# Diversity of Cultural Expressions

# 4 IGC

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## INTERGOVERNMENTAL COMMITTEE
## FOR THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS

**Fourth Ordinary Session
Paris, UNESCO Headquarters
29 November - 3 December 2010**

## INFORMATION DOCUMENT

**Draft Framework for Periodic Reports on Measures to
Protect and Promote the Diversity of
Cultural Expressions**

**Draft Framework for Periodic Reports on Measures to Protect and
Promote the Diversity of Cultural Expressions**

**Structure**

The framework for periodic reports is divided into *five sections* with questions that are to act as guides for those designated to prepare the reports. A recommended number of pages is provided.

| Section Number | Heading | Recommended number of pages |
|---|---|---|
| 0 | Summary | 1 |
| 1 | General information | 0.5 |
| 2 | Measures | 12 |
| 3 | Outreach and engagement of civil society | 2 |
| 4 | Achievements and challenges | 2 |
| 5 | Supporting information and data | 2.5 |

**Guidelines for writing reports**

The following *guidelines* should be taken into consideration when collecting information and data and writing periodic reports:

(i)     Be as precise and specific as possible;

(ii)    Declarative statements should be solidly supported by evidence and explanations;

(iii)   Information and analysis is to be derived from a variety of sources and be illustrated with examples or issues of current debate;

(iv)   Long historical accounts are to be avoided;

(v)    Main sources and links to relevant documentation are to be provided in Section 5.1.

(vi)   Available statistics are to be presented in Section 5.2;

**Technical procedures for submission and follow-up**

The following *procedures* shall be respected:

(i)     Parties shall submit the reports in English or French, the working languages of the Committee, using the Form prepared for this purpose and approved by the Conference of Parties. Parties are invited, if possible, to submit their reports in both languages, and in another working language of the Conference of Parties.

(ii)    The reports shall also be transmitted electronically, on CD-Rom or through the Internet. They shall be prepared in standard rtf or doc format using a font size of 10 or larger;

(iii)   The number of pages of the periodic reports should not exceed 20;

(iv)   The report shall conclude with the original signature of the official designated to sign it on behalf of the Party;

(v)    The original signed copy(ies) shall be sent to the following address: UNESCO, Section of the Diversity of Cultural Expressions, 1, rue Miollis 75732 Paris Cedex 15.

| Summary |
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Parties are to provide a one page summary of the content in their periodic reports, identifying: i) the main messages; ii) challenges; and iii) next steps.

The summary will be transmitted to the Committee and Conference of Parties in accordance with Articles 22.4 (b) and 23.6 (c) of the Convention.

| 1. General information |
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    a)    Name of Party

        _____

    b)    Date of ratification

        _____

    c)    Ratification process (e.g. parliamentary process)

        _____

    d)    Total contribution to the IFCD (to date)

        _____

    e)    Organisation(s) or entity(ies) responsible for the preparation of the report

        _____

    f)    Officially designated point of contact

        _____

    g)    Date report was prepared

        _____

    h)    Name of official(s) signing report

        _____

    i)    Name of representative(s) of participating civil society organisation(s)

        _____

| 2. Measures |
| --- |

Parties are to provide information on policies and measures adopted to protect and promote the diversity of cultural expressions within their territory (at the national, regional or local levels) and at the international level (including trans-regional or trans-national levels).

**Sub-themes:** information to be presented in this Section of the report is to be organised according to the following sub-themes: i) cultural policies and measures; ii) international cooperation; iii) the integration of culture in sustainable development policies; iv) protecting cultural expressions under threat.

**Key questions:** Parties are to respond, to the extent possible, to the following questions[1] for each sub-theme:

    a)  What are the main objective(s) of the policy or measure? When was it introduced?

    b)  How has it been implemented, which public agency(ies) is (are) responsible for its implementation and what resources have been allocated to ensure implementation?

    c)  What challenges have been identified in the implementation of this measure?

    d)  What has been the effect or impact of the policy or measure? What indicators were used to lead to this conclusion?

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[1] Questions proposed by the Committee at its third ordinary session in December 2009.

## 2.1    Cultural policies and measures

*Background*

The purpose of this section is to report on cultural policies and measures in place to promote the diversity of cultural expressions at the different stages of creation, production, distribution, dissemination and participation/enjoyment.

Measures may be understood as those that nurture creativity, form part of an enabling environment for independent producers and distributors as well as those that provide access to the public at large to diverse cultural expressions. They may be regulatory or legislative, policy or programme oriented, institutional or financial measures. They may be specifically introduced to address the special circumstances and needs of individuals (e.g. women, young people) or groups (e.g. minorities or indigenous peoples) as creators, producers or distributors of cultural expressions.

