

**GENERAL ASSEMBLY OF THE STATES PARTIES TO THE  
CONVENTION FOR THE SAFEGUARDING OF THE  
INTANGIBLE CULTURAL HERITAGE**

**OPERATIONAL DIRECTIVES**

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

(June 2008)

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**1.1      Inscription on the Urgent Safeguarding List**

Articles 7 (g)  
(i) and 17

**Criteria for inscription**

1.EXT.COM 6

1. In nomination files, the submitting State(s) Party(ies) or, in the case of extreme urgency, the nominator(s) will be requested to demonstrate that an element proposed for inscription on the Urgent Safeguarding List satisfies all of the following criteria:

**U.1**      The element constitutes intangible cultural heritage as defined in Article 2 of the Convention.

**U.2**      a.      The element is in urgent need of safeguarding because its viability is at risk despite the efforts of the community, group or, if applicable, individuals and State(s) Party(ies) concerned; (or)

            b.      The element is in extremely urgent need of safeguarding because it is facing grave threats as a result of which it cannot be expected to survive without immediate safeguarding.

**U.3**      Safeguarding measures are elaborated that may enable the community, group or, if applicable, individuals concerned to continue the practice and transmission of the element.

**U.4**      The element has been nominated following the widest possible participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.

**U.5**      The element is included in an inventory of the intangible cultural heritage present in the territory(ies) of the submitting State(s) Party(ies), as defined in Articles 11 and 12.

**U.6**      In cases of extreme urgency, the State(s) Party(ies) concerned has (have) been duly consulted regarding inscription of the element in conformity with Article 17.3.

## **Nomination procedure**

2.COM 6

2. Submitting States Parties are requested to use the nomination form annexed to these Operational Directives, and to involve the communities, groups and, where applicable, individuals concerned in the preparation of their nominations.
3. States Parties are encouraged to jointly submit multi-national nominations when an element is found on the territory of more than one State Party.
4. A State Party may withdraw a nomination it has submitted at any time prior to evaluation by the Committee, without prejudice to its right to benefit from international assistance under the Convention.

## **Examination of nominations**

5. With a view to their evaluation by the Committee, nominations shall be examined by preferably more than one advisory organization accredited in conformity with Article 9.1 of the Convention. In conformity with Article 8.4, the Committee may invite public or private bodies and/or private persons with recognized competence in the field of intangible cultural heritage, in order to consult them on specific matters. No nomination will be examined by (a) national(s) of the State(s) Party(ies) submitting the nomination.
6. Examinations shall include assessment of the nomination's conformity with the inscription criteria.
7. Each examination shall include assessment of the viability of the element and of the feasibility and sufficiency of the safeguarding plan. It shall also include assessment of the risk of its disappearing, due, *inter alia*, to the lack of means for safeguarding and protecting it, or to processes of globalization and social or environmental transformation.
8. The reports of these examinations shall include a recommendation to the Committee to inscribe, or not to inscribe, the nominated element.

### **Evaluation and decision by the Committee**

9. The Secretariat will transmit to the Committee an overview of all nominations including summaries, examination reports, and any reactions thereto by the States Parties concerned. The nomination files and examination reports will also be made available to States Parties for their consultation.
10. After evaluation, the Committee decides whether an element shall or shall not be inscribed on the Urgent Safeguarding List.

### **Nominations to be processed on an extremely urgent basis**

2.COM 6

11. In case of extreme urgency, and in conformity with Criterion U.6, the Committee may invite the State(s) Party(ies) concerned to submit a nomination on an accelerated schedule. The Committee, in consultation with the State(s) Party(ies) concerned, shall evaluate the nomination as quickly as possible after its submission, in accordance with a procedure to be established by the Committee on a case-by-case basis.
12. Cases of extreme urgency may be brought to the attention of the Committee by the State(s) Party(ies) on whose territory(ies) the element is located, by any other State Party, by the community concerned or by an advisory organization. The State(s) Party(ies) concerned shall be informed in a timely manner.

### **Removal of an element from the Urgent Safeguarding List**

13. An element shall be removed from the Urgent Safeguarding List by the Committee when it determines, after assessment of the implementation of the safeguarding plan, that the element no longer satisfies one or more criteria for inscription on that list.

### **Transfer of an element from one List to the other**

14. An element may not simultaneously be inscribed on the Urgent Safeguarding List and the Representative List. A State Party may request that an element be transferred from one List to the other. Such a request must demonstrate that the element satisfies all of the criteria for the List to which transfer is requested, and shall be submitted according to the established procedures and deadlines for nominations.

## Updating and publication of the Urgent Safeguarding List

15. The nomination files and examination reports of elements inscribed on the List shall be available for consultation at the Secretariat and, to the extent possible, made available on-line for general access.
16. Upon request of the Committee, the Secretariat publishes the updated Urgent Safeguarding List annually, primarily through the website of the Convention. A printed version will be published every two years, on the occasion of the session of the General Assembly.

### Timetable – Overview of procedures<sup>1</sup>

2.COM 6

#### 17. *Phase 1: Preparation and submission*

1 September  
Year 0      Deadline by which preparatory assistance may be requested from the Committee.

31 March  
Year 1      Deadline by which nominations must be received by the Secretariat. Nominations received after this date will be examined in the next cycle.

1 June Year 1      Deadline by which the Secretariat will have processed the nominations, including registration and acknowledgement of receipt. If a nomination is found incomplete, the State Party will be advised to complete the nomination.

1 September  
Year 1      Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle.

#### *Phase 2: Examination*

September  
Year 1      Selection by the Committee of one or more advisory organizations, research institutes and/or experts responsible for examination of each nomination file.

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<sup>1</sup> The General Assembly approved a transitional calendar for the first inscriptions on this list (see paragraph 18 below).

October  
Year 1 –  
April Year 2

Examination.

31 March  
Year 2

Deadline by which States Parties will have submitted supplementary information requested by the examiners for proper review of a nomination.

1 May  
Year 2

The Secretariat transmits to the nominating States Parties the relevant examination reports.

1 August  
Year 2

The Secretariat transmits to the Committee Members the examination reports. The nomination files and examination reports shall also be available on-line for consultation by States Parties.

*Phase 3:*

*Evaluation*

September  
Year 2

The Committee evaluates nominations and makes its decisions.

18 **Transitional timetable for the *first inscriptions* on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding**

2.COM 6

1 October  
2008

Deadline by which preparatory assistance may be requested for the preparation of nominations.

November  
2008

Evaluation of preparatory assistance requests.

15 March  
2009

Deadline by which nominations must be received by the Secretariat.

15 April 2009

Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle (for 2010).

