

# The Rule of Administration for the Governing Board of the International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region

3<sup>rd</sup> October 2011

NICH Rule 83

## **Rule 1: Purpose**

The present rule prescribes those to administer the Governing Board (hereinafter referred to as “the Board”) of the International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereinafter referred to as “the Centre”) under the Auspices of the United Nations Educational, Scientific and Cultural Organization (hereinafter referred to as “UNESCO”) established under the National Institutes for Cultural Heritage, Japan (hereinafter referred to as “NICH”) in accordance with Article 5 of the Agreement between the Government of Japan and UNESCO regarding the establishment, in Japan, of an International Research Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the Auspices of UNESCO (Category II) (hereinafter referred to as “the Agreement”).

## **Rule 2: Functions**

### 2.1 The Board shall:

- (1) examine and adopt the long-term and medium-term programmes of the Centre submitted by the Director of the Centre, subject to paragraph 2 below;
- (2) examine and adopt the draft work plan and budget of the Centre submitted by the Director of the Centre, subject to paragraph 2 below;
- (3) examine the reports on the Centre’s activities submitted by the Director of the Centre;
- (4) draw up and adopt any necessary internal regulations of the Centre, based on the relevant legislative and regulatory framework relating to NICH; and
- (5) decide on the participation of other interested institutions in the activities of the Centre.

2.2 The long-term and medium-term programmes as well as the work plan and budget of the Centre shall satisfy the relevant legislative and regulatory requirements relating to NICH.

### **Rule 3: Constitution**

3.1 A member of the Board shall be chosen by the Director-General of UNESCO.

3.2 Other members of the Board shall be as follows. Those who fall within (2) to (5) shall be commissioned by the President of NICH.

(1) the President of NICH;

(2) a representative of the Government of Japan or his or her appointed representative;

(3) a representative of the Japanese National Commission for UNESCO;

(4) a representatives of up to three other Member States of UNESCO; and

(5) up to three representatives of Japanese universities and research institutions as well as local authorities.

3.3 When a member of the Board cannot be present at the Board Meeting, his or her appointed delegate may be present at the Meeting.

### **Rule 4: Chairperson and Vice-Chairperson**

4.1 The Board has a chairperson and a vice-chairperson.

4.2 The chairperson shall be the President of NICH.

4.3 A vice-chairperson shall be appointed by the chairperson and conduct the duties of the chairperson when the chairperson has an accident.

### **Rule 5: Term of Office**

5.1 The term of office of the members of the Board, who were commissioned by the President of NICH, shall be two years which may be extended by re-commission.

5.2 The term of office of the member of the Board, who was chosen by the Director-General of UNESCO, shall be four years which may be extended by re-commission.

5.3 In case of vacancy of the member of the Board, the term of office of his or her successor shall be the remaining term of office of such member.

### **Rule 6: Convening**

6.1 The Chairperson shall convene the Board Meeting.

6.2 The Board meets in ordinary session at regular intervals, at least once every two Japanese fiscal years, on the initiative of the Chairperson.

6.3 In addition to sessions prescribed in the previous two paragraphs, the Board shall meet in extraordinary session if convened by its Chairperson, either on his

or her own initiative or at the request of the Director-General of UNESCO or the majority of its members.

6.4 In the case where to convene the extraordinary sessions of the board meeting prescribed in the previous paragraph is extremely difficult, alternative means for communication which include TV conference, tele conference, e-mail, letters may be used. Such communication may be deemed as an extraordinary session of the board meeting.

### **Rule 7: Quorum**

7.1 The Board Meeting shall not be opened without the presence of the majority of all the members of the Board.

7.2 An issue to be decided shall be adopted by the majority of presenting and voting members of the Board. In case of a tie in votes, the Chairperson shall cast a tiebreaking vote.

### **Rule 8: Executive Committee**

8.1 In order to ensure the effective administration of the Centre between sessions, the Board may delegate to a standing Executive Committee such functions as it deems necessary.

8.2 The members of the Executive Board shall be determined by the Board.

### **Rule 9: General Affairs**

General affairs of the Board shall be done by the Centre.

### **Rule 10: Amendment**

The amendment of the present rule shall require the consent of at least the two-thirds majority of all the members of the Board.

### **Rule 11: Miscellaneous provisions**

Those necessary for the running of the Board shall be determined by the Board in addition to the provisions of the present rule.

*Supplementary provision*

*The present rule is enacted on 3<sup>rd</sup> October 2011 and effective from that day but applicable from 1<sup>st</sup> October 2011.*