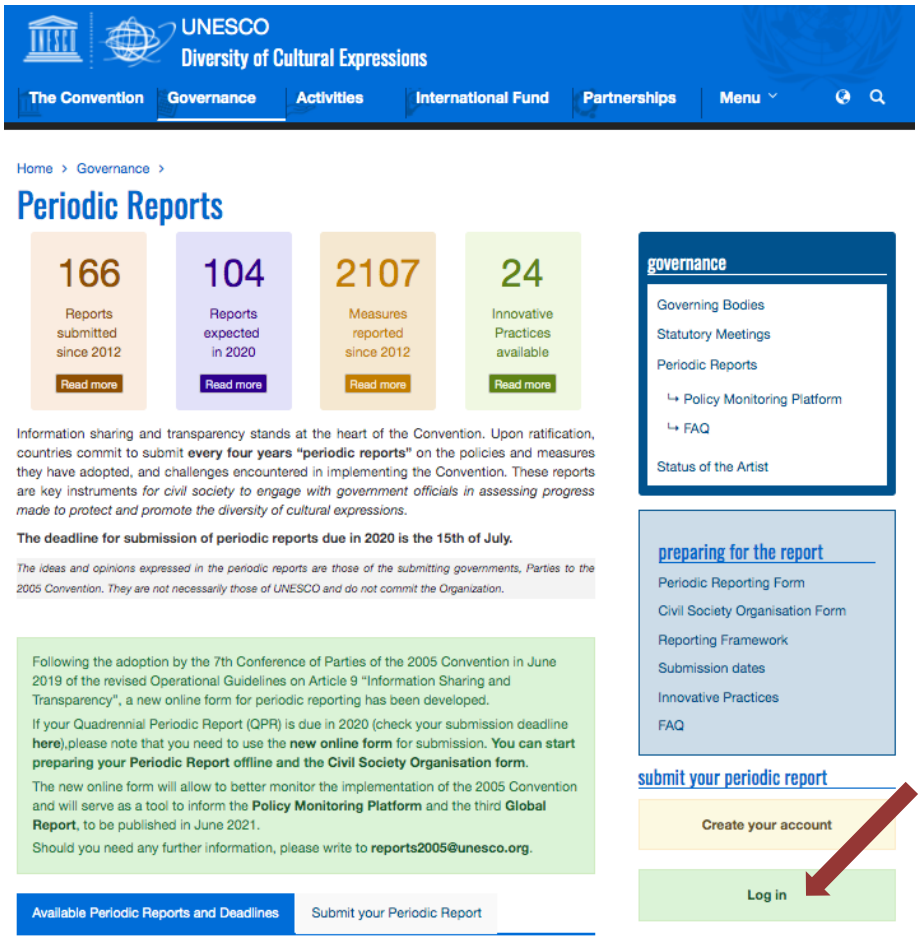
- has a particularly low level of security (e.g. "password123");
- has already been associated with your account;
- begins or ends with a space.

MANAGE MY ACCOUNT

1. Login

In order to log in to your account and access the electronic form, go to the Convention's website. Under the "Governance" tab, you can access the page dedicated to periodic reports:
https://en.unesco.org/creativity/governance/periodic-reports

❖ Step 1: Click on "Log in"

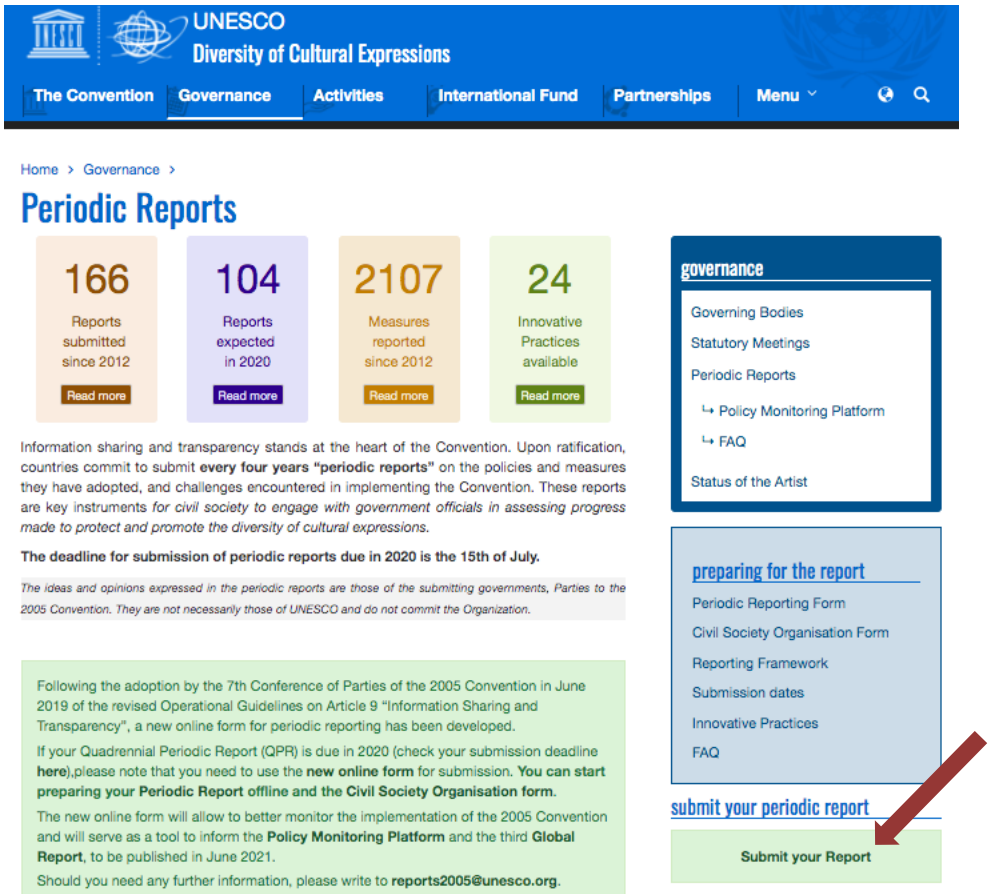


❖ Step 2: Fill in the technical information

- Click on the green "Log in" button.
- Enter your username and password.
- Enter the code displayed in the CAPTCHA image.
- Click on "Log in".

❖ Step 3: Access the electronic form

- The periodic reports page reappears on the screen. Click on the green button "Submit your report".

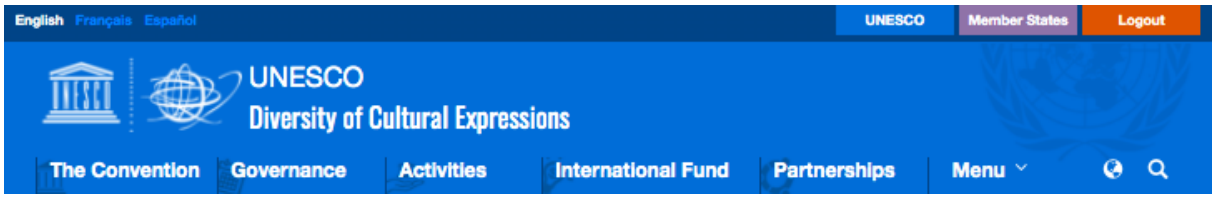


HOW MANY PEOPLE CAN WORK ON THE SAME PERIODIC REPORT ON THE ONLINE SUBMISSION PLATFORM?

Only one personal account can be created on the online submission platform for each periodic report.

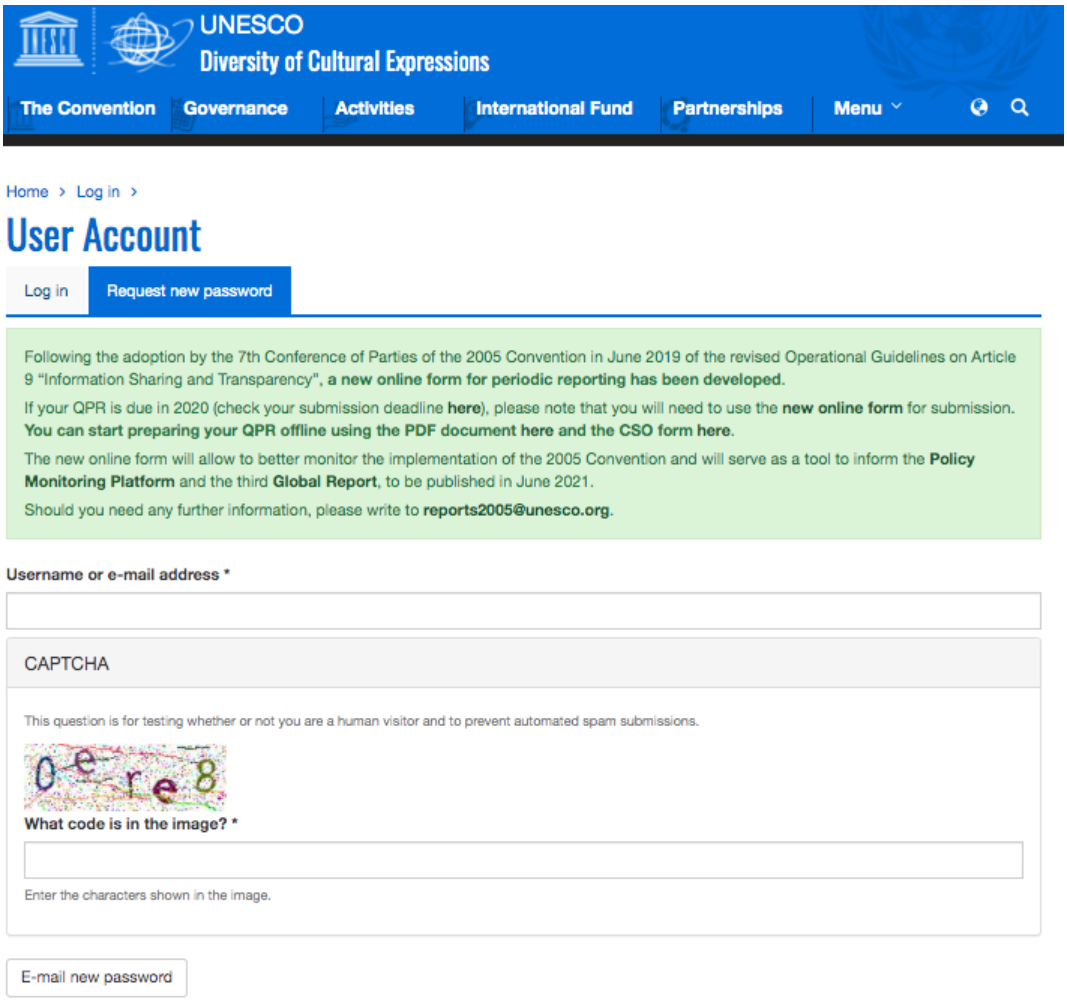
2. Logout

You can log out at any time by clicking on the orange "Logout" button in the top right corner of your screen. Be sure to save any changes you make to the electronic form before logging out.



3. Change or reset your password

Click on the following link to change or reset your password:
https://en.unesco.org/creativity/periodic-report/password



