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

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

**Electronic Bureau consultation  
July 2013**

**Item 1 of the 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**

|  |
| --- |
| **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 spending plan prepared by the Secretariat for the utilization of these funds for this period.  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**: paragraph20 |

# Introduction

1. The Plan for the use of the resources of the Intangible Cultural Heritage Fund and budget plan adopted by the General Assembly at its fourth session (Resolution 4.GA 7) allocates 18% of the total for ‘Other functions of the Committee’ as described in Article 7 of the Convention and in the Operational Directives. Such ‘other functions’ aim, 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 current 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 three spending plans for the 2012-2013 funds. In its Decision 6.COM 2.BUR 4, the Bureau approved the initial amount of US$210,663 for use during the period 1 January to 30 June 2012. In July 2012, subsequent to the fourth session of the General Assembly, the Bureau approved a second spending plan for an additional US$594,000 (Decision 7.COM 3.BUR 5). This second plan was replaced in November 2012, when the Bureau approved a revised spending plan in the amount of US$767,250 (Decision 7.COM 5.BUR 5). To date, the Bureau has therefore approved expenditures up to US$977,913 (the sum of plans one and three), leaving a balance of US$129,898 as yet unallocated. The present proposed spending plan covers the period from 1 January 2012 to 31 December 2013 and therefore supersedes the previous plans.

# Results from previous expenditures for ‘Other functions of the Committee’ in the present biennium

1. It is first to be noted that within the 2010-2011 Plan for the Use of the Resources of the Fund, the concerned budget line (‘Other functions of the Committee’) saw the highest rate of expenditure (89%) of any line. Until now the largest portion of the funds approved by the Bureau for the category ‘Other functions of the Committee’ has been dedicated to complementing the global capacity-building strategy to effectively safeguard intangible cultural heritage that the Secretariat has been developing for the past three years, primarily through materials development and topical regional activities.

## Capacity-building

1. In the present biennium, content development was completed in English for four priority curricula for capacity building (ratification, implementing the Convention at the national level, community-based inventorying and elaborating nominations to the Urgent Safeguarding List) and much of the material has already been translated into French. A major revision and update of these core materials was also conducted following revision of the Operational Directives by the General Assembly and procedural changes made by the Intergovernmental Committee. Translation of materials into languages other than French and English is primarily covered by the budgets of operational projects according to their specific needs; however, a small portion of these funds was also used to update existing materials with these changes. This first set of core materials has already been tested worldwide and is currently being complemented by two additional training materials on two new themes: i) a set of interactive learning materials on developing safeguarding plans and ii) a special unit on intangible cultural heritage and sustainable development aimed at demonstrating why the safeguarding of intangible cultural heritage is critical for sustainable development and presenting the key arguments illustrated with examples and figures.
2. Efforts have continued to consolidate and expand the network of facilitators who were trained in 2011 and who are now conducting capacity-building workshops on priority themes all over the world. In April 2012, using these resources, staff from the School of African Heritage (EPA) in Benin were trained on the main concepts and mechanisms of the Convention as were several African university lecturers in the field of heritage in close cooperation with the Centre for Heritage Development in Africa (CHDA). The stock-taking meeting of UNESCO-trained facilitators from Latin America, approved in the previous spending plan (Decision 7.COM 3.BUR 5), is planned to take place in September 2013, hosted by the Regional Centre for the Safeguarding of the Intangible Cultural Heritage of Latin America (CRESPIAL), the category 2 centre in Cusco, Peru and the coordination with the centre is already underway.
3. The Intangible Cultural Heritage Fund co-financed with UNESCO/Bulgaria Funds-in-Trust the organization of the Caribbean Youth Forum on Safeguarding Intangible Cultural Heritage from 20 to 24 November 2012 in St. George’s, Grenada. The Forum brought together 26 young people from 16 countries in the Caribbean sub-region[[1]](#footnote-1). In line with Article 14 of the Convention, which emphasizes the need for educational, awareness-raising and information programmes aimed at young people, this activity enabled young participants to explore the concepts and mechanisms of the Convention on the basis of the training curricula mentioned above while laying the groundwork for them to become active agents in safeguarding intangible cultural heritage.