For more explanation on the types of measures to be reported on, please refer to Article 6, Rights of Parties at the national level and the operational guidelines adopted on Article 7 on measures to promote cultural expressions.

*Parties Response*

Please respond to key questions a) – d) above

## 2.2    International cooperation

*Background*

The purpose of this section is to report on measures aimed at facilitating international cooperation in general and those that provide preferential treatment to artists and cultural professionals, as well as cultural goods and services from developing countries.

Measures are understood as legal, institutional and financial frameworks, policy and programme activities that
  - support the mobility of artists and cultural professionals abroad (sending and receiving);
  - provide greater market access for the distribution of cultural goods and services from developing countries through specific agreements;
  - strengthen independent cultural industries as a means to contribute to economic growth, poverty reduction and sustainable development;
  - aim to build institutional and management capacities through international cultural exchange programmes or partnerships among civil society organisations and networks.

For more explanation on the types of measures to be reported on, please refer to operational guidelines adopted on Article 14, Cooperation for development.

*Parties Response*

Please respond to key questions a) – d) above

## Integration of culture in sustainable development policies

*Background*

The purpose of this section is to report on measures aimed at integrating culture as a strategic element in development policies and assistance programmes at all levels (local, national, regional and international) and indicate how they are linked to human development goals, notably poverty reduction.

It is understood that sustainable development policies are to be formulated, adopted and implemented with relevant authorities responsible for the economy, environment, social affairs and culture. Measures to be reported on this section should take this interrelatedness into account.

For more explanation on the types of measures to be reported on, please refer to operational guidelines adopted on Article 13, Integration of culture in sustainable development.

In addition to measures, Parties are to report on whether and which indicators have been adopted in their country to evaluate the role and impact of culture in sustainable development policies and programmes.

*Parties Response*

Please respond to key questions a) – d) above

## 2.4    Protecting cultural expressions under threat

*Background*

The purpose of this section is to report on public policies, measures and actions taken by Parties to protect cultural expressions that are determined to be under threat. This is only in the event when a Party has previously identified a special situation under Article 8 (2) of the Convention.

For more explanation on the types of measures to be reported on, please refer to the operational guidelines adopted on Articles 8 and 17 on measures to protect cultural expressions at risk or in need of urgent safeguarding.

*Parties Response*

Please respond to key questions a) – d) above

## 3.    Outreach and engagement of civil society

Parties have acknowledged the fundamental role of civil society in protecting and promoting the diversity of cultural expressions and have committed to encourage their active participation in activities designed to achieve the objectives of this Convention.

The purpose of this section is to report on what Parties are doing to involve civil society in their work and what resources they are providing to ensure their involvement.

## 3.1    What Parties are doing

Parties are to provide information on how they have involved civil society in activities such as:

- promoting the objectives of the Convention through awareness raising and other activities;
- the collection of data and activities to share and exchange information on measures to protect and promote the diversity of cultural expressions within their territories and at the international level;
- cultural policy making by providing spaces where their ideas can be heard and discussed;
- implementing the operational guidelines.

## 3.2    What civil society is doing

Civil society is to provide information on activities they are pursuing, such as:

- promote the objectives and principles of the Convention within their territories and in the international forum;

- promote ratification of the Convention and its implementation by governments;

- bring the concerns of citizens, associations and enterprises to public authorities;

- contribute to the achievement of greater transparency and accountability in the governance of culture;

- monitor policy and programme implementation on measures to protect and promote the diversity of cultural expressions.

## 4. Achievements and challenges to the implementation of the Convention

Parties and other participating stakeholders are to share information on:

i)     the challenges they have encountered when implementing the Convention and

ii)    solutions they have found to overcome these challenges.

Parties and other participating stakeholders may also wish to share information on next steps they plan to take towards implementation of the Convention and the challenges they foresee to realising their goals.

## 5. Supporting information and data

### 5.1    Main sources and links

Please provide references to the main sources of information and data used in compiling this report and that could be of interest to share with other Parties. These could include: recent cultural policy strategies, reviews or evaluations; latest research studies or surveys that map the cultural sector or cultural industries.

Parties are asked to provide the name, author and web links to the relevant document as well as a maximum 100 word summary in English and/or French if the original language of the document is not in either or these two official working languages of the Committee.

In addition, please indicate the names and contact details of those public or private institutions, agencies or networks in your country who actively contribute to the production of information and knowledge in the fields addressed by the Convention.

### 5.2    Reporting on available statistics

The approach taken to the provision of statistical information in the periodic reports is a pragmatic one.

This means that Parties are asked, **to the extent possible**, to provide statistical information that already exists. This data may have been collected through national surveys, mapping studies, cartographies, etc. They have mostly been published in Tables provided in the Annexes of the UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue (2009). Suggestions for where data can be found are provided below.

### 5.2.1  Demographic context

a)     Population structure
    -    Total population
    -    Total annual growth rates per 000s
    -    Age structure

b)     Migration
    -    Migrant stock as a percentage of the population
    -    Emigration

c)    Language and literacy
-    Number of official languages
-    Number of languages spoken
-    Literacy rates

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***Sources***:
a) National Statistical Offices, Census Data, United Nations Statistical Division Databases (http://unstats.un.org/unsd/databases.htm).
c) UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue (2009),
UNESCO Institute for Statistics, Literacy Statistics
(http://www.uis.unesco.org/ev_en.php?ID=6401_201&ID2=DO_TOPIC).

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### 5.2.2   Mobility of cultural goods and services

a)    Total flows of cultural goods and services
-    Total exports trade cultural goods in million USD
-    Total imports trade cultural goods in million USD
-    Total exports trade cultural services in million USD
-    Total imports trade cultural services in million USD

b)    Translation flows
-    Total number of published translations
-    Total number of titles translated and published abroad

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***Sources***:
a) Customs data and balance of payments data. See also UNESCO 2009 Framework for Cultural Statistics definition for cultural goods and services.
c) UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue, 2009.

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### 5.2.3   Cultural production, distribution

a)    Films
-    number of national feature films produced/year
-    % films co-produced
-    % of nationally controlled distribution companies
-    number of cinemas per 1000 inhabitants

b)    Radio/TV broadcasting
-    annual television broadcasting time by programme type (in hours)
-    annual broadcasting time (TV and radio) for programmes related to indigenous and tribal peoples (in hours)
-    annual broadcasting time (TV and radio) by type of programme production (national/foreign, in hours)

c)    Books
-    number of titles published
-    number of publishers
-    number of book shops

d)    Music

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***Sources***:
a) UIS Questionnaire on feature films statistics
b) UIS Questionnaire on media statistics
c) National Statistical Offices, CERLALC, International Publishers Associations

### 5.2.4 Cultural consumption / participation

a)   Percentage of people attending cultural events such as concerts, live theatre several times a year, broken down by gender and age (if possible)

b)   Cinema admissions in 1000s

c)   Book sales

d)   Household equipment (% hab.)
   -   Number of households with a television set
   -   Personal computers per 1000 inhabitants

*Sources*:
a) International Social Survey Program (ISSP), ISSP 2007 Leisure Time and Sports v2.0.0 - Question 13 (http://www.gesis.org/en/services/data/survey-data/issp/modules-study-overview/leisure-time-sports/2007/).
b) UIS Survey in Feature Films Statistics and Focus:  World Films Market Trends. http://www.obs.coe.int/oea_publ/market/focus.html.
c) "Global Entertainment and Media Outlook 2008-2012" Price Waterhouse & Coopers (http://www.pwc.com/sv_SE/se/publikationer/assets/consumer_educational_book_publishing.pdf.
d) International Telecommunication Union: http://www.itu.int/ITU-D/ict/statistics/index.html.

### 5.2.5   Connectivity, infrastructure, access

a)   Mobile cellular subscribers per 1000 inhabitants
b)   Internet users per 1000 inhabitants
c)   Internet penetration rate as a % of the population
d)   Number of online newspapers
e)   Number of Internet radio stations
f)   % of public radio and television institutions
g)   Number of community radio stations

*Sources*:
a), b) International Telecommunication Union: http://www.itu.int/ITU-D/ict/statistics/index.html.
c) Internet world stats (http://www.internetworldstats.com/stats.htm).
d), e), f), g)  UIS Questionnaire on Media Statistics.

### 5.2.6   Economy and finance

a)   Contribution of cultural activities to Gross Domestic Product (GDP) in percentage
b)   Percentage of people employed in culture
c)   Public expenditure: government expenditure on culture
d)   Household expenditure on culture and recreation

*Sources*:
a) Economic censuses, Industry surveys, Service surveys, Small establishment surveys, Household surveys, National Accounts. In national statistics departments, central banks and cultural institutions (based on International Standard Industrial Classification: ISIC Rev. 4 NAICS, ANZSCI, NACE, NAPCS).
b) Census, Household surveys (using Standard Classification of Occupations ISCO-08 ISIC Rev. 4).
c) & d) National sources, Systems of National Accounts.
For a), b) see also UNESCO methodological note on calculating cultural employment and contribution of characteristic cultural activities to GDP.

### 5.2.7  International cooperation

    a)      Official Development Assistance allocated to culture (estimated percentage of total allocable ODA)

    b)      Net receipt (in US $) of Official Development Assistance allocated to culture (estimates)

*Source*:
DAC Statistics, Development Co-operation Directorate (DCD-DAC), OECD
http://stats.oecd.org/qwids/.