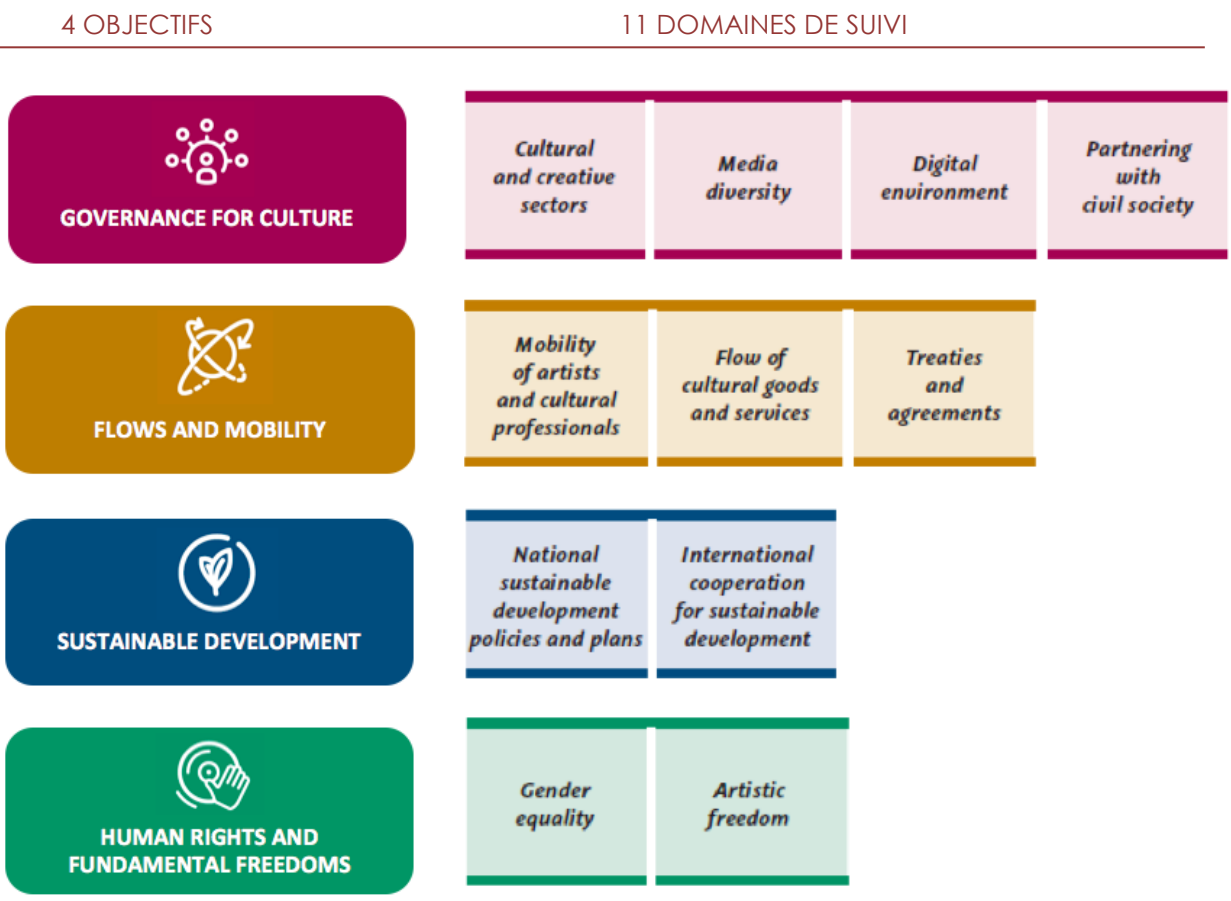
Enter the email address you provided when you created your account. Enter the code shown in the CAPTCHA image and click on "E-mail new password".

An email will be sent to you to confirm the change/reset of your password.

NAVIGATING THE FORM

STRUCTURE OF THE FORM

The structure of the periodic reporting form is aligned with the Reporting Framework annexed to Article 9 of the Operational Directives and is organized around the 4 objectives and 11 areas of the Convention's Monitoring Framework.



The electronic form consists of seven consecutive sections.

The **"General Information" section** (page 1) allows for the collection of information on the stakeholders contributing to the report, on the consultation process established and on the objectives and priorities of the current national cultural policy.

The **"Policies and Measures" section** (see pages 2 to 5) forms the core of your periodic report and is organized around the 11 monitoring areas of the Convention according to the following model:

- A *brief introduction* provides information on the type of information you are expected to report in relation with each area of monitoring.

- *Key questions* to facilitate a quick assessment of the level of implementation of each area of monitoring in your country. Your answers will directly inform the Convention's indicators.

- *Statistical data* might be required. Make sure to add them whenever such data is available in your country.

- A *narrative presentation* allows you to provide information on relevant policies and measures adopted in your country to implemented each area of monitoring of the Convention.

The **"Civil Society" section** (page 6) allows you to highlight the participatory processes established between civil society organizations and public authorities in the preparation of your country's periodic report. In relation to this section, you can, in particular, download and use the civil society form, which is a separate form available to Parties to facilitate the collection of information on civil society contributions. More information on the use of this form is available on page 25 of this guide.

The **"Emerging transversal issues" section** (page 7) allows you to present any other policies and measures that directly contribute to the implementation of the Convention and that would not necessarily be covered by one of the 11 monitoring areas of the Convention.

The **"Achievements and challenges" section** (page 8) allows you to present the main results achieved in implementing the Convention, the implementation challenges encountered or foreseen and the priorities identified for the next four years.

The **"Annexes" section** (page 9) allows you to upload relevant documents, such as a law, policy, agreement, or a strategy, but also studies and statistics related to the implementation of any of the 11 areas of monitoring of the Convention.

The **"Submission" section** (page 10) allows you to have the periodic report signed by the competent national authority, to submit it to UNESCO and to download it in its entirety in PDF format to facilitate its dissemination.

The table below provides a summary of the structure of the electronic form.

The links with the United Nations 2030 Agenda for Sustainable Development are highlighted to clarify how and why the Convention is an operational instrument for the implementation of the Sustainable Development Goals.

Nbr	Section	Sub-section
1	**General information**	Technical information
		Executive summary
2	**Policies and measures**	**Goal 1 – Support sustainable systems of governance for culture** • Cultural and creative sectors • Media diversity • Digital environment • Partnering with civil society
		Goal 2 – Achieve a balanced flow of cultural goods and services and increase the mobility of artists and cultural professionals • Mobility of artists and cultural professionals • Flow of cultural goods and services • Treaties and agreements
		Goal 3 – Integrate culture in sustainable development frameworks • National sustainable development policies and plans • International cooperation for sustainable development
		Goal 4 – Promote human rights and fundamental freedoms • Gender equality • Artistic freedom
3	**Civil society**	Consultation process with civil society organizations
		Measures and initiatives reported by civil society organizations
		Priorities
4	**Emerging Transversal Issues –** Resolution 5.CP 9b	
5	**Achievements and challenges**	Results achieved
		Challenges
		Solutions found
		Next steps
6	**Annexes**	
7	**Submission**	

WHAT ARE THE LINKS BETWEEN PERIODIC REPORTS AND THE 2030 UN AGENDA FOR SUSTAINABLE DEVELOPMENT?

The periodic reporting form has been designed to show how the implementation of the Convention contributes to attaining the UN 2030 Sustainable Development Goals (SDGs) and targets.

GUIDELINES FOR WRITING THE PERIODIC REPORT

The following guidelines shall be taken into consideration when collecting information and data, and writing reports:

i) Declarative statements shall be supported by facts and explanations.

ii) The reports shall be written in language consistent with the United Nations Charter and the 2005 Convention with a view to encourage dialogue and mutual respect among Parties and avoid politicisation.

iii) Information and analysis are to be derived from a variety of sources and be illustrated with examples and, whenever possible, with data.

iv) Long historical accounts are to be avoided.

v) Key questions, relating to any of the 11 areas of monitoring of the Convention, inform the Convention's indicators and monitor its impact. They shall, as far as possible, receive answers and be justified.

vi) The description of the policies and measures should be clear and succinct, focusing on priority lines of action and, where possible, achieved impact.

vii) Intangible cultural heritage is not covered by the scope of the 2005 Convention and should therefore not be covered in this report.

HOW THE FORM WORKS

Use the following buttons to navigate in the form:

To move between the different sections of the electronic form, you will find at the bottom of each page the "Previous Page" and "Next Page" buttons.

Do not forget to click on this button at the end of each page in order to save all your changes, with the exception of the information provided in "Relevant Policies and Measures", which must be saved using the "Save this Measure" button.

Do not forget to click on this button to save the information provided for each policy or measure introduced in "Relevant Policies and Measures".

Do not forget to click on this button to save the contact details.

The "Remove" button allows you to delete information contained in specific fields.

The "Submit" button allows you to finalize the submission of your periodic report and sends it automatically to UNESCO. You will find this button at the bottom of page 10 of the electronic form.

Please note that it will not be possible to modify the report after it has been submitted.

The "Print entire form" button generates a print preview of your draft periodic report. You will find this button at the bottom of pages 2 to 10 of the electronic form.

Please note that you will also be able to download the final version of your periodic report after submission.

WHAT ARE THE MANDATORY FIELDS TO FILL?

The mandatory fields are marked with an asterisk.

FILLING THE FORM

GENERAL INFORMATION

❖ Step 1: Fill in the technical information

1. Indicate the name of your country and the date of ratification of the Convention. As a reminder, the date of ratification is available here: http://www.unesco.org/eri/la/convention.asp?order=alpha&language=E&KO=31038
2. Indicate the contact details of the officially designated National Point of Contact (title, surname, first name, organization, address, country, email(s), telephone number(s), website(s)).
3. Save the contact details by clicking on the green "Create contact point" button.
4. Provide contact details of the stakeholders involved in the preparation of the periodic report, including contact details of civil society organizations (organization, type of organization, email, website).
   To add a new stakeholder, click on the blue "Add another item" button. You can add as many stakeholders as required.

❖ Step 2: Describe the multi-stakeholder consultation process established for the preparation of the periodic report

ARE THERE LIMITS ON THE NUMBER OF WORDS IN THE TEXT FIELDS?

There are no limits on the number of words in the text fields.

HOW TO FORMAT THE TEXT?

The electronic form has no text formatting option.

❖ Step 3: Provide an executive summary

1. The executive summary presents the main objectives and policy priorities of your country with respect to the implementation of the 2005 Convention. The executive summary is neither an introduction to the report nor an annotated table of contents. Please note that it will be presented to the Intergovernmental Committee and the Conference of Parties.

❖ Step 4: Save your changes

1. Click on the green "Save Draft" button to save your changes before moving to the next page or logging out.

POLICIES AND MEASURES

As an example, this guide will focus on the first area of monitoring, the "Cultural and creative sectors", under **Goal 1 – Support sustainable systems for governance for culture**. Please note that all monitoring areas are structured in the same way.

❖ Step 1: Read the **Introduction** carefully

❖ Step 2: Answer the **Key questions**

1. Most of the key questions have either "yes" or "no" answers. Some key questions are multiple-choice. In this case, please answer by checking as many boxes as necessary. More than one answer is possible.
2. Remember to provide justification when requested.

SHOULD ALL KEY QUESTIONS BE ANSWERED?

The key questions allow for systematic data collection on the implementation of each Convention goal and area of monitoring.

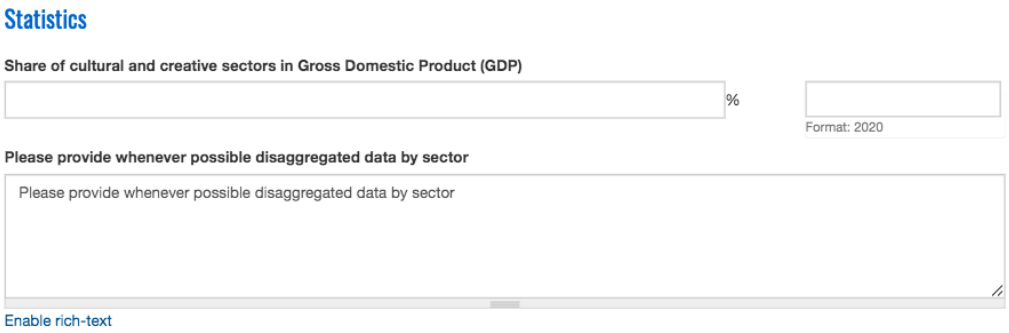
While answering all key questions is not mandatory to proceed to the next step, it is highly recommended that as many key questions as possible be answered, so as to provide a coherent and comprehensive picture of the work carried out at the national level to implement the Convention. If an answer is missing, you can reach out to relevant stakeholders.

CAN I SELECT SEVERAL ANSWERS TO A KEY QUESTION?

Yes, more than one answer is possible.

❖ Step 3: Provide the required **Statistics**

1. Please provide the required statistical data in the format requested if this is available in your country.
   For example, the share of the cultural and creative sectors in the Gross Domestic Product (GDP) is a percentage.
2. When additional information is requested (for example, data broken down by sector, as below), you can import data tables by clicking on "Enable rich text".



Various layout options will then appear.

To import a table, click on the icon:

❖ Step 4: Add one or more **Relevant policies and measures**

1. Click on the blue "Add a measure" button. The inclusion of relevant policies and measures will serve to corroborate the answers to the key questions. This exercise must be repeated for all 11 monitoring areas. UNESCO can then include the policies and measures reported on the Policy Monitoring Platform.

The Policy Monitoring Platform can help you gather information on cultural policies implemented at the national and regional levels.

You can seek inspiration among the policies and measures, categorized by geographical area, cultural field, objective and monitoring area of the Convention, to prepare your periodic report.

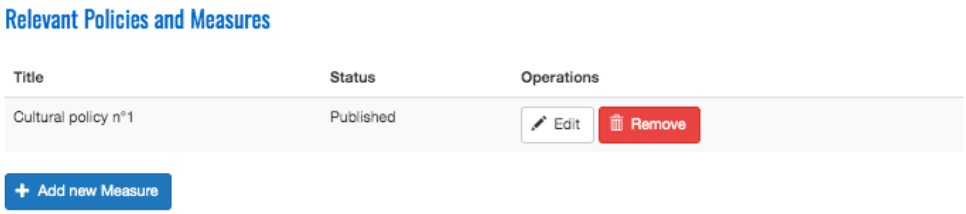
Visit the website: https://en.unesco.org/creativity/policy-monitoring-platform

2. Indicate the name of the policy/measure.
   This field is mandatory and must be filled in order to save the policy/measure.
3. Indicate the name of the agency responsible for the implementation of the policy/measure.
   To add a new agency, click on the blue "Add another item" button.
   This field is mandatory and must be filled in order to save the policy/measure.
4. Choose the cultural field(s) covered by the policy/measure.
   You can select more than one cultural field.

However, if you are reporting on a policy/measure that covers the cultural and creative sectors as a whole (e.g. a general cultural policy or law), please leave the boxes blank.

5. Indicate the website for the policy/measure if possible.
   To add a new website, click on the blue "Add another item" button.
6. Describe the main features of the policy/measure.
   This field is mandatory and must be filled in order to save the policy/measure.
7. Indicate whether young people are the main beneficiaries of the policy/measure.
   The United Nations defines persons between the ages of 15 and 24 years as "youth".
8. Specify if the International Fund for Cultural Diversity (IFCD) is involved in the implementation of the policy/measure.
9. Describe the results achieved so far in the implementation of the policy/measure.
10. Provide information on the financial resources allocated to the policy/measure.
    Please indicate financial resources in United States dollars.
11. Name and categorize the partners involved in the implementation of the policy/measure.
    To add a new partner, click on the blue "Add another item" button.
    For each partner, indicate whether it is a public, private or civil society actor.
12. Indicate whether the policy/measure has been evaluated and describe the main findings of the evaluation.
    Conducting an evaluation provides relevant information on the impact of a cultural policy. However, this is not yet a practice shared by all the Parties. Answering this question is therefore not mandatory.
13. Save each reported policy/measure by clicking on the green "Save this measure" button and then clicking on "Save Draft" at the bottom of the page.

If you wish to change or delete a saved policy/measure, you can do so by clicking on the white "Edit" button or the red "Remove" button.



Be sure to save each policy/measure and then save your draft report before logging out.

IS IT MANDATORY TO REPORT POLICIES AND MEASURES IN EACH OF THE 11 AREAS OF MONITORING?

While it is not mandatory to report policies and measures in each of the 11 areas of monitoring, it is highly recommended that as many areas of monitoring as possible be covered, so as to provide a coherent and comprehensive picture of the work carried out at the national level to implement the Convention.

HOW MANY POLICIES/MEASURES CAN I REPORT PER AREA OF MONITORING?

There is no limit on the number of policies/measures to report per area of monitoring. We recommend that at least one policy/measure is reported per area of monitoring.

MEASURES/INITIATIVES REPORTED BY CIVIL SOCIETY ORGANIZATIONS

In this section, you are invited to provide information on:

- how civil society organizations (CSOs) have been associated to the elaboration of the periodic report;
- relevant measures and initiatives implemented by CSOs during the last 4 years intended to implement the 4 Convention goals;
- priorities identified by CSOs to further implement the Convention.

To collect this information, we recommend that you use the CSO form, which has been developed to facilitate the collection of contributions from civil society.

The CSO form can be downloaded by clicking on the corresponding blue button.

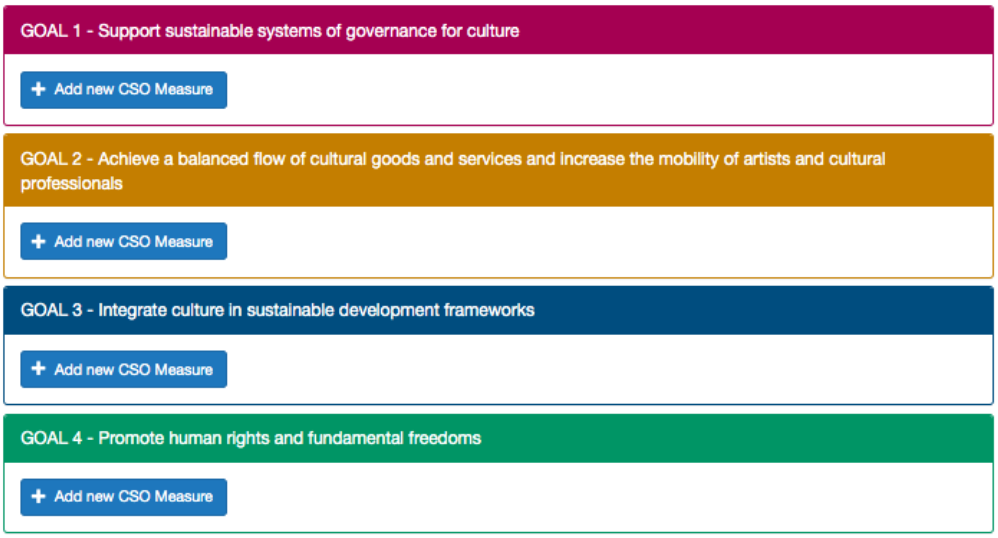
Please refer to the dedicated section on page 25 for more information on how to use the CSO form in the preparation of your periodic report.

- Step 1: Read the **Introduction** carefully
- Step 2: Describe the **Consultation process with civil society organizations**

    1. Explain how you used the CSO form in the preparation of your periodic report, indicating how the form was distributed to civil society organizations and what modalities were used to collect and analyze the information received through the form.
    2. Also indicate the percentage of measures and initiatives reported by civil society organizations through the CSO form that you considered relevant and included in the periodic report.

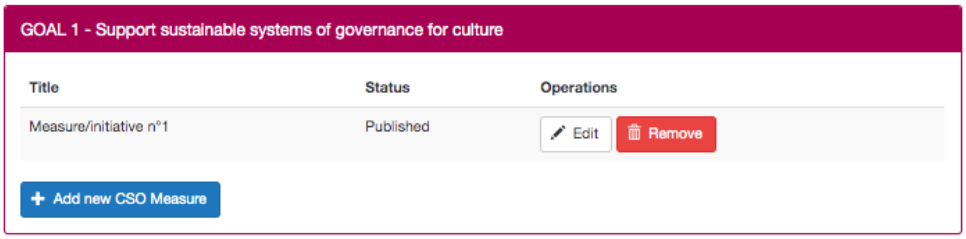
- Step 3: Add the **Measures and initiatives reported by civil society organizations**

1. Select the most relevant measures/initiatives reported by civil society organizations through the CSO form.
2. Include these measures/initiatives in your periodic report by clicking on the blue button "Add a CSO measure" under the corresponding goals of the Convention:



3. Specify the name of the measure/initiative.
   This field is mandatory and must be filled in order to save the measure/initiative.
4. Indicate the name of the civil society organisation responsible for the implementation of the measure/initiative.
   To add a new organization, click on the blue "Add another item" button.
   This field is mandatory and must be filled in order to save the measure/initiative.
5. Choose the cultural field(s) covered by the measure/initiative.
   You can select more than one cultural field.
   However, if the measure/initiative is general in nature and covers the cultural and creative sectors as a whole, please leave the boxes blank.
6. Indicate the website for the measure/initiative if possible.
   To add a website, click on the blue "Add another item" button.
7. Describe the main features of the measure/initiative.
   This field is mandatory and must be filled in order to save the measure/initiative.
8. Indicate whether young people are the main beneficiaries of the measure/initiative.
   The United Nations defines persons between the ages of 15 and 24 years as "youth".
9. Specify if the International Fund for Cultural Diversity (IFCD) is involved in the implementation of the measure/initiative.
10. Describe the results achieved so far in the implementation of the measure/initiative.

11. Save each reported measure/initiative by clicking on the green "Save this measure" button and then clicking on the green "Save Draft" button at the bottom of the page.
If you wish to change or delete a saved measure/initiative, you can do so by clicking on the white "Edit" button or the red "Remove" button.



HOW MANY CIVIL SOCIETY MEASURES/INITIATIVES CAN I INCLUDE IN THE PERIODIC REPORT?

The most relevant measures/initiatives reported by civil society organizations through the CSO form should be included in the section "Measures and initiatives reported by civil society organizations" (page 6 if the electronic form).

There is no limit to the number of civil society organization measures/initiatives that can be included in the periodic report. To the extent possible, we recommend that at least one measure/initiative be reported under each of the four goals of the Convention.

❖ Step 4: List the **Main priorities identified for civil society organizations for the future implementation of the Convention**

1. On the basis of the analysis of the responses provided through the CSO form, present up to ten main priorities of CSOs to implement the Convention over the next four years.

EMERGING TRANSVERSAL ISSUES

❖ Step 1: Read the **Introduction** carefully

❖ Step 2: Add **Relevant policies and measures**

1. Click on the blue "Add a measure" button.
2. Fill in the form.
   For more details on the Policies and Measures form, refer to pages 17 to 20 of this guide.
3. Save each reported policy/measure by clicking on the green "Save this measure" button and then clicking on the green "Save Draft" button at the bottom of the page.

The emerging transversal issues are identified by the governing bodies of the Convention for each reporting cycle.

WHAT ARE THE EMERGING TRANSVERSAL ISSUES TO BE REPORTED ON?

Parties report on emerging issues identified by the governing bodies of the Convention for each reporting cycle. The Conference of Parties through its resolutions could determine the transversal issue(s) to be reported in each four-year reporting cycle. For the current reporting cycle, no transversal issue has been identified by the Conference of Parties.

Parties can therefore present any policy and measure that directly contributes to the implementation of the Convention and that would not necessarily be covered by one of the Convention's 11 monitoring areas.

RESULTS AND CHALLENGES

❖ Step 1: Describe the main results achieved

1. Describe at least one major achievement in relation to one of the four goals of the Convention, to demonstrate how your country has contributed to its implementation.

❖ Step 2: Describe the main challenges and solutions

1. Describe the main challenges encountered in implementing the Convention.
2. Describe the main solutions found or envisaged to overcome these challenges.

❖ Step 3: Describe the next steps

1. Describe the steps planned in the next four years to further implement the Convention.
2. Indicate the priority areas for policy action identified on the basis of the conclusions of this periodic report.

ANNEXES

You can upload documents in annex to your periodic report, such as a law, policy, agreement, regulation, strategy, etc. or studies and statistics giving further details on the implementation of the Convention in your country. Annexes should therefore directly relate to the implementation of the 4 goals and the 11 areas of monitoring of the Convention. Moreover, annexes should have been produced during the reporting period covered by this periodic report.

❖ Step 1: Import one or more documents

1. Click on the "Choose a file" button.

2. Select the file to be imported.
3. Click on the blue "Upload" button. The name of your file appears as follows:

4. Indicate the title of the imported document and a short description of its contents, in English or French.

❖ Step 2: Save your changes

1. Save the changes by clicking on "Save Draft".

HOW MANY ANNEXES CAN BE SUBMITTED AND IN WHAT FORMAT?

There is no limit to the number of documents that may be annexed to the periodic report. Annexes can be submitted in the language of your choice, in PDF format or Excel format (.xls or .xlsx). They must not exceed 8 MB each.

CIVIL SOCIETY (CSO) FORM

PRESENTATION OF THE CIVIL SOCIETY FORM

The CSO form is a four-page Word document. It was developed to facilitate the collection of civil society contributions, in order to encourage the participatory preparation of periodic reports.

It is intended for civil society organizations and allows them to report on specific measures and initiatives they have taken over the past four years to implement the Convention, as well as recommendations to guide future action.

Only one measure/initiative can be reported per form. Civil society organizations willing to share multiple initiatives can fill out multiple copies of the CSO form.

ACCESS TO THE CIVIL SOCIETY FORM

From the section "Measures and Initiatives Reported by Civil Society Organizations", you can download the CSO form. It is also accessible by following this link: https://en.unesco.org/creativity/sites/creativity/files/cso_form_final_en.docx

HOW TO USE THE CIVIL SOCIETY FORM

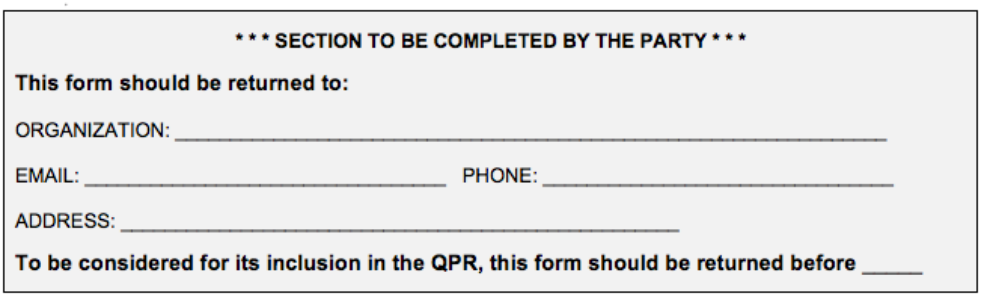
The CSO form should be disseminated to civil society organizations in order to collect their contributions for inclusion in your country's periodic report. The person in charge of the preparation of the periodic report can choose the most appropriate modes of disseminating the form. Several possible modes are presented below in Step 2.

❖ Step 1: Fill in the contact information and deadline

1. On page 4 of the form in the "Section to be completed by the Party", fill in:

   - the contact details of the organization responsible for collecting the forms completed by civil society organizations
   - the deadline for receipt of contributions.

   Civil society organizations will thereby know the deadline for submitting contributions and where to return the completed form.



*** * * SECTION TO BE COMPLETED BY THE PARTY * * ***

This form should be returned to:

ORGANIZATION: _____

EMAIL: _____ PHONE: _____

ADDRESS: _____

To be considered for its inclusion in the QPR, this form should be returned before _____

❖ Step 2: Disseminate the form to civil society organizations

1. Choose the most appropriate consultation process to disseminate the form to civil society organisations working in the areas covered by the Convention:
   a. Circulate the form to partner civil society organizations OR
   b. Select contributing civil society organizations through a call for interest OR
   c. Select contributing civil society organisations through an open call for contributions.
2. Disseminate the form to civil society organizations by mail or electronically, depending on the consultation process selected.

❖ Step 3: Compile civil society organization responses

Once the CSO forms have been completed and duly returned, the person responsible for the preparation of the periodic report will select the most relevant measures/initiatives, which will then be included in the electronic periodic report form.

For more information on the inclusion of civil society contributions in the periodic report, please refer to the section on "Measures and Initiatives Reported by Civil Society Organizations" on page 20 of this guide.

FORM SUBMISSION

Before submitting your periodic report, you can export a copy of it to have its contents validated by the competent authorities.

To do this, simply click on the blue button « Print entire form ».

❖ Step 1: Fill in the information about the person responsible for signing the periodic report

1. Indicate the title (Mr/Ms), surname and first name of the official representative designated to sign the report.
2. Specify the name of the organization to which the representative is attached and the position he/she holds in that organization

❖ Step 2: Include date of submission

1. Indicate the date on which your report is submitted to UNESCO in DD/MM/YYYY format.

❖ Step 3: Sign the periodic report

In order to validate the submission of a periodic report, it must necessarily include the signature of the person responsible for signing the report. The signature can be affixed as an electronic signature by following the steps below:

1. Sign the report electronically by uploading the official representative's signature in .jpeg format.

2. Drag the image to centre the signature. This way, the part of the image containing the signature will not be cropped by the system and the signature will appear in its entirety when you export the final report.

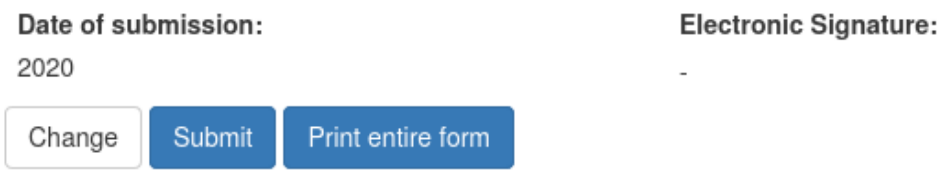
If an electronic signature has not been appended to the online form, you can still submit it to UNESCO. However, you will need to ensure that you print the complete form to add a handwritten signature at the end of the periodic report.

❖ Step 4: Submit the periodic report

If an electronic signature has been appended to the periodic report

1. Click on the blue "Submit" button.

2. Check your periodic report before confirming its submission. At the bottom of the page, you will find the following three buttons:



Click "Edit" to make a change to your periodic report.

3. Click on "Print the complete form" to download the final version of your periodic report, as submitted to UNESCO, in PDF format.

4. Click on "Submit" to confirm the submission.

   Please note: once you have submitted the periodic report, you will not be able to make any changes.

   The periodic report will be sent directly to the Secretariat for registration.

5. A confirmation e-mail will be sent to you, indicating that your periodic report has been received.

If the periodic report has been signed by hand, please send the original signed version to the following address:

UNESCO, Diversity of Cultural Expressions' Entity
7 place de Fontenoy
75352 Paris 07 SP
France

Please note that the submission of the periodic report is subject to the completion of the mandatory fields marked with an asterisk.

In the event of an unsuccessful submission attempt, the system will automatically indicate the mandatory fields to be completed.

DOWNLOADING THE FORM

Once the periodic report has been submitted, you can download a complete version.

You will get a .pdf document that you can save, send electronically and/or print.

DISSEMINATION OF THE PERIODIC REPORT

STATUTORY BODIES

The Secretariat will register the periodic report and transmit it to the Committee and the Conference of Parties.

To facilitate the exchange of information relating to the protection and promotion of the diversity of cultural expressions, the periodic report is made public on the "periodic reports" page of the Convention's website before the session of the Committee at which it is considered.

POLICY MONITORING PLATFORM

In order to enhance synergies between national and international monitoring processes, policy practices included in the periodic report could be listed on the Policy Monitoring Platform.

The Policy Monitoring Platform is a unique search engine that makes the most of the information from the periodic reports. It provides an opportunity to explore the many ways in which Parties promote the diversity of cultural expressions worldwide and highlights innovative practices that reflect the role of culture in the implementation of the 2030 Agenda for Sustainable Development.

GLOBAL REPORTS

The Global Report series is designed on the basis of information and data derived from the periodic reports and other sources.

It monitors the implementation of the 2005 Convention and provides a set of data and information to inform the elaboration of cultural policies that place creativity at the heart of development.

Your periodic report is a unique tool for taking stock of the cultural and creative sectors at the national level. It allows the identification of achievements and best practices while preparing for future challenges.

We therefore encourage you to maintain the spaces for dialogue between public institutions, cultural professionals, artists and civil society organizations that were created during the preparation of the periodic report.

In order to enhance the value of the work accomplished, several initiatives can be implemented:

- Organize a public presentation of the periodic report;
- Translate the final report into the national language(s);
- Disseminate the final report to cultural and media actors, etc.

SUPPORT AND ASSISTANCE

FREQUENTLY ASKED QUESTIONS

- What is the period of time covered by the periodic report? .....p. 5
- What is the submission deadline for periodic reports?.....p. 5
- Has my country already submitted a periodic report?
- How can I access it? .....p. 5
- Who can be an account holder? .....p. 7
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- Is there mandatory to report policies and measures in each of the 11 areas of monitoring? .....p. 20
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USEFUL LINKS

- 2005 Convention on the Protection and the Promotion of the Diversity of Cultural Expressions
- Article 9 of the Operational Guidelines
- Policy Monitoring Platform
- 2018 Edition of the Global Report "Re|Shaping Cultural Policies"
- UNESCO Operational Strategy on Youth 2014-2021

CONTACT THE SECRETARIAT

For any questions or information related to the preparation and submission of the periodic report, please contact the Secretariat at the following e-mail address: reports2005@unesco.org.

ANNEX

CONVENTION'S MONITORING FRAMEWORK

Goal 1 • SUPPORT SUSTAINABLE SYSTEMS OF GOVERNANCE FOR CULTURE

Areas of monitoring	Indicators	SDG Targets	Means of verification
CULTURAL AND CREATIVE SECTORS	1. Policies and measures support the development of dynamic cultural and creative sectors	8.3 8.3 4.4	1.1 Integrated strategies and frameworks 1.2 Sectoral laws and policies 1.3 Job creation and entrepreneurship measures 1.4 Education and training programmes
	2. Policymaking is informed and involves multiple public bodies	16.6 16.7 16.7	2.1 Ministry with competence and budget for culture 2.2 Interministerial cooperation 2.3 Decentralized responsibilities 2.4 Information systems and statistics
MEDIA DIVERSITY	3. Policies and measures support diversity of the media	16.10	3.1 Media freedom 3.2 Media accountability 3.3 Media monitoring 3.4 Media ownership
	4. Policies and measures support diversity of content in the media		4.1 Public service media with cultural mandate 4.2 Content diversity in programming 4.3 Domestic content incentives 4.4 Data and information trends
DIGITAL ENVIRONMENT	5. Policies and measures support digital creativity, enterprises and markets	4.4	5.1 Diverse actors in the digital industries 5.2 Digital transformation of industries and institutions 5.3 Digital creativity and competencies
	6. Policies and measures facilitate access to diverse cultural expressions in the digital environment		6.1 Access to domestic digital content 6.2 Digital literacy 6.3 Data and information trends
PARTNERING WITH CIVIL SOCIETY	7. Measures strengthen the skills and capacities of civil society	17.17	7.1 Enabling environment for Civil Society Organizations (CSOs) 7.2 Structuring of CSOs 7.3 Training and mentoring for CSOs 7.4 Funding for CSOs
	8. Civil society is involved in the implementation of the Convention at national and global levels	17.17 16.7	8.1 Policy dialogue mechanisms with public authorities 8.2 Participation in policy design 8.3 CSO initiatives 8.4 Participation in the work of the Convention's governing bodies

Goal 2 • ACHIEVE A BALANCED FLOW OF CULTURAL GOODS AND SERVICES AND INCREASE THE MOBILITY OF ARTISTS AND CULTURAL PROFESSIONALS

Areas of monitoring	Indicators	SDG Targets	Means of verification
MOBILITY OF ARTISTS AND CULTURAL PROFESSIONALS	9. Policies and measures support the outward and inward mobility of artists and cultural professionals	10.7 10.7	**9.1** Outward mobility **9.2** Inward mobility **9.3** Mobility information systems
	10. Operational programmes support the mobility of artists and cultural professionals, notably from developing countries		**10.1** Mobility funds **10.2** Cultural events and exchange facilities **10.3** South-South mobility programmes **10.4** CSO mobility initiatives
FLOW OF CULTURAL GOODS AND SERVICES	11. Policies and measures support balanced international flows of cultural goods and services	10.a 8.a	**11.1** Export strategies and measures **11.2** Implementation of preferential treatment **11.3** Aid for Trade
	12. Information systems evaluate international flows of cultural goods and services	17.11 17.11 10.b	**12.1** Value, origin and destination of cultural goods **12.2** Value, origin and destination of cultural services **12.3** Direct foreign investment in culture and creative sectors
TREATIES AND AGREEMENTS	13. Trade and investment agreements refer to the Convention or implement its objectives	10.a	**13.1** Special status for cultural goods and services **13.2** Cultural clauses related to e-commerce and digital products **13.3** Preferential treatment provisions
	14. Other agreements, declarations, recommendations and resolutions refer to the Convention or implement its objectives		**14.1** Agreements aligned with the goals of the Convention **14.2** Declarations, recommendations and resolutions aligned with the goals of the Convention

Goal 3 • INTEGRATE CULTURE IN SUSTAINABLE DEVELOPMENT FRAMEWORKS

Areas of monitoring	Indicators	SDG Targets	Means of verification
NATIONAL SUSTAINABLE DEVELOPMENT POLICIES AND PLANS	15. National sustainable development policies and plans include action lines to support diverse cultural expressions	8.3 17.14	**15.1** Culture and creative sectors in national development plans **15.2** Public cultural bodies in planning and implementation **15.3** Evaluation of national development plans and strategies
	16. Policies and measures support equity in the distribution of cultural resources and inclusive access to such resources		**16.1** Culture-based regeneration plans **16.2** Participation and access to diverse cultural expressions
INTERNATIONAL COOPERATION FOR SUSTAINABLE DEVELOPMENT	17. Development cooperation strategies include action lines to support diverse cultural expressions	17.2	**17.1** Culture and creative sectors in development cooperation strategies **17.2** Official development assistance (ODA) for culture **17.3** Evaluation of development cooperation strategies
	18. Development cooperation programmes strengthen creative sectors in developing countries	17.9 17.9 17.9	**18.1** Support for cultural policy design and implementation **18.2** Support for cultural micro and SME development **18.3** Support for artists and creation

Goal 4 • PROMOTE HUMAN RIGHTS AND FUNDAMENTAL FREEDOMS

Areas of monitoring	Indicators	SDG Targets	Means of verification
GENDER EQUALITY	19. Policies and measures promote gender equality in the culture and media sectors	5.c 5.5	**19.1** Government bodies in charge of gender equality **19.2** Support to women's participation in cultural life **19.3** Support to female artists and cultural professionals
	20. Monitoring systems evaluate levels of representation, participation and access of women in the culture and media sectors	5.5	**20.1** Levels of women's representation in the culture and media sectors **20.2** Levels of women's participation in cultural life
ARTISTIC FREEDOM	21. Policies and measures promote and protect freedoms of creation and expression and participation in cultural life	16.10	**21.1** Legal recognition of artistic freedom **21.2** Monitoring of artistic freedom violations **21.3** Protection of artists and cultural professionals at risk
	22. Policies and measures promote and protect the social and economic rights of artists and cultural professionals		**22.1** Transparency of public funding schemes **22.2** Social protection **22.3** Economic rights