April 2009

Decision by the Committee on examiners for examination of each nomination file.

|                         |   |
|-------------------------|---|
| April – 20<br>June 2009 | Examination by the examiners of the nominations for inscription.  |
| 25 June<br>2009         | Deadline by which States Parties will have submitted supplementary information requested by the examiners for proper review of the nomination.  |
| 1 July 2009             | The Secretariat transmits to the nominating States Parties the relevant examination reports.  |
| August 2009             | The Secretariat transmits to the Committee Members the examination reports. The nomination files and the examination reports shall be available to States Parties for information on the website of the Convention. |
| September<br>2009       | Evaluation by the Committee of the nominations for the first inscriptions on the Urgent Safeguarding List.  |

## **1.2 Inscription on the Representative List**

Articles 7  
(g)(i) and 16

### **Criteria for inscription**

1.EXT.COM 6

19. In nomination files, the submitting States Parties will be requested to demonstrate that an element proposed for inscription on the Representative List satisfies all of the following criteria:
- R.1** The element constitutes intangible cultural heritage as defined in Article 2 of the Convention.
  - R.2** Inscription of the element will contribute to ensuring visibility and awareness of the significance of the intangible cultural heritage and to encouraging dialogue, thus reflecting cultural diversity worldwide and testifying to human creativity.
  - R.3** Safeguarding measures are elaborated that may protect and promote the element.



**R.4** The element has been nominated following the widest possible participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.

**R.5** The element is included in an inventory of the intangible cultural heritage present in the territory(ies) of the submitting State(s) Party(ies), as defined in Articles 11 and 12.

#### **Nomination procedure**

2.COM 6

20. States Parties are encouraged to jointly submit multi-national nominations when an element is found on the territory of more than one State Party.

21. Submitting States Parties are requested to use the nomination form annexed to these Operational Directives, and to involve the communities, groups and, where applicable, individuals concerned in the preparation of their nominations.

22. A State Party may withdraw a nomination it has submitted at any time prior to evaluation by the Committee.

#### **Examination of nominations**

2.COM 6

23. Examination of nominations shall be accomplished by a subsidiary body of the Committee established in accordance with Rule 21 of its Rules of Procedure.

24. The examination made by the subsidiary body shall include assessment of the nomination's conformity with the inscription criteria.

25. The examination report shall include a recommendation to the Committee to inscribe, or not to inscribe, the nominated element.

#### **Evaluation and decision by the Committee**

2.COM 6

26. The subsidiary body will provide to the Committee an overview of all nomination files and a report of their examination, which will also be made available by the Secretariat to States Parties for their consultation.

27. After evaluation the Committee decides whether an element shall or shall not be inscribed on the Representative List.
28. If the Committee decides that an element should not be inscribed on the Representative List, the nomination may not be resubmitted to the Committee for inscription on this List, before four years have passed.

**Removal of an element from the Representative List**

2.COM 6

29. An element shall be removed from the Representative List when the Committee determines that it no longer satisfies one or more criteria for inscription on that list.

**Transfer of an element from one List to the other**

2.COM 6

30. An element may not simultaneously be inscribed on the Representative List and the Urgent Safeguarding List. A State Party may request that an element be transferred from one List to the other. Such a request must demonstrate that the element satisfies all of the criteria for the List to which transfer is requested, and shall be submitted according to the established procedures and deadlines for nominations.

**Updating and publication of the Representative List**

2.COM 6

31. The nomination files and examination reports of elements inscribed on the List shall be available for consultation at the Secretariat and, to the extent possible, made available on-line for general access.
32. Upon request of the Committee, the Secretariat publishes the updated Representative List annually, primarily through the website of the Convention. A printed version will be published every two years, on the occasion of the session of the General Assembly.

## Timetable – Overview of procedures

2.COM 6

### 33. *Phase 1: Preparation and submission*

31 August  
Year 1<sup>2</sup>      Deadline by which nominations must be received by the Secretariat. Nominations received after this date will be examined in the next cycle.

1 November  
Year 1      Deadline by which the Secretariat will have processed the nominations, including registration and acknowledgement of receipt. If a nomination is found incomplete, the State Party will be advised to complete the nomination.

15 January  
Year 2      Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle.

### *Phase 2: Examination*

May Year 2      Examination by the subsidiary body.

1 July Year 2      The Secretariat transmits to the nominating States Parties the examination reports by the subsidiary body.

1 August  
Year 2      The Secretariat transmits to the Committee Members the examination reports. The nomination files and the examination reports shall also be available on-line for consultation by States Parties.

### *Phase 3: Evaluation*

September  
Year 2      The Committee evaluates the nominations and makes its decisions.

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<sup>2</sup> The General Assembly decided to adopt the deadline of 30 September 2008 for the first cycle.

**1.3 Incorporation of items proclaimed “Masterpieces of the Oral and Intangible Heritage of Humanity” in the Representative List**

Article 31  
2.EXT.COM 7

34. In conformity with Article 31.1 of the Convention, the Committee shall automatically incorporate in the List foreseen in Article 16 all the items that had been proclaimed “Masterpieces of the Oral and Intangible Heritage of Humanity” before the entry into force of the Convention, following the adoption of the present Operational Directives by the General Assembly.
35. This incorporation is enforceable upon all States having present on their territories one or several items proclaimed Masterpieces, whether or not they are party to the Convention. Concerning the States non party whose items proclaimed Masterpieces have been incorporated in the List, they shall enjoy all the rights and assume all the obligations included within the Convention as regards only those items present on their territories, on the condition they so consent in writing, it being understood that those rights and obligations cannot be invoked or applied separately from each other.
36. All States non party having present on their territories items proclaimed Masterpieces shall be notified by the Director-General about the adoption of the present Operational Directives which require that these items be placed on an equal footing with items inscribed in the future, in conformity with Article 16.2, and governed by the same legal regime for monitoring, transfer from one List to the other or withdrawal, according to the modalities foreseen by these Operational Directives.
37. Through the above-mentioned notification, States non party will simultaneously be invited by the Director-General as mandated by the Committee to express, within one year, their explicit consent in writing to accept the rights and assume the obligations contained in the Convention in accordance with the modalities foreseen in paragraphs 35 and 36 above.
38. The written notification of this acceptance by the State non party shall be addressed to the Director-General acting in his capacity as Depositary of the Convention, and constitutes submission of the items proclaimed Masterpieces concerned to the full legal regime of the Convention.
39. In the case that a State non party to the Convention has refused to provide within one year written consent to accept the rights and assume the obligations under the Convention concerning items present on its territory and inscribed on the Representative List, the Committee shall have the right to withdraw these items from the List.

40. In the case that a State non party to the Convention has not responded to the notification or keeps silent on its intent, or in the case of absence of an explicit indication of its consent within one year, its silence or lack of response will be considered by the Committee as a refusal justifying the application of paragraph 39 above, unless circumstances beyond its control prevent it from notifying its acceptance or refusal.
41. In the case that an item proclaimed Masterpiece incorporated in the List is found to be on the territories of both a State Party and a State non party to the Convention, it shall be considered as benefiting from the full legal regime established by the Convention, it being understood that the State non party shall be invited by the Director-General as mandated by the Committee to consent to the obligations foreseen by the Convention. In the absence of an explicit indication of the State non party's consent, the Committee shall have the right to recommend that it refrain from undertaking any act that might harm the item proclaimed Masterpiece so concerned.
42. The Committee shall report to the General Assembly on the measures undertaken in this respect according to the modalities and formalities foreseen by the present Operational Directives.
- 1.4 **Programmes, projects and activities that best reflect the principles and objectives of the Convention** Article 18
- Proposal and selection procedure** 2.COM 12
43. States Parties are encouraged to propose national, subregional or regional programmes, projects and activities for safeguarding intangible cultural heritage to the Committee for selection and promotion as best reflecting the principles and objectives of the Convention. Article 18.1
44. In its selection and promotion of safeguarding programmes, projects and activities, the Committee shall pay special attention to the needs of developing countries and to the principle of equitable geographic distribution, while strengthening South-South and North-South-South cooperation.
45. Such programmes, projects and activities may be completed, in progress, or planned at the time they are proposed to the Committee for selection and promotion.

46. States Parties may submit proposals individually or jointly. The Committee encourages the submission of subregional or regional programmes, projects and activities as well as those undertaken jointly by States Parties in geographically discontinuous areas.
47. States Parties may request preparatory assistance for the elaboration of such proposals in accordance with the provisions concerning international assistance, i.e., Articles 20-24 of the Convention. Article 18.3
48. Submitting States Parties are requested to use the format annexed to these Directives. A proposal shall be submitted by 1 March of the year in which the Committee is requested to evaluate it.
49. Initial examination of proposals will be accomplished by a working group of the Committee to be established by it during a session. The working group shall provide the Committee with its opinion of the merits of proposals and a summary recommendation.
50. The Committee decides whether or not to select a programme, project or activity.
51. At each session the Committee may explicitly call for proposals characterized by international cooperation, as mentioned in Article 19, and/or focusing on specific priority aspects of safeguarding.

**Criteria for selection**

2.COM 12

52. From among the programmes, projects or activities proposed to it, the Committee shall select those that best satisfy all of the following criteria:
- a. The programme, project or activity involves safeguarding, as defined in Article 2.3 of the Convention.
  - b. The programme, project or activity promotes the coordination of efforts for safeguarding intangible cultural heritage on regional, subregional and/or international levels.
  - c. The programme, project or activity reflects the principles and objectives of the Convention.

- d. If already completed, the programme, project or activity has demonstrated effectiveness in contributing to the viability of the intangible cultural heritage concerned. If still underway or planned, it can reasonably be expected to contribute substantially to the viability of the intangible cultural heritage concerned.
- e. The programme, project or activity has been or will be implemented with the participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.
- f. The programme, project or activity may serve as a subregional, regional or international model, as the case may be, for safeguarding activities.
- g. The submitting State(s) Party(ies), implementing body(ies), and community, group or, if applicable, individuals concerned are willing to cooperate in the dissemination of best practices, if their programme, project or activity is selected.
- h. The programme, project or activity features experiences that are susceptible to an assessment of their results.
- i. The programme, project or activity is primarily applicable to the particular needs of developing countries.

#### **Promotion and dissemination**

2.COM 12

- 53. The Committee shall encourage research, documentation, publication and dissemination of good practices and models with international cooperation in generating safeguarding measures and creating favourable conditions for such measures that have been evolved by States Parties in the implementation of selected programmes, projects and activities, with or without assistance.
- 54. The Committee shall establish, keep up to date, and publish a register of programmes, projects and activities that it has selected as best reflecting the principles and objectives of the Convention.

55. The Committee shall encourage States Parties to create favourable conditions for the implementation of such programmes, projects and activities.
56. In addition to the register of selected programmes, projects and activities, the Committee shall compile and make available information about the measures and methodologies used or to be used, and experiences gained, if any.
57. The Committee shall encourage research on and evaluation of the effectiveness of safeguarding measures included in the programmes, projects and activities that it has selected and shall promote international cooperation in such research and evaluation.
58. On the basis of experiences gained and lessons learned in these and other safeguarding programmes, projects and activities, the Committee shall provide guidance on best practices and make recommendations on measures for safeguarding intangible cultural heritage (Article 7(b)).

## **Chapter 2 The Intangible Cultural Heritage Fund and International Assistance**

### **2.1 Guidelines for the use of the resources of the Fund**

Articles 7 (c),  
(d), 25, 27 and  
28

59. The resources of the Fund, which is managed as a special account in conformity with Article 1.1 of its Financial Regulations, shall be used primarily for granting international assistance as described in Chapter V of the Convention.

1.EXT.COM 9  
2.COM 9

60. The resources may further be used:

- a. for the replenishment of the Reserve Fund mentioned in Article 6 of the Financial Regulations;
- b. for the support of other functions of the Committee as described in Article 7 including those related to the proposals mentioned in Article 18;
- c. for the costs of participation in the sessions of the Committee of representatives of developing States Members of the Committee, but only for persons who are experts in intangible cultural heritage, and, if the budget allows, on a case by case basis, for the costs of participation of representatives who are experts in intangible cultural heritage, from developing countries that are Parties to the Convention but not Members of the Committee;



- d. for the costs of advisory services to be provided, at the request of the Committee, by non-governmental and non-profit-making organizations, public or private bodies and private persons.
- e. for the costs of participation of public or private bodies, as well as private persons, notably members of communities and groups, that have been invited by the Committee to its meetings to be consulted on specific matters.

## 2.2 International assistance

Articles 20, 21,  
24.2, 18  
2.COM 11

### **Purposes and forms of international assistance**

- 61. International assistance provided to States Parties for the safeguarding of intangible cultural heritage is supplementary to national efforts for safeguarding.
- 62. The Committee may receive, evaluate and approve requests for any purpose and for any form of international assistance mentioned in Articles 20 and 21 of the Convention respectively, depending on the available resources. Priority is given to requests for international assistance concerning:
  - a. the safeguarding of the heritage inscribed on the Urgent Safeguarding List; Article 20 (a)
  - b. the preparation of inventories in the sense of Articles 11 and 12; Article 20 (b)
  - c. support for programmes, projects and activities carried out at the national, subregional and regional levels aimed at the safeguarding of the intangible cultural heritage; Article 20 (c)
  - d. preparatory assistance.
- 63. International assistance as described in Articles 20 and 21 may be granted on an emergency basis, as mentioned in Article 22 (emergency assistance).
- 64. The Committee may receive, evaluate and approve requests for preparatory assistance aimed to help the elaboration of requests for inscription on the Urgent Safeguarding List referred to in Article 17 and for proposals as referred to in Article 18 (preparatory assistance).

## **Eligibility and selection criteria**

65. All States Parties are eligible to request international assistance.
66. When evaluating requests for international assistance, the Committee shall take into account the principle of equitable geographical distribution and the special needs of developing countries. The Committee may also take into account whether:
- a. the request implies cooperation at the bilateral, regional or international levels; and/or,
  - b. the assistance may have a multiplier effect and may stimulate financial and technical contributions from other sources.
67. The Committee will base its decisions on granting assistance on the following criteria: Article 24.2
- a. The community, group and/or individuals concerned participated in the preparation of the request and will be involved in the implementation of the proposed activities, and in their evaluation and follow-up as broadly as possible;
  - b. The amount of assistance requested is appropriate;
  - c. The proposed activities are well conceived and feasible;
  - d. The project may have lasting results;
  - e. The beneficiary State Party shares the cost of the activities for which international assistance is provided, within the limits of its resources;
  - f. The assistance aims at building up or reinforcing capacities in the field of safeguarding intangible cultural heritage;
  - g. The beneficiary State Party has implemented previously financed activities, if any, in line with all regulations and any conditions applied thereto.