## Promotion and dissemination of Best Safeguarding Practices

1. Following the selection by the Intergovernmental Committee in 2011 of ‘Fandango’s Living Museum’ as a safeguarding programme best reflecting the principles and objectives of the Convention (Decision 6.COM 9.5), the Secretariat has worked closely with Associação Cultural Caburé to develop written and audio-visual materials to help promote the programme worldwide. Within this framework, interviews, research, and photographic and video-graphic documentation of the Fandango’s Living Museum programme were carried out. As a result a practical guidebook on Fandango’s Living Museum will include a ‘programme at a glance’ leaflet, two edited video programmes providing first-person testimony of the participants and practitioners, as well as a photographic report. This material is to be made available through the website of the Convention and integrated into on-going capacity-building activities.

## Communication and Visibility

1. One of the Convention’s fundamental purposes is to raise awareness of the importance of intangible cultural heritage while promoting appreciation of it. In this regard, the Secretariat devotes substantial effort to assist the Committee in this task:

* by publishing annual leaflets on the elements inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, the Representative List of the Intangible Cultural Heritage of Humanity and the programmes selected for the Register of Best Safeguarding Practices; the Intangible Cultural Heritage Fund supported the production of these leaflets in English and French for 2011 and 2012;
* by publishing more substantial information on the elements inscribed and the best safeguarding practices selected by the Committee through a bi-annual cumulative brochure. The printing of this publication will be left to possible extra-budgetary contributions, the Intangible Cultural Heritage Fund being used only to edit, design and produce a digital version, available on-line in English and French. For the 2010-2011 brochure, the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (ICHCAP), a category 2 centre in the Republic of Korea, generously took care of the printing.

1. Following the fourth session of the General Assembly that introduced a number of amendments to the Operational Directives, the Fund also supported revision of the *Basic Texts of the 2003 Convention* in its six working languages and printing of the updated versions.

## Knowledge Management Services

1. Finally, the last category of the budget plan is dedicated to maintaining and improving the knowledge management system of the Convention. Its importance has been repeatedly recognized 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. The Intangible Cultural Heritage Section’s purpose-built knowledge management system is a daily working tool constantly evolving to fit the needs of different users ranging from the Secretariat, the States Parties, the Committee and its advisory bodies to other actors such as the capacity-building facilitators who now have their dedicated website.
2. During 2012-2013, substantial improvements have been made possible in this knowledge management system. Enhanced attention to providing up-to-date news on the home page of the website has given high visibility to the capacity-building programmes implemented worldwide, national counterparts and donors. The Secretariat has also set up an online registration tool for participants to various statutory meetings which has been used by more than 2,000 people. Audio recordings of these meetings are posted online for consultation by the general public. The accessibility of nomination files has also been improved for on-line consultation both of files under process during a given cycle and those remaining in the backlog. Similarly, periodic reports are made widely available online, constituting a tremendous source of information on legislative, regulatory and other measures taken for the implementation of the Convention. The management of requests to use the ICH emblem was also automated, which has greatly facilitated the submission and processing of requests by States Parties and the Secretariat. A dedicated [web page](http://www.unesco.org/culture/ich/en/anniversary/) for the tenth anniversary of the Convention was launched in 2013 through which all stakeholders involved in the safeguarding of intangible cultural heritage are invited to share the events and activities they organize to celebrate it. To date, more than sixty activities have been reported and can be consulted on a [map](http://www.unesco.org/culture/ich/index.php?lg=en&pg=547), a [calendar](http://www.unesco.org/culture/ich/index.php?lg=en&pg=548) and a [list](http://www.unesco.org/culture/ich/index.php?lg=en&pg=546) in their original language. Finally, programming is underway that will soon allow the creation of country profile pages that will collate the many different types of data collected by the Secretariat for each country. With further developments, this tool will improve not only the availability of information to the general public but the effective monitoring by Secretariat.
3. Further detailed reports on the progress of implementation and the use of the funds can be found in documents ITH/11/6.COM 2.BUR/4, ITH/12/7.COM 3.BUR/5 and ITH/12/7.COM 5.BUR/5.

