

## Progress report

### Practical handbook on periodic reporting with a self-learning tool on the Overall results framework for the implementation of the Convention for the Safeguarding of the Intangible Cultural Heritage

Geographical scope/benefitting country(ies)	Global
Type of funding	Earmarked voluntary contribution to the Intangible Cultural Heritage Fund received from ICHCAP
Amount	US\$ 90,000 – US\$ 47 622 received
Person in-charge	Tim Curtis, Chief of the Living Heritage Entity
Implementing period	24 months (2021-2023)
Reporting period	January 2022 to January 2023

#### I. Background & Summary

The General Assembly of State Parties to the 2003 Convention at its seventh session (4-6 June 2018) approved the Convention’s Overall results framework (ORF) and the amendments to the Operational Directives on periodic reporting, thus transitioning towards a regional cycle of results-based reporting for the implementation of the Convention. Following the regions of Latin America and the Caribbean (2020) and Europe (2021), the Arab States are the third region to implement the new periodic reporting mechanism in 2022 followed by Africa in 2023 and Asia and the Pacific in 2024.

The periodic reports on the implementation of the Convention are the main mechanism to generate the data for the ORF. In order to support countries with this reporting exercise and based on the experience gained so far, UNESCO has developed a specific capacity-building approach to support countries in conducting the periodic reporting exercise in the different regions. The aim is to build institutional and professional capacities for the preparation of periodic reports and to strengthen monitoring processes under the 2003 Convention aligned with the ORF. The related funding priority ‘Strengthening capacities to safeguard intangible cultural heritage and contribute to sustainable development’ was approved by the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage at its twelfth session (Decision 12.COM 6).

With the roll out of the periodic reporting mechanism in two regions, namely Latin America and the Caribbean in 2020, and Europe in 2021 in the context of the pandemic capacity-building was mainly provided through a six-week online training course for country focal points for periodic reporting from the reporting region combined with online follow-up meetings. The lessons learnt have highlighted the need to provide further support to the designated country focal points after

the training. Complementary practical guidance and self-learning tools could be helpful resources in this regard to address questions or issues that may arise post training or during the process of filling out of the periodic reporting form. Furthermore, a need to deepen understanding of different stakeholders involved in safeguarding living heritage of the ORF to effectively utilize it for planning and reporting on activities at the national level was observed.

In this context, a practical handbook and a self-learning tool are foreseen to be developed to enrich the capacity-building approach. The handbook would aim to address the practical needs of the country focal points in the preparation of their periodic reports, while the self-learning tool would aim to familiarize actors working in the field of ICH safeguarding with the ORF and provide guidance on using it for project design, monitoring and evaluation.

### Objectives

- Provide a practical tool for country focal points for conducting the periodic reporting exercise aligned with the ORF.
- Build competence in utilizing the ORF for project design, monitoring, and evaluation.

## II. Implementation of the project for the period under review

During 2022, the key contents of terms of reference were drafted for the handbook, feeding into the design the experience from the LAC and the Europe reporting cycles, including feedback from focal points and frequent questions. Experts that could potentially undertake the development of the handbook and the self-learning tool were identified and consulted.

### Objectives of the handbook:

- Support the focal points on the preparation of the reports with **practical tips and guidelines**,
- Contribute to the periodic reporting exercise in situations involving changes or belated designations of focal points, to bridge the gap between the capacity-building workshop and the submission of the report.
- Constitute an evolving online web publication, to be updated each time we experience the different regional cycles.

### Potential content – to be further elaborated with hired expert

- i) general content (as an awareness-raising tool) – what are the benefits? How is this reporting exercise useful?
- ii) more specific content on guidance for:
  - a. data collection
  - b. how to select relevant data and information to include in the report
  - c. tips for the active and significant involvement of communities and bearers. Including testimonies from communities on what it means for them to be involved in this exercise and why is it important for them
  - d. advice for inter-sectoral cooperation – how to mobilize stakeholders beyond the Culture Sector?
- Ex) testimonies of stakeholders in other fields (i.e. agriculture, environment, etc.)
- iii) technical guidance (for ex. animated graphic of the online form)
- iv) directions for post-submission of the report - suggestions on how to use reports/collected data after submission (ex. Information-sharing among main stakeholders, policymaking in the field of living heritage, etc),

Type of material to be developed:

- video recordings of testimonies
- good practices, case studies and examples
- motion graphics on using the online form
- text material on strategic approaches and practical tools – i.e. simplified forms, workshops, surveys, mapping, etc.

Review and finalization process: once drafted by a selected expert, the handbook online tool would undergo a review through selected focal points in LAC and Europe, in order to adjust the tool according to key aspects, such as:

- Is the handbook user-friendly? Is it easy to find the information?
- Is the content sufficiently diverse and rich to respond to a broad array of questions and situations regarding the reporting process?
- Are examples relevant and developed enough?

After the review, the handbook will undergo a pilot testing in the Asia – Pacific region, where the periodic reporting process is planned for 2024.

#### Motion graphics – examples

- i) Video produced for International Assistance in the 2003 Convention: [Requesting International Assistance from the 2003 Convention \(EN\) - YouTube](#)
- ii) Motion graphic examples from WHC for periodic reporting:
  - [Periodic Reporting Questionnaire Tutorial - YouTube](#)
  - [What is periodic reporting - YouTube](#)
  - [Future of Periodic Reporting - YouTube](#)

#### **Self-learning tool on the Overall Results Framework**

Regarding the self-learning tool, the following points have been established:

#### **Potential content – to be further elaborated with selected facilitator:**

1. **Definition of learning objectives:** the main learning objectives are geared towards the Overall Results Framework of the Convention, both as a matrix for results-based planning for normative frameworks, policies and programmes directly related to the 2003 Convention, and as a broader tool for project design, that can be particularly mobilized for mainstreaming living heritage in sustainable development policies and projects. The learning objectives thus have a two-folded approach:
  - A. Understanding the ORF, its indicators and assessment factors
  - B. Using the ORF for project design and implementation: mobilizing the ORF for building a Theory of Change, a results framework, a monitoring and evaluation framework.
  
2. **Definition of the learning methodology and the evaluation methods:** the learning methodology and evaluation methods are to be defined with the selected facilitator, building upon the Living Heritage Entity's experience in terms of self-learning and online learning activities, especially the MOOC on Living Heritage, developed in 2021, as well as the ongoing development of the Learning Management System (LMS). The learning methodology of the ORF tool will be consistent with these past and current projects, and involve a reflection on its integration in UNESCO's main capacity-building programme for

living heritage, but also in its mobilization for transversal and inter-sectoral projects and activities.

### III. Challenges and how they were addressed

The main challenges in 2022 related to staff turnover in the Living Heritage Entity, with a change in the coordinator of the periodic reporting in the framework of the mobility exercise,. A second challenge identified in 2022 was the non-availability of several experts foreseen for undertaking the task, who have more availability during 2023. In order to address these issues, the timeline was revised, as follows:

An 11-month period starting from February 2023 until the first trimester 2024 has been foreseen for the development of the practical handbook with the self-learning tool. This includes the content development, production, peer reviewing and editing, and validation processes.

#### Timeline

Activity/Months	1	2	3	4	5	6	7	8	9	10	11
Inception											
Content development											
Design & layout											
Production											
Peer review											
Translation											
Final editing & validation											
Launch											

It is worth noting that the piloting will take place after the end of the activities, during the Asia-Pacific reporting cycle in 2024.