## **Procedure for the submission of international assistance requests**

68. States Parties may submit to the Committee requests for international assistance. Such requests may also be jointly submitted by two or more States Parties.
69. Requests for international assistance have to be submitted to the Secretariat by using the appropriate form annexed to these Operational Directives.

70. Requests for preparatory assistance should be received by the Secretariat by 1 September two years before the envisaged evaluation by the Committee of requests for inscription on the Urgent Safeguarding List foreseen under Article 17 of the Convention, or by 1 September one year before the envisaged evaluation by the Committee of proposals of programmes, projects and activities as foreseen under Article 18.
71. The Secretariat shall assess the completeness of the request and may ask for additional information. It shall inform the requesting State(s) Party(ies) about the possible evaluation dates of the request.
72. The Secretariat shall seek examination for complete requests over USD 25,000.
73. The Secretariat shall submit complete requests to the relevant authority for evaluation and approval:

*(In the table below "Other assistance" refers to all assistance other than emergency or preparatory assistance.)*

| Budget               | Type of assistance     | Deadline for submission | Body authorized to approve |
|----------------------|------------------------|-------------------------|----------------------------|
| Less than USD 25 000 | Emergency assistance   | At any time             | Bureau of the Committee    |
|                      | Preparatory assistance | 1 September             |                            |
|                      | Other assistance       | Any time                |                            |
| USD 25 000 or more   | Emergency assistance   | At any time             | Committee                  |
|                      | Other assistance       | 1 May                   |                            |

74. The Secretariat shall communicate the decision concerning the granting of assistance to the requesting party(ies) within two weeks following the decision. The Secretariat shall reach agreement with the requesting party(ies) on the details of the assistance.
75. The assistance will be subject to appropriate monitoring, reporting and evaluation.

### Chapter 3 Participation in the implementation of the Convention

#### 3.1 Participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes

2.EXT.COM 6

76. Recalling Article 11 (b) and in the spirit of Article 15, the Committee encourages States Parties to establish functional and complementary cooperation among communities, groups and, where applicable, individuals who create, maintain and transmit intangible cultural heritage, as well as experts, centres of expertise and research institutes.
77. States Parties are encouraged to create a consultative body or a coordination mechanism to facilitate the participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes, in particular in:
- the identification and definition of the different elements of intangible cultural heritage present on their territories;
  - the drawing up of inventories;
  - the elaboration and implementation of programmes, projects and activities;
  - the preparation of nomination files for inscription on the Lists, in conformity with the relevant paragraphs of Chapter 1 of the present Operational Directives;
  - the removal of an element of intangible cultural heritage from one List or its transfer to the other, as referred to in paragraphs 13, 14, 29 and 30 of the present Operational Directives.

78. States Parties shall take necessary measures to sensitize communities, groups and, where applicable, individuals to the importance and value of their intangible cultural heritage, as well as of the Convention, so that the bearers of this heritage may fully benefit from this standard-setting instrument.
79. In conformity with the provisions of Articles 11 to 15 of the Convention, States Parties shall undertake appropriate measures to ensure capacity building of communities, groups and, where applicable, individuals.
80. States Parties are encouraged to establish and regularly update, in a manner geared to their own situation, a directory of experts, centres of expertise, research institutes and regional centres active in the domains covered by the Convention that could undertake the studies mentioned in Article 13 (c).
81. Among the private and public bodies mentioned in paragraph 5 of the present Operational Directives, the Committee may involve experts, centres of expertise and research institutes, as well as regional centres active in the domains covered by the Convention, in order to consult them on specific matters.
82. States Parties shall endeavour to facilitate access by communities, groups and, where applicable, individuals to results of research carried out among them, as well as foster respect for practices governing access to specific aspects of intangible cultural heritage in conformity with Article 13 (d).
83. States Parties are encouraged to develop together, at the sub-regional and regional levels, networks of communities, experts, centres of expertise and research institutes to develop joint approaches, particularly concerning the elements of intangible cultural heritage they have in common, as well as interdisciplinary approaches.
84. States Parties that possess documentation concerning an element of intangible cultural heritage present on the territory of another State Party are encouraged to share such documentation with that other State, which shall make that information available to the communities, groups and, where applicable, individuals concerned, as well as to experts, centres of expertise and research institutes.

85. States Parties are encouraged to participate in activities pertaining to regional cooperation including those of Category II centres for intangible cultural heritage that are or will be established under the auspices of UNESCO, to be able to cooperate in the most efficient manner possible, in the spirit of Article 19 of the Convention, and with the participation of communities, groups and, where applicable, individuals as well as experts, centres of expertise and research institutes.

86. Within the limit of available resources, the Committee may invite any public or private body (including centres of expertise and research institutes) as well as private persons with recognized competence in the field of intangible cultural heritage (including communities, groups, and other experts) to participate in its meetings in order to sustain an interactive dialogue and consult them on specific matters, in conformity with Article 8.4 of the Convention.

### **3.2 Non-governmental organizations and the Convention**

#### **3.2.1 Participation of non-governmental organizations at the national level**

87. In conformity with Article 11 (b), States Parties shall involve the relevant non-governmental organizations in the implementation of the Convention, inter alia in identifying and defining intangible cultural heritage and in other appropriate safeguarding measures, in cooperation and coordination with other actors involved in the implementation of the Convention.

#### **3.2.2 Participation of accredited non-governmental organizations**

##### **Criteria for the accreditation of non-governmental organizations**

1.EXT.COM 10

88. Non-governmental organizations shall:

a. have proven competence, expertise and experience in safeguarding (as defined in Article 2.3) intangible cultural heritage belonging, inter alia, to one or more specific domains;

Article 2.2

b. have a local, national, regional or international nature, as appropriate;

- c. have objectives that are in conformity with the spirit of the Convention and, preferably, statutes or bylaws that conform with those objectives;
- d. cooperate in a spirit of mutual respect with communities, groups, and, where appropriate, individuals that create, practice and transmit intangible cultural heritage;
- e. possess operational capacities, including:
  - i. a regular active membership, which forms a community linked by the desire to pursue the objectives for which it was established;
  - ii. an established domicile and a recognized legal personality as compatible with domestic law;
  - iii. having existed and having carried out appropriate activities for at least four years when being considered for accreditation.

**Modalities and review of accreditation**

Article 9

1.EXT.COM 10

- 89. The Committee asks the Secretariat to receive requests from non-governmental organizations and submit recommendations to it with regard to accrediting them and with regard to maintaining or terminating relations with them.
- 90. The Committee submits its recommendations to the General Assembly for decision, in conformity with Article 9 of the Convention. In receiving and evaluating such requests, the Committee shall pay due attention to the principle of equitable geographical representation based on information provided to it by the Secretariat. Accredited non-governmental organizations should abide by applicable domestic and international legal and ethical standards.
- 91. The Committee reviews the contribution and the commitment of the advisory organization, and its relations with it, every four years following accreditation, taking into account the perspective of the non-governmental organization concerned.

92. Termination of relations may be decided at the time of the review if the Committee deems it necessary. If circumstances require, relations may be suspended with the organization concerned until a decision regarding termination of these relations is taken.

### **Advisory functions**

Article 9  
2.COM 7

93. Accredited non-governmental organizations who, according to Article 9.1 of the Convention, shall have advisory functions to the Committee, may be invited by the Committee to provide it, inter alia, with reports of examinations as a reference for the Committee to evaluate:
- a. nomination files for the Urgent Safeguarding List;
  - b. the programmes, projects and activities mentioned in Article 18;
  - c. requests for international assistance;
  - d. the effects of safeguarding plans for elements inscribed on the Urgent Safeguarding List.

### **Procedure for accreditation**

2.COM 7

94. A non-governmental organization requesting accreditation to act in an advisory capacity to the Committee shall submit to the Secretariat the following information:
- a. a description of the organization, including its full official name;
  - b. its main objectives;
  - c. its full address;
  - d. its date of founding or approximate duration of its existence;
  - e. the name of the country or countries in which it is active;
  - f. documentation showing that it possesses operational capacities, including proof of:
    - i. a regular active membership, which forms a community linked by the desire to pursue the objectives for which it was established;
    - ii. an established domicile and a recognized legal personality as compatible with domestic law;
    - iii. having existed and having carried out appropriate activities for at least four years when being considered for accreditation;
  - g. its activities in the field of safeguarding intangible cultural heritage;
  - h. a description of its experiences in cooperating with communities, groups and intangible cultural heritage practitioners.



Requests for accreditation should be sent to the Secretariat, by using the format annexed to these Directives, at least three months before an ordinary session of the Committee, preferably by e-mail to [ICH-assistance@unesco.org](mailto:ICH-assistance@unesco.org), or by postal mail to:

**UNESCO Section of Intangible Cultural Heritage (NGOs)**  
1, rue Miollis  
75732 Paris cedex 15  
France

95. The Secretariat shall register the proposals and keep up to date a list of non-governmental organizations accredited to the Committee.

## **Chapter 4 Reporting to the Committee**

### **Reports by States Parties on the implementation of the Convention** 2.EXT.COM 14

96. Each State Party to the Convention shall periodically submit to the Committee reports on the legislative, regulatory and other measures taken for the implementation of the Convention.
97. The State Party shall submit its periodic report to the Committee, on the basis of common guidelines and in a simplified format prepared by the Secretariat and adopted by the Committee, by 15 December of the sixth year following the year in which it deposited its instrument of ratification, acceptance or approval, and every sixth year thereafter.
98. The State Party shall report on the measures taken for implementation of the Convention at the national level, including:
- a. drawing up of inventories of the intangible cultural heritage present in its territory, as described in Articles 11 and 12 of the Convention;
  - b. other measures for safeguarding as referred to in Articles 11 and 13 of the Convention, including:
    - i. promoting the function of intangible cultural heritage in society and integrating its safeguarding into planning programmes;
    - ii. fostering scientific, technical and artistic studies with a view to effective safeguarding;
    - iii. facilitating, to the extent possible, access to information relating to intangible cultural heritage while respecting customary practices governing access to specific aspects of it.

99. The State Party shall report on the measures taken at the national level to strengthen institutional capacities for safeguarding intangible cultural heritage, as described in Article 13, including:
  - a. designating or establishing one or more competent bodies for safeguarding its intangible cultural heritage;
  - b. fostering institutions for training in intangible cultural heritage management and transmission of this heritage;
  - c. establishing documentation institutions for intangible cultural heritage and, to the extent possible, facilitating access to them.
  
100. The State Party shall report on the measures taken at the national level to ensure greater recognition of, respect for and enhancement of intangible cultural heritage, in particular those referred to in Article 14:
  - a. educational, awareness-raising and information programmes;
  - b. educational and training programmes within the communities and groups concerned;
  - c. capacity-building activities for the safeguarding of the intangible cultural heritage;
  - d. non-formal means of transmitting knowledge;
  - e. education for the protection of natural spaces and places of memory.
  
101. The State Party shall report on the measures taken by it at the bilateral, subregional, regional and international levels for the implementation of the Convention, including measures of international cooperation such as the exchange of information and experience, and other joint initiatives, as referred to in Article 19 of the Convention.
  
102. The State Party shall report on the current status of all elements of intangible cultural heritage present in its territory that have been inscribed on the Representative List. The State Party shall endeavour to ensure the widest possible participation of the communities, groups and, where applicable, individuals concerned during the process of preparation of such reports, which shall address, for each element concerned:
  - a. the element's social and cultural functions;
  - b. an assessment of its viability and the current risks it faces, if any;
  - c. its contribution to the goals of the List;
  - d. the efforts to promote or reinforce the element, particularly the implementation of any measures that might have been necessary as a consequence of its inscription;
  - e. the participation of communities, groups and individuals in safeguarding the element and their commitment to its further safeguarding.

103. The State Party shall report on the institutional context for the element inscribed on the Representative List, including:
  - a. the competent body(ies) involved in its management and/or safeguarding;
  - b. the organization(s) of the community or group concerned with the element and its safeguarding.
  
104. States Parties shall respond, in a timely manner, to specific requests addressed to them by the Committee for additional information, if needed between the deadlines set out in paragraph 97 above.

**Reports by States Parties on elements inscribed on the Urgent Safeguarding List**

2.EXT.COM 14

105. Each State Party shall submit to the Committee reports on the status of elements of intangible cultural heritage present in its territory that have been inscribed on the Urgent Safeguarding List at its request or, in cases of extreme urgency, after consultation with it. The State Party shall endeavour to involve as broadly as possible the communities, groups and, where applicable, individuals concerned during the process of preparation of such reports.
  
106. Such reports shall normally be submitted to the Committee, on the basis of common guidelines and in a simplified format prepared by the Secretariat and adopted by the Committee, by 15 December of the fourth year following the year in which the element was inscribed, and every fourth year thereafter. At the time of inscription the Committee may on a case-by-case basis establish a specific timetable for reporting that will take precedence over the normal four-year cycle.
  
107. The State Party shall report on the current status of the element, including:
  - a. its social and cultural functions;
  - b. an assessment of its viability and the current risks it faces;
  - c. the impacts of the efforts to safeguard the element, particularly the implementation of the safeguarding plan that was submitted at the time of nomination;
  - d. the participation of communities, groups and individuals in safeguarding the element and their continued commitment to further safeguarding.

108. The State Party shall report on the institutional context for safeguarding the element inscribed on the List, including:
  - a. the competent body(ies) involved in its safeguarding;
  - b. the organization(s) of the community or group concerned with the element and its safeguarding.
  
109. States Parties shall respond, in a timely manner, to specific requests addressed to them by the Committee for additional information, if needed, between the deadlines set out in paragraph 106 above.

#### **Receipt and processing of reports**

2.EXT.COM 14

110. Upon receipt of reports from States Parties, the Secretariat shall register them and acknowledge receipt. If a report is incomplete, the State Party will be advised how to complete it.
  
111. The Secretariat will transmit to the Committee, before each of its regular sessions, an overview of all reports received. The overview and the reports will also be made available to States Parties for information.
  
112. Following the session at which they are considered by the Committee, reports will be made available to the public for information, unless decided otherwise by the Committee in exceptional cases.

#### **Reports by States non party to the Convention on elements inscribed on the Representative List**

113. Paragraphs 102 - 104 and 110 -112 of these directives shall apply fully to States non party to the Convention that have in their territories items proclaimed Masterpieces incorporated in the Representative List, and that have consented to accept the rights and obligations attendant thereon.
  
114. Such reports shall be submitted to the Committee by States non party, in the specified format, by 15 December of the sixth year following the year in which the element was incorporated, and every sixth year thereafter.

# ANNEX

## FORMS FOR NOMINATIONS, PROPOSALS AND REQUESTS

These Forms, **in a format that can be completed electronically** and including information on the submission process and explanatory notes, can be downloaded on the website of the Convention:

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

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# FORM ICH-01

|  |   |
|--|---|
| <b>Nomination format for inscription on the Urgent Safeguarding List</b> |   |
| <b>Cover sheet</b>   |   |
| <b>A.</b>  | <b>State(s) Party(ies)</b>  |
| <b>B.</b>  | <b>Name of element</b><br><i>Not to exceed 200 characters.</i>  |
| <b>C.</b>  | <b>Community(ies), group(s) or, if applicable, individual(s) concerned</b><br><i>Not to exceed 100 words.</i>   |
| <b>D.</b>  | <b>Brief textual description of the nominated element</b><br><i>Not to exceed 200 words.</i>  |
| <b>E.</b>  | <b>Brief statement of the viability of the element, its need for safeguarding and the proposed safeguarding measures</b><br><i>Not to exceed 300 words.</i> |
| <b>Nomination</b>  |   |
| <b>1.</b>  | <b>Identification of the element</b>  |
| <b>1.a.</b>  | <b>Name of element</b>  |
| <b>1.b.</b>  | <b>Other name(s) of the element, if any</b>   |
| <b>1.c.</b>  | <b>Identification of the community(ies), group(s) or, if applicable, individual(s) concerned and their location</b>   |
| <b>1.d.</b>  | <b>Geographic location and range of the element</b>   |

Form ICH-01 – Urgent Safeguarding List

|             |   |
|-------------|---|
| <b>1.e.</b> | <b>Domain(s) represented by the element</b>   |
| <b>2.</b>   | <b>Description of the element (cf. Criterion U.1)</b><br><i>Not to exceed 1,000 words.</i>                          |
| <b>3.</b>   | <b>Need for urgent safeguarding (cf. Criterion U.2)</b>   |
| <b>3.a.</b> | <b>Viability assessment</b><br><i>Not to exceed 500 words.</i>  |
| <b>3.b.</b> | <b>Threat and risk assessment</b><br><i>Not to exceed 500 words.</i>  |
| <b>4.</b>   | <b>Safeguarding measures (cf. Criterion U.3)</b>  |
| <b>4.a.</b> | <b>Current and recent efforts to safeguard the element</b><br><i>Not to exceed 500 words.</i>                       |
| <b>4.b.</b> | <b>Safeguarding measures proposed</b><br><i>Not to exceed 2,000 words.</i>  |
| <b>4.c.</b> | <b>Commitments of States and of communities, groups or individuals concerned</b><br><i>Not to exceed 500 words.</i> |
| <b>5.</b>   | <b>Community involvement and consent (cf. Criterion U.4)</b>  |
| <b>5.a.</b> | <b>Participation of communities, groups and individuals</b>   |
| <b>5.b.</b> | <b>Free, prior and informed consent</b>   |
| <b>5.c.</b> | <b>Respect for customary practices governing access to the element</b>  |

Form ICH-01 – Urgent Safeguarding List

|             |  |
|-------------|--|
| <b>6.</b>   | <b>Inclusion on an inventory (cf. Criterion U.5)</b>   |
| <b>7.</b>   | <b>Documentation</b>   |
| <b>7.a</b>  | <b>Required and supplementary documentation</b><br><i>(Quantities are presented in Part 3)</i> |
| <b>7.b.</b> | <b>Cession of rights or Creative Commons license</b>   |
| <b>7.c.</b> | <b>List of additional resources</b><br><i>Not to exceed one page.</i>                          |
| <b>8.</b>   | <b>Contact information</b>   |
| <b>8.a</b>  | <b>Submitting State Party</b>  |
| <b>8.b</b>  | <b>Contact person for correspondence</b>   |
| <b>8.c</b>  | <b>Competent body involved</b>   |
| <b>8.d</b>  | <b>Concerned community organization(s) or representative(s)</b>                                |
| <b>9.</b>   | <b>Signature on behalf of the State Party</b>  |



## FORM ICH-02

| Nomination format for inscription on the Representative List |   |
|--|---|
| Cover sheet  |   |
| <b>A.</b>  | <b>State Party</b>  |
| <b>B.</b>  | <b>Name of element</b><br><i>Not to exceed 200 characters.</i>  |
| <b>C.</b>  | <b>Community(ies), group(s) or, if applicable, individual(s) concerned</b><br><i>Not to exceed 100 words.</i>       |
| <b>D.</b>  | <b>Brief textual description of the nominated element</b><br><i>Not to exceed 200 words.</i>                        |
| Nomination   |   |
| <b>1.</b>  | <b>Identification of the element</b>  |
| <b>1.a.</b>  | <b>Name of element</b>  |
| <b>1.b.</b>  | <b>Other name(s) of the element, if any</b>   |
| <b>1.c.</b>  | <b>Identification of the community(ies), group(s) or, if applicable, individual(s) concerned and their location</b> |
| <b>1.d.</b>  | <b>Geographic location and range of the element</b>   |
| <b>1.e.</b>  | <b>Domain(s) represented by the element</b>   |

Form ICH-02 – Representative List

|             |   |
|-------------|---|
| <b>2.</b>   | <b>Description of the element (cf. Criterion R.1)</b><br><i>Not to exceed 1,000 words.</i>  |
| <b>3.</b>   | <b>Contribution to ensuring visibility and awareness and to encouraging dialogue (cf. Criterion R.2)</b><br><i>Not to exceed 1,000 words.</i> |
| <b>4.</b>   | <b>Safeguarding measures (cf. Criterion R.3)</b>  |
| <b>4.a.</b> | <b>Current and recent efforts to safeguard the element</b><br><i>Not to exceed 500 words.</i>   |
| <b>4.b.</b> | <b>Safeguarding measures proposed</b><br><i>Not to exceed 1,000 words.</i>  |
| <b>4.c.</b> | <b>Commitments of States and of communities, groups or individuals concerned</b><br><i>Not to exceed 500 words.</i>                           |
| <b>5.</b>   | <b>Community involvement and consent (cf. Criterion R.4)</b>  |
| <b>5.a.</b> | <b>Participation of communities, groups and individuals</b>   |
| <b>5.b.</b> | <b>Free, prior and informed consent</b>   |
| <b>5.c.</b> | <b>Respect for customary practices governing access</b>   |
| <b>6.</b>   | <b>Inclusion on an inventory (cf. Criterion R.5)</b>  |

Form ICH-02 – Representative List

|             |  |
|-------------|--|
| <b>7.</b>   | <b>Documentation</b>   |
| <b>7.a.</b> | <b>Required and supplementary documentation</b><br><i>(Quantities are presented in Part 3)</i> |
| <b>7.b.</b> | <b>Cession of rights or Creative Commons license</b>   |
| <b>7.c.</b> | <b>List of additional resources</b><br><i>Not to exceed one page.</i>                          |
| <b>8.</b>   | <b>Contact information</b>   |
| <b>8.a.</b> | <b>Submitting State Party</b>  |
| <b>8.b.</b> | <b>Contact person for correspondence</b>   |
| <b>8.c.</b> | <b>Competent body involved</b>   |
| <b>8.d.</b> | <b>Concerned community organization(s) or representative(s)</b>                                |
| <b>9.</b>   | <b>Signature on behalf of the State Party</b>  |

## FORM ICH-03

| Proposal of a programme, project or activity to be selected and promoted as best reflecting the principles and objectives of the Convention |  |
|---|--|
| Cover sheet   |  |
| <b>A.</b>   | <b>State Party:</b>  |
| <b>B.</b>   | <b>Name of the programme, project or activity proposed for selection and promotion:</b><br><i>Not to exceed 200 characters.</i>  |
| <b>C.</b>   | <b>Scope of the programme, project or activity:</b><br><input type="checkbox"/> national<br><input type="checkbox"/> sub-regional<br><input type="checkbox"/> regional<br><input type="checkbox"/> international (including geographically non-continuous areas) |
| <b>D.</b>   | <b>Status of the programme, project or activity:</b><br><input type="checkbox"/> completed<br><input type="checkbox"/> in progress<br><input type="checkbox"/> planned   |
| <b>E.</b>   | <b>Community(ies), group(s) or, if applicable, individuals concerned:</b><br><i>Not to exceed 100 words.</i>   |
| <b>F.</b>   | <b>Brief textual description of the programme, project or activity:</b><br><i>Not to exceed 200 words.</i>   |
| Proposal  |  |
| <b>1.</b>   | <b>Identification of the programme, project or activity to be selected and promoted</b>  |
| <b>1.a.</b>   | <b>Name of the programme, project or activity:</b>   |

Form ICH-03 – Programmes, Projects and Activities

|             |   |
|-------------|---|
| <b>1.b.</b> | <b>Identification of the community, group or, if applicable, individuals concerned and their location:</b>  |
| <b>1.c.</b> | <b>Geographic location and range of the programme, project or activity:</b>   |
| <b>1.d.</b> | <b>Domain(s) represented by the programme, project or activity, if applicable:</b>  |
| <b>2.</b>   | <b>Description of the programme, project or activity</b>  |
| <b>2.a.</b> | <b>Background and rationale:</b><br><i>Not to exceed 500 words.</i>   |
| <b>2.b.</b> | <b>Safeguarding measures involved:</b><br><i>Not to exceed 500 words.</i>   |
| <b>3.</b>   | <b>Why this programme, project or activity deserves to be selected</b>  |
| <b>3.a.</b> | <b>How it reflects the principles and objectives of the Convention:</b><br><i>Not to exceed 500 words.</i>  |
| <b>3.b.</b> | <b>Its effectiveness, either demonstrated or reasonably expected:</b><br><i>Not to exceed 500 words.</i>  |
| <b>3.c.</b> | <b>How it may promote coordination on regional, sub-regional and/or international levels, if applicable:</b><br><i>Not to exceed 500 words.</i>           |
| <b>3.d.</b> | <b>How it may serve as a regional, sub-regional and/or international model, particularly for developing countries:</b><br><i>Not to exceed 500 words.</i> |

Form ICH-03 – Programmes, Projects and Activities

|             |  |
|-------------|--|
| <b>4.</b>   | <b>Community involvement and consent</b>   |
| <b>4.a.</b> | <b>Participation of the community, group or individuals in the programme, project or activity:</b>         |
| <b>4.b.</b> | <b>Free, prior and informed consent to this proposal:</b>  |
| <b>5.</b>   | <b>Willingness to cooperate in the dissemination of best practices:</b><br><i>Not to exceed 500 words.</i> |
| <b>6.</b>   | <b>Contact information</b>   |
| <b>6.a</b>  | <b>Submitting State Party:</b>   |
| <b>6.b</b>  | <b>Contact person for correspondence:</b>  |
| <b>6.c</b>  | <b>Responsible body involved:</b>  |
| <b>6.d</b>  | <b>Concerned community organization(s) or representative(s):</b>   |
| <b>7.</b>   | <b>Signature on behalf of the State Party:</b>   |

# FORM ICH-04

| Request for International Assistance from the Intangible Heritage Fund  |
|---|
| Cover Sheet   |
| <b>A. Project title:</b><br><i>Not to exceed 200 characters</i>   |
| <b>B. Submitting State Party:</b>   |
| <b>C. Beneficiary community, group, or if appropriate, individuals:</b>   |
| <b>D. Is this an emergency request that might receive expedited processing?</b><br><input type="checkbox"/> emergency request<br><input type="checkbox"/> non-emergency request<br><i>If this is an emergency request, the information required in sections 4, 5 and 6 can be submitted at a later stage, if required.</i>  |
| <b>E. Purpose of request (check one):</b><br><input type="checkbox"/> safeguarding heritage inscribed on the Urgent Safeguarding List<br><input type="checkbox"/> safeguarding heritage being nominated for inscription on the Urgent Safeguarding List<br><input type="checkbox"/> elaboration of inventories<br><input type="checkbox"/> implementation of programmes, projects and activities for safeguarding |
| <b>F. Scope of the project (check one):</b><br><input type="checkbox"/> local<br><input type="checkbox"/> national<br><input type="checkbox"/> sub-regional<br><input type="checkbox"/> regional<br><input type="checkbox"/> international (including geographically non-continuous areas)  |
| <b>G. Location of the project:</b>  |

|  |
|--|
| <b>H. Proposed implementing organization or body:</b>  |
| <b>I. Budget overview (in US dollars):</b><br>Amount requested from the Fund:<br>State Party contribution: |
| <b>J. Time frame:</b>  |
| <b>K. Summary project description:</b><br><i>Not to exceed 200 words</i>                                   |

| <b>Application</b>   |
|--|
| <b>1. Background and rationale</b>                                   |
| <i>Not to exceed 500 words</i>                                       |
| <b>2. Objectives and expected results</b>                            |
| <i>Not to exceed 250 words</i>                                       |
| <b>3. Activities</b>   |
| <i>Not to exceed 500 words</i>                                       |
| <b>4. Project management and implementation</b>                      |
| <b>4.a. Community involvement:</b><br><i>Not to exceed 250 words</i> |
| <b>4.b. Implementing organization:</b>                               |
| <b>4.c. Partners:</b>  |



Form ICH-04 – International Assistance

|   |
|---|
| <b>4.d. Monitoring, reporting and evaluation:</b><br><i>Not to exceed 250 words</i> |
| <b>5. Capacity-building, sustainability and long-term impacts of the project</b>    |
| <b>5.a. Capacity-building:</b><br><i>Not to exceed 250 words</i>                    |
| <b>5.b. Sustainability:</b><br><i>Not to exceed 250 words</i>                       |
| <b>5.c. Multiplier effects:</b><br><i>Not to exceed 250 words</i>                   |
| <b>6. Timetable and budget</b>  |
| <b>6.a. Timetable:</b>  |
| <b>6.b. Budget:</b>   |
| <b>7. Contact information</b>   |
| <b>7.a. Submitting State Party:</b>   |
| <b>7.b. Contact person for correspondence:</b>                                      |
| <b>7.c. Organization or body responsible for implementation:</b>                    |
| <b>8. Signature</b>   |
|   |

## FORM ICH-05

|  |
|--|
| <b>Request for Preparatory Assistance for Elaborating a Nomination for Inscription on the Urgent Safeguarding List</b> |
| <b>Cover sheet</b>   |
| <b>A. Name of the element:</b><br><i>Not to exceed 200 characters</i>  |
| <b>B. Submitting State Party:</b>  |
| <b>C. Responsible organization or body:</b>  |
| <b>D. Contact person for correspondence:</b>   |
| <b>E. Amount of assistance requested (in US dollars):</b>  |
| <b>F. Intended time frame for the preparation of the nomination:</b>   |
| <b>Application</b>   |
| <b>1. Name of the element concerned:</b><br><i>Not to exceed 200 characters</i>  |
| <b>2. Description of the element and its need for urgent safeguarding:</b><br><i>Not to exceed 200 words</i>           |
| <b>3. Identification of the community, group or, if applicable, individuals concerned and their location:</b>          |
| <b>4. Geographic location and range of the element:</b>  |

|   |
|---|
| <b>5. Domain(s) represented by the element:</b>   |
| <b>6. Preparatory process foreseen:</b><br><i>Not to exceed 250 words</i>                                     |
| <b>7. Preparatory measures to be supported financially by this request:</b><br><i>Not to exceed 250 words</i> |
| <b>8. Signature:</b>  |

## FORM ICH-06

|  |
|--|
| <b>Request for Preparatory Assistance for Elaborating a Proposal of a Programme, Project or Activity to be Selected as Best Reflecting the Principles and Objectives of the Convention</b> |
| <b>Cover sheet</b>   |
| <b>A. Title of the programme, project or activity:</b><br><i>Not to exceed 200 characters</i>  |
| <b>B. Submitting State Party:</b>  |
| <b>C. Responsible organization or body:</b>  |
| <b>D. Contact person for correspondence:</b>   |
| <b>E. Amount of assistance requested (in US dollars):</b>  |
| <b>F. Time frame:</b>  |
| <b>Application</b>   |
| <b>1. Title of the programme, project or activity:</b><br><i>Not to exceed 200 characters</i>  |
| <b>2. Brief description of the programme, project or activity:</b><br><i>Not to exceed 250 words</i>   |
| <b>3. Identification of the community, group or, if applicable, individuals concerned and their location:</b>  |

**4. Geographic scope of the programme, project or activity (check one):**

- national
- sub-regional
- regional
- international (including geographically non-continuous areas)

**5. Status of the programme, project or activity (check one):**

- already completed
- in progress
- planned

**6. Preparatory process foreseen:**

*Not to exceed 250 words*

**7. Preparatory measures to be supported financially by this request:**

*Not to exceed 250 words*

**8. Signature:**

## FORM ICH-09

| <b>Request by a Non-Governmental Organization to be Accredited to Provide Advisory Services to the Committee</b>  |
|---|
| <b>1. Name of the organization:</b>   |
| <b>2. Address of the organization:</b>  |
| <b>3. Country or countries in which the organization is active:</b><br><input type="checkbox"/> national<br><input type="checkbox"/> international (please specify: ) <ul style="list-style-type: none"><li><input type="checkbox"/> worldwide</li><li><input type="checkbox"/> Africa</li><li><input type="checkbox"/> Arab States</li><li><input type="checkbox"/> Asia &amp; the Pacific</li><li><input type="checkbox"/> Europe &amp; North America</li><li><input type="checkbox"/> Latin America &amp; the Caribbean</li></ul> Please list the primary country(ies) where it is active: |
| <b>4. Date of its founding or approximate duration of its existence:</b>  |
| <b>5. Objectives of the organization:</b><br><i>Not to exceed 350 words</i>   |

|   |
|---|
| <b>6. The organization's activities in the field of safeguarding intangible cultural heritage</b>   |
| <b>6.a. Domain(s) in which the organization is active:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> oral traditions and expressions</li><li><input type="checkbox"/> performing arts</li><li><input type="checkbox"/> social practices, rituals and festive events</li><li><input type="checkbox"/> knowledge and practices concerning nature and the universe</li><li><input type="checkbox"/> traditional craftsmanship</li><li><input type="checkbox"/> other domains - please specify:</li></ul>                                      |
| <b>6.b. Primary safeguarding activities in which the organization is involved:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> identification, documentation, research (including inventory-making)</li><li><input type="checkbox"/> preservation, protection</li><li><input type="checkbox"/> promotion, enhancement</li><li><input type="checkbox"/> transmission, formal or non-formal education</li><li><input type="checkbox"/> revitalization</li><li><input type="checkbox"/> other safeguarding measures - please specify:</li></ul> |
| <b>6.c. Description of the organization's activities:</b><br><i>Not to exceed 750 words</i>   |
| <b>7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners:</b><br><i>Not to exceed 350 words</i>  |
| <b>8. Documentation of the operational capacities of the organization:</b><br><i>Please substantiate the operational capacities of the organization with appropriate documentation, as described in paragraph 94 of the Operational Directives.</i>   |
| <b>8.a. Membership and personnel</b><br><i>Please submit supporting documents.</i>  |
| <b>8.b. Recognized legal personality</b><br><i>Please submit supporting documents..</i>   |

*Form ICH-09 – Request from an NGO for Accreditation*

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

*Please submit supporting documents.*

**9. Contact person for correspondence:**

**10. Signature:**