# Proposed expenditures for ‘Other functions of the Committee’ until 31 December 2013

1. The major categories of expenditure (see Annex) remain unchanged and consistent with the Operational Directives, the resolutions of the General Assembly and the decisions of the Committee: A) capacity-building (48%), B) promotion and dissemination of best safeguarding practices (7%), C) communication and visibility (19%) and D) knowledge management services (26%).[[2]](#footnote-2) The Bureau’s present decision concerns the column ‘Proposed revised allocation’ of the annexed table. The allocation increase corresponding to the funds whose use had not yet been approved by the Bureau (US$129,898) results in increased lines as well as in a reduction of lines dedicated to content development for training curricula, organization of the capacity-building workshop with the School of African Heritage (EPA) in spring 2012, publication of Basic Texts and annual leaflets and knowledge management services. Some other lines remain unchanged.
2. Within the **capacity building category (item A)**, the main proposed expenditures are the development of training curricula and the organization of a training workshop for the staff of the School of African Heritage (EPA) on community-based inventories, following on the above-mentioned workshop for EPA on the implementation of the Convention that took place in spring 2012. For the training curricula, emphasis will be placed on the finalization of existing materials to reflect the changes introduced by the governing bodies of the Convention as well as translation into different languages. Although the costs of translation into languages other than French and English are as much as possible charged to operational projects, support from the Fund is necessary to ensure consistency among the different language versions. It is also proposed that part of the funds be dedicated to develop additional material on specific topics such as gender and education and their respective relationships to intangible cultural heritage. Overall, this category reflects a total increase of US$160,811 proposed in the annexed table.
3. No changes are proposed on the **‘best safeguarding practices’ line (item B)** and the Secretariat expects to commit the remaining US$50,712 before 31 December 2013 for the development of additional information materials about one or two best practices among those that have already been selected by the Committee. These activities aim at encouraging research on the safeguarding measures included in these programmes and making available information about them and experiences gained.
4. A slight increase of US$17,337 is proposed for the **‘Communication and visibility’ category (item C)** as well as a reprogramming of available funds resulting in a cumulative total of US$95,000 approximately in category C. Primary activities will include revising the Arabic, Chinese, Russian and Spanish versions of the *Basic Texts* in which a number of errors have been identified. This revision work will be completed in 2013 in order to have final texts ready to welcome the amendments that the General Assembly texts may introduce at its fifth session in June 2014 before a new printed version of the *Basic Texts* is published. Activities will also include copy-preparation of both the annual leaflet on the elements on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and the Representative List of the Intangible Cultural Heritage of Humanity and the programmes for the Register of Best Safeguarding Practices inscribed and selected by the Committee at its eighth session in Baku, Azerbaïdjan, and the biannual cumulative brochure for 2012-2013. The substantial costs for shipping both capacity-building and communication materials to Field Offices and National Commissions and other stakeholders involved in the capacity-building strategy will also be covered under this amount.
5. Finally the **‘knowledge management services’ line (item D)** can be reduced by US$48,250. The Secretariat expects to commit the remaining US$62,000 approximately before 31 December 2013 to make the country profile web pages fully operational, customize the intangible cultural heritage website to the new graphic charter of UNESCO’s homepage and increase the security level of online applications.
6. The Bureau is reminded that, in order to avoid interruptions or delays in execution, the Committee decided (Decision 6.COM 20) to authorize the Director-General to make transfers between approved activities under this line of the Plan for the resources of the Fund up to a cumulative amount of US$25,000. The Secretariat would then inform the Bureau in writing, at the session following such action, of the details and reasons for these transfers. As decided by the Committee, any transfers larger than that amount would require the Bureau’s prior approval of a revised plan of expenditure. To date, the Secretariat has not made use of this flexibility.
7. 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 8.COM 2.BUR 1**

The Bureau,

1. Having examined document ITH/12/8.COM 2.BUR/1 and its annex,
2. Recalling Resolution 4.GA 7 and Decision 6.COM 20,
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 eighth session.

**Annex**

| **Activity** | **Description** | **Total approved by previous Bureau (2012-2013)** | **Proposed revised allocation** |
| --- | --- | --- | --- |
| **A. Capacity-building** | | **$375,000** | **$535,811** |
| **A.1 Content development of new capacity-building curricula: development of safeguarding plans, intangible cultural heritage and sustainable development** | | $100,000 | $81,000 |
| Content development for trainers and trainees manuals | Professional services for content development |
| **A.2 Production of existing capacity-building curricula: national implementation, inventorying, nominations to the Urgent Safeguarding List** | | $115,000 | $218,811 |
| Pre-production | Professional services for translation copy-editing, graphic design, layout, proofreading |
| **A.3 Stocktaking workshop for trained facilitators** | | $80,000 | $80,000 |
| Workshop for 10 to 15 trained experts | Travel and subsistence of participants, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment |
| **A.4 First Caribbean Youth Forum on Safeguarding Intangible Cultural Heritage** | | $20,000 | $20,000 |
| 3-day workshop forum on the implementation of the 2003 Convention for 25 to 30 participants from youth organizations | Travel and subsistence of participants, trainers' services and expenses, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment |
| Workshop to strengthen the capacities in the field of intangible cultural heritage of an African training institution of heritage managers | Travel and subsistence of participants, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment | $60,000 | $56,000 |
| Workshop to develop capacities in community-based inventorying of intangible cultural heritage for an African training institution of heritage managers | Travel and subsistence of participants, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment | $0 | $80,000 |
| **B. Promotion and dissemination of Best Safeguarding Practices** | | **$75,000** | **$75,000** |
| Research, documentation, publication and dissemination of two best practices already selected by the Committee | professional services for content development, text preparation, translation, design and layout in English and French | $75,000 | $75,000 |
| **C. Communication and Visibility** | | **$189,663** | **$207,000** |
| **C.1 Publication of Basic Texts (Arabic, Chinese, English, French, Russian and Spanish)** | | **$90,000** | **$63,000** |
| Pre-production of 2012 and 2014 editions | Professional services for translation, copy-preparation, graphic design, layout, proofreading | $20,000 | $41,000 |
| Printing of 2012 edition | Printing costs of 16,700 copies (1,000 in Arabic, 700 in Chinese, 7,000 in English, 5,000 in French, 1,000 in Russian and 2,000 in Spanish) | $70,000 | $22,000 |
| **C.2 Publication of leaflets of Urgent Safeguarding and Representative Lists and the Register of Best Safeguarding Practices (English and French)** | | **$47,000** | **$39,000** |
| Printing of 2011 leaflets | Printing costs of 7,000 additional copies (4,000 in English and 3,000 in French) | $23,000 | $18,000 |
| Pre-production of 2012 & 2013 leaflets | Professional services for drafting, editing, translation, copy-preparation, graphic design, layout, proofreading | $8,000 | $8,000 |
| Printing of 2012 leaflets | Printing costs of 9,000 copies (5,000 in English and 4,000 in French) | $16,000 | $13,000 |
| **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 | **$32,663** | **$35,000** |
| **C.4 Distribution of printed materials** | |  |  |
| Shipment | Shipping costs to Field Offices and National Commissions and other stakeholders involved in the capacity-building strategy | **$20,000** | **$70,000** |
| **D. Knowledge management services** | | **$338,250** | **$290,000** |
| Development of on-line functionalities and dedicated webpages | Professional services for management of the knowledge system and software development | $338,250 | $290,000 |
| **TOTAL** | | **$977,913** | **$1,107,811** |
| **Unallocated** | | **$129,898** | **$0** |

1. Antigua and Barbuda, Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Curacao, Dominica, Guyana, Grenada, Jamaica, Saints Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sint Maarten, Suriname and Trinidad and Tobago. [↑](#footnote-ref-1)
2. Percentages for all funds allocated for the period 2012-2013. [↑](#footnote-ref-2)