International Assistance
ICH-04 – Form

REQUEST FOR INTERNATIONAL ASSISTANCE FROM THE
INTANGIBLE CULTURAL HERITAGE FUND

For amounts greater than US$100,000:
deadline 31 March 2017 for a possible approval in 2018

For amounts up to US$100,000:
submit at any time

Instructions for completing the request form are available at:

Nominations not complying with those instructions and those found below will be considered incomplete and cannot be accepted.

States Parties are further encouraged to consult the aide-mémoire for completing a request of international assistance available on the same webpage.

Possibility to request international assistance when nominating

To nominate an element for inscription on the Urgent Safeguarding List and simultaneously request international assistance to support implementation of its proposed safeguarding plan, use form ICH-01bis.

To request international assistance that is not related to a nomination, continue to use form ICH-04.

1. State(s) Party(ies)

For multi-national requests, States Parties should be listed in the order on which they have mutually agreed.

Lao PDR
2. Contact person for correspondence

2.a. Designated contact person

Provide the name, address and other contact information of a single person responsible for all correspondence concerning the request. If an e-mail address cannot be provided, indicate a fax number.

For multi-national requests provide complete contact information for one person designated by the States Parties as the main contact person for all correspondence relating to the request and for one person in each State Party involved.

<table>
<thead>
<tr>
<th>Title (Ms/Mr, etc.)</th>
<th>Mr.</th>
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<tbody>
<tr>
<td>Family name</td>
<td>Sonesay</td>
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<td>Given name</td>
<td>Haekham</td>
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<tr>
<td>Institution/position</td>
<td>Technical Staff Officer</td>
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<tr>
<td>Other relevant information</td>
<td>ICH Team Leader</td>
</tr>
</tbody>
</table>

2.b. Other contact persons (for multi-national files only)

Provide below complete contact information for one person in each submitting State, other than the primary contact person identified above.

Mr Som Ock PHANTHAVONG
Deputy Director
Department of Information, Culture and Tourism in Luang Prabang
Ban Thongchalen, Luang Prabang District, P.O Box 717
Tel: +856 71 212 044, +856 20 5567 0603
Email: ptvong603@yahoo.com

3. Project Title

Indicate the official title of the project in English or French that will appear in published material

Capacity Building for Safeguarding Intangible Cultural Heritage through community-based Inventory and Developing the Luang Prabang ICH inventory List in Luang Prabang Province

Not to exceed 200 characters
4. Summary of the project

Provide a brief description of the project for which assistance is requested, including its overall objectives, expected results and modalities of action. Stakeholder parties are invited to submit requests that recognize and respect local development agendas in their design and planning. Not fewer than 200 or more than 300 words.

At the 20th year of the inscription of Luang Prabang in 2015, the Government of Lao PDR has realized the significance of safeguarding intangible cultural heritage in Luang Prabang as an urgent issue and has stated its intention to have Luang Prabang become the centre for Lao culture and traditions of the Lao country and the region. In addition, at the UNESCO 12th IGC, the very first Lao ICH nomination file of Khaen music of the Lao people was inscribed on the Representative List of the ICH of Humanity which has set a standard and raised awareness of the significance of safeguarding the ICH of the whole nation.

In 2018 and beyond, the Luang Prabang province is working towards strengthening safeguarding the ICH work at the community level. This proposal aims at capacity building of the communities, academic, personnel and government officers in conducting the community-based inventory, raising awareness of all stakeholders at the Luang Prabang provincial level before expanding to the national level beyond the project. Ultimately, in the long term, Luang Prabang World Heritage Office has a plan to merge the ICH cultural mapping into the existing Luang Prabang World Heritage Town Management Plan (PSNV) so that the work of safeguarding ICH and managing the Luang Prabang World Heritage Town will go hand in hand.

Therefore, as part of the IA application, the Department of Information, Culture and Tourism in Luang Prabang (DICT) together with the Luang Prabang World Heritage Office (DPL) is proposing to develop training materials, organise Trainings of Trainers (TOTs), and testing the knowledge by conducting a survey of ICH in the province.

This project will help Lao PDR build a network of national trainers to replicate the safeguarding of ICH at the provincial level with the 2003 Convention principles.

5. Is this an emergency request that might receive expedited processing?

Indicate if this is an emergency request that might warrant expedited examination by the Bureau. For this purpose, an emergency shall be considered to exist when a State Party finds itself unable to overcome on its own any circumstance due to calamity, natural disaster, armed conflict, serious epidemic or any other natural or human event that has severe consequences for the intangible cultural heritage as well as communities, groups and, if applicable, individuals who are the bearers of that heritage. You will be asked to describe the nature and severity of the emergency in section 13.

☐ emergency request
☐ non-emergency request

6. Duration of the project

Indicate the total number of months required for implementation of the proposed project. Assistance from the Intangible Cultural Heritage Fund can only cover a period of 24 months.

24 months
7. Previous financial assistance from UNESCO for similar or related activities

Has the State Party ever received any international assistance under the Intangible Cultural Heritage Fund of the 2003 Convention to implement related activities in the field of intangible cultural heritage?

☐ No
☐ Yes (if so, please provide details below, title, period, contract number and funding source)

As part of the regional programme, Lao PDR has received four workshops since 2011: 2003 Convention Implementation Training in 2011, ICH Community-based Inventory training in 2013, ICH Nomination Working in 2014 and ICH Safeguarding Plan Development Workshop in 2018.

8. Name of the implementing agency (contracting party, if assistance is provided)

Indicate the name of the agency, institution or organization responsible for implementing the project. This agency will be contacted by UNESCO if assistance is granted. Indicate also the name of the (contact) person and other relevant contact information.

Name of the agency: The ICH Team, Department of Information, Culture and Tourism in Luang Prabang

Name and title of the contact person: Mr Som Ock PHANTHAVONG, Deputy Director

Address: Phongsali, Luang Prabang District, P.O. Box 717

Telephone number: +856 20 2255 1100, +856 20 5519 9529

E-mail address: phavong903@yahoo.com

Other relevant information.

9. Scope of the project

Tick only one box.

☐ local (sub-national)
☐ national
☐ sub-regional/regional (more than one country)
☐ international (including geographically non-contiguous areas)

10. Location of the project

Identify and characterize the geographical area(s) in which the project will be carried out.

Not to exceed 100 words

Luang Prabang is a province in the northern part of Lao PDR consisting of 58 adjacent villages of which 33 comprise the UNESCO Town of Luang Prabang World Heritage site. The centre of the city consists of four main roads and is located on a peninsula at the confluence of the Nam Khan and Mekong River. Luang Prabang was the capital city of Lane Xang Kingdom during the 14th century. It was the royal capital and seat of government of the Kingdom of Laos, until the Pathet Lao
Lao takeover in 1975. The Training of Trainers will be located in the World Heritage Town of Luang Prabang with the community-based inventory in Had Hien community for material development, and the ICH survey will cover all the 12 districts in Luang Prabang province.

The community-based inventory and the material development will take place in the Had Hien community with many ethnic minority group households. The survey will include all the existing ICH elements in one community. The community has been chosen due to the existence of diverse ICH elements in one community and as there are a few elements at risk, i.e., traditional silver-smithing and Luang Prabang traditional baci flower making.

11. Purpose of request

Tick one box to identify the purpose for which international assistance is requested.

- safeguarding heritage inscribed on the Urgent Safeguarding List
- safeguarding heritage being nominated for inscription on the Urgent Safeguarding List
- elaboration of inventories
- implementation of programmes, projects and activities for safeguarding

12. Forms of assistance requested

Tick one or several boxes to identify the forms that the international assistance will take.

- studies concerning various aspects of safeguarding
- the provision of experts and practitioners
- the training of all necessary staff
- the elaboration of standard-setting and other measures
- the creation and operation of infrastructures
- the supply of equipment and know-how
- other forms of financial and technical assistance

13. Background and rationale

Provide a brief description of the current situation and the need that the proposed assistance would address. For emergency assistance requests, describe the nature and severity of the emergency.

1. For safeguarding of a particular element, provide a description of the element, its social and cultural functions, its viability in terms of its practice and transmission and why safeguarding measures are required at this time.

2. For programmes or activities not focused on a particular element (e.g., protection of inventories, strengthening of capacity, awareness-raising, visibility), describe why these programmes or activities are necessary and what gaps exist in other related programmes and activities.

Lao PDR has been a beneficiary country of the UNESCO capacity-building programme since 2011. Through the programme, many practitioners, community members, ICH academic and national experts were trained and were identified as ICH resource persons. In December 2015 at the Conference of 20th Anniversary of Town of Luang Prabang inscription of the World Heritage site, the Government of Lao PDR (GoL) realised the significance of safeguarding the traditions.
and ways of livings in Luang Prabang and its ICH. The GoL declared Luang Prabang to become the centre for culture and traditions for the country. Since 2015, Luang Prabang World Heritage Office had continued undertaking community-based inventory activities at the local level and strengthened its ICH provincial inventory list with the support from its own financial contribution in complement with a development partner’s fund which will continue until the end of 2018.

In June 2017, a policy mission was carried out by UNESCO in Lao PDR. Following the mission conducted by UNESCO accredited experts, there are several recommendations among which are the continuation of ICH safeguarding projects, linking them with sustainable development. It is realised that sustainable development is a cornerstone of safeguarding ICH. Thus it is crucial that a thorough understanding of the elements requiring safeguarding is carried out in consultation with the community before plans are put into place. The mission needs to include the replication of community-based inventories and a proper safeguarding project plan, which includes sustainability.

In addition, it is obvious that the identified ICH trainers/resource persons will need tailor-made, customised training to become trainers at their levels (at the village level, district level, and national level respectively) and become ICH resource persons for the country in order to carry on inventorying and implementing safeguarding activities. Training modules for training these trainers will have to be developed. As part of this project, simple manuals will also be developed for communities to understand the basic concepts of ICH, how data/information can be collected, and how they can use it and apply it in practice.

Having been inscribed as the World Heritage site for more than 20 years, the community involvement in Luang Prabang and public participation in conserving the site has been quite strong. There have been establishment of the provincial committee, district committee and village committees decision-making mechanism in place. Through this project, the integration of the safeguarding ICH into the overall world heritage management plan of Luang Prabang will be initiated.

The DICT Luang Prabang also has a plan for 2018 to create the position of a 1CH cultural focal point throughout the province who has the knowledge of the communities and who will be a liaison or a bridge between the communities and the government officers for ICH work.

In complimentary with the Province’s effort in raising awareness among the provincial authorities and in support to capacity building as well as providing the Province’s critical limited financial resources there needs to apply for the DA and increase the capacity and the knowledge of a larger group of people involved so that the effort has ripple effects. Following the evaluation, the lessons learnt in the past demonstrated difficulties for the participants to share the knowledge gained from the workshops with other colleagues because the materