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

**INTERGOVERNMENTAL COMMITTEE FOR THE  
 SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Meeting of the Bureau**

**UNESCO Headquarters, Paris, Room XIV**

**24 October 2012**

**Item 5 of the Provisional Agenda:  
Utilization of the funds allocated for ‘other functions of the Committee’  
under the Plan for the use of the resources of the Intangible Cultural Heritage Fund**

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| **Summary**  The Plan for the use of the resources of the Intangible Cultural Heritage Fund approved by the General Assembly for the period of 1 January 2012 to 31 December 2013 provides that 18% of the resources be allocated to ‘other functions of the Committee’ as described in Article 7 of the Convention and the Operational Directives.  The present document presents a revised proposal prepared by the Secretariat for the utilization of these funds for the period that began on 1 July 2012. Exercising the authority delegated to it by the Committee, the Bureau is invited to decide upon the utilization of the funds allocated under this category on the basis of this specific proposal. The Bureau is asked to take its decision through electronic consultation.  **Decision required**: paragraph13 |

1. The Plan for the use of the resources of the Intangible Cultural Heritage Fund and budget plan for the period 1 January 2012 to 31 December 2013 and from 1 January to 30 June 2014 adopted by the General Assembly at its fourth session (Resolution 4.GA 7) allocates 18% of the total amount for ‘Other functions of the Committee’ as described in Article 7 of the Convention and in the Operational Directives. In addition to the examination of periodic reports, international assistance requests, nominations to the Lists and proposals of best safeguarding practices, the Committee performs ‘other functions’ aimed, in particular, at promoting the objectives of the Convention and encouraging and monitoring its implementation through strengthening institutional and community capacities for effectively safeguarding intangible cultural heritage, raising awareness of such heritage and its significance, and disseminating information about best safeguarding practices.
2. The total amount allocated for the biennium (from 1 January 2012 to 31 December 2013) for ‘other functions of the Committee’ is US$1,107,811. In its Decision 6.COM 20, the Committee decided to continue with the mechanism set in place in previous sessions for authorizing expenditures in this category. In that Decision, the Committee ‘delegates to its Bureau the authority to decide upon the utilization of the funds allocated under item 3 of the Plan, on the basis of specific proposals to be prepared by the Secretariat’.
3. The Bureau previously approved two spending plans for these funds. In its Decision 6.COM 2.BUR 4, the Bureau approved the amount of US$210,663 for use during the period 1 January 2012 to 30 June 2012; these funds are now nearly exhausted. In July 2012, subsequent to the fourth session of the General Assembly during which the budget for 2012-2013 was approved, the Bureau approved a second spending plan for an additional US$594,000 (Decision 7.COM 3.BUR 5). At that time, the members of the Bureau were informed that the Secretariat would return to them in mid-2013 with a proposed spending plan for the balance remaining during the biennium (document ITH/12/7.COM 3.BUR/5).
4. The Secretariat is now returning to the Bureau somewhat earlier than expected with a revised proposal, as annexed to this document, that will replace the plan previously approved (US$594,000) and increase it to US$767,250. The total amount of the revised plan represents slightly less than 70% of the total allocation for ‘other functions of the Committee’ for the biennium. Together with the funds already used in the first semester of 2012 (US$208,450, or 19%), there will remain an unallocated balance of US$132,111 or approximately 12% of the biennial funds reserved for future needs. The Secretariat plans to return to the Bureau in mid-2013 with a proposed spending plan for the new remaining balance.

**Revised needs: knowledge management system**

1. The current spending plan for ‘other functions of the Committee’ as approved by the Bureau (Decision 7.COM 3.BUR 5) allocates US$125,000 to support the maintenance and development of the Convention’s knowledge management system, in particular in order to provide enhanced on-line functionalities such as personalized access for States Parties to follow more closely the status of on-going files, better monitoring and visibility of international assistance granted, and the possibility of on-line submission of reports, requests and nominations.
2. In previous reports by the Committee to the General Assembly on its activities and in the subsequent decisions of the Governing Bodies of the 2003 Convention regarding the use of the resources of the Intangible Cultural Heritage Fund (Decision 5.COM 2.BUR 4, Decision 6.COM 1.BUR 1, Decision 6.COM 2.BUR 4, Decision 6.COM 20, Resolution 4.GA 7, Decision 7.COM 3.BUR 5), the importance of the knowledge management system has been repeatedly recognized as well as the need for its regular maintenance and development. The Intangible Cultural Heritage Section’s purpose-built knowledge management system is a daily working tool that facilitates the work not only of the statutory organs (the Secretariat, the States Parties, the Committee and its advisory bodies) but also of other actors such as the capacity-building facilitators who now have their dedicated website. Through its public web interface, it is also the face of the Convention and the primary means of disseminating information about the decisions of the General Assembly and Committee. By effectively using the system, the Secretariat has reduced substantially the number of documents printed on paper for the statutory meetings, thereby conserving both natural resources and financial resources and maximizing the efficiency of human resources.
3. To date, this tool has been supported almost entirely through extra-budgetary funds from Spain or the Intangible Cultural Heritage Fund, including the sub-fund for enhancing the human capacities of the Secretariat. Thanks to this extra-budgetary support, the Secretariat has been in a position to make substantial efforts in order to further automatize its tasks through the optimization of data management and processing concerning statutory meetings and files as well as of the presentation of country profiles and the monitoring system for the requests for the use of the emblem. These efforts have been provided by temporary staff (under the now-obsolete ‘Appointment of Limited Duration’), individual consultants and enterprises. The Organization has recently introduced a new contractual modality, the Project Appointment, that requires advance funding be assured for a minimum 12-month period, and the Secretariat is therefore requesting that the amount be increased so that the required services can be engaged efficiently through the end of the biennium.
4. In order to benefit from this new contractual arrangement, the Secretariat cannot wait until mid-2013, as it had initially planned, to propose another spending plan for the remaining funds under the category of ‘other functions of the Committee’. In order not only to continue outsourcing programming services to improve the functionalities of the knowledge management system but also to maintain it as well as its public interface (the Intangible Cultural Heritage website) on a daily basis, the Secretariat is hereby requesting that the amount previously approved for this expenditure line (US$125,000) be increased by US$173,250 to a new total of US$298,250.
5. Together with US$40,000 that was used in the first semester of 2012, a total of $338,250 would have been allocated to such services for the entire biennium (from 1 January 2012 to 31 December 2013), equivalent to less than one third of the total allocation for ‘other functions of the Committee’ under the current Plan for the use of the resources of the Fund.

**Results since July 2012**

1. Considering that the current spending plan was only approved by the Bureau three months ago, the implementation rate is relatively modest (15%). However, a number of activities for which funds were provided were set up in the past few months. Capacity-building materials on community-based inventories and preparing nominations for the Urgent Safeguarding List and the Representative List have been content-edited and are currently being translated into French. The elaboration of new content for capacity-building materials is also underway. The Secretariat launched a call for proposals to develop a set of interactive learning materials for developing intangible cultural heritage safeguarding plans and has subsequently contracted a suitable expert to undertake this task. The core of the materials, which will be designed for a two-day workshop, will be a simulation game to guide participants through the process of developing a safeguarding plan. The Secretariat furthermore launched a call for proposals to develop materials on intangible cultural heritage and sustainable development. As a first step, a thematic fact sheet will be elaborated to explain and demonstrate why the safeguarding of intangible cultural heritage is critical for sustainable development, presenting the key arguments illustrated with examples and figures.
2. The organization of the Caribbean Youth Forum on Intangible Cultural Heritage has made considerable progress. The Forum, to be held in Grenada from 20 to 24 November, will include a field visit providing youth with an opportunity to learn about the intangible cultural heritage of the communities, to interact with community members and to put into practice the concepts and mechanisms learnt in the training session. Twenty-five youth have been selected from seventeen countries through a careful process involving the respective National Commissions for UNESCO. A facilitator trained by UNESCO is working closely with the Intangible Cultural Heritage Section and the UNESCO Kingston Field Office on the content and methods of work, and contractual arrangements with the national counterpart are underway.
3. Regarding communication and visibility activities, the leaflet in English and French on the elements inscribed on the Representative List and the Urgent Safeguarding List and the Best Safeguarding Practices selected by the Committee in 2011 was reprinted since the funds available before 30 June 2012 only allowed a limited print run. The amended Operational Directives adopted by the General Assembly in June 2012 (Resolution 4.GA 5) are also ready to be printed in six languages after having copy-edited all linguistic versions and prepared their respective layouts. The layout for the 2012 leaflet as well as for the 2012-2013 cumulative brochure are also being designed while waiting for the inscriptions and selection by the Committee at its 7th session in December 2012.
4. The Bureau is asked to evaluate and decide on this proposed spending plan through electronic consultation, as provided in Rule 12.3 of the Rules of Procedure of the Committee. The Bureau of the Committee may wish to adopt the following decision:

**DRAFT DECISION 7.COM 5.BUR 5**

The Bureau,

1. Having examined document ITH/12/7.COM 5.BUR/5 and its annex,
2. Recalling Resolution 4.GA 7, Decision 6.COM 20 and Decision 7.COM 3.BUR 5,
3. Authorizes the expenditures specified in that document and its annex;
4. Requests the Secretariat to report on the progress of implementation and the way the funds are spent;
5. Invites the Chairperson of the Committee to bring this decision to the attention of the Committee at its seventh session.

**ANNEX**

**Spending plan for the funds allocated for other functions of the Committee  
under the Plan for the use of the resources of the Fund  
beginning 1 July 2012**

| **Activity** | **Description** | **Amount** |
| --- | --- | --- |
| **A. Capacity-building** | | **$255,000** |
| **A.1 Content development of new capacity-building materials: development of safeguarding plans, intangible cultural heritage and sustainable development** | |  |
| Content development for trainers and trainees manuals | Professional services for content development | $65,000 |
| **A.2 Production of existing capacity-building materials: national implementation, inventorying, elaboration of files** | |  |
| Pre-production | Professional services for translation, copy-editing, graphic design, layout, proofreading | $90,000 |
| **A.3 Stock-taking workshop for trained facilitators** | |  |
| Workshop for 10 to 15 facilitators | Travel and subsistence of participants, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment | $80,000 |
| **A.4 Caribbean Youth Forum on Intangible Cultural Heritage** | |  |
| Forum on the implementation of the 2003 Convention | Travel and subsistence of participants, trainers' services and expenses, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment | $20,000 |
| **B. Promotion and dissemination of Best Safeguarding Practices** | | **$50 000** |
| Research, documentation, publication and dissemination of best practices | Professional services for content development, text preparation, translation, design and layout in English and French | $50,000 |
| **C. Communication and Visibility** | | **$164,000** |
| **C.1 Publication of Basic Texts as amended by the fourth session of the General Assembly (Arabic, Chinese, English, French, Russian and Spanish)** | |  |
| Pre-production and printing of 2012 edition | Printing costs, professional services for translation, copy-preparation, graphic design, layout and proofreading | $90,000 |
| **C.2 Publication of leaflets of Urgent Safeguarding and Representative Lists and the Register of Best Safeguarding Practices (English and French)** | |  |
| Re-printing of 2011 leaflets, pre-production and printing of 2012 leaflets | Printing costs, professional services for drafting, editing, translation, copy-preparation, graphic design, layout and proofreading | $37,000 |
| **C.3 Publication of brochures of the 2012 & 2013 Urgent Safeguarding and Representative Lists and the Register of Best Safeguarding Practices (English and French)** | |  |
| Pre-production | Professional services for drafting, editing, translation, copy-preparation, graphic design, layout, proofreading | $17,000 |

| **Activity** | **Description** | **Amount** |
| --- | --- | --- |
| **C.4 Distribution of printed materials** | |  |
| Shipment | Shipping costs to Field Offices, National Commissions and other stakeholders | $20 000 |
| **D. Knowledge management services** | | **$298,250** |
| Development of on-line functionalities and dedicated webpages | Professional services for management of the knowledge system and software development | $298,250 |
| **TOTAL** | | **$767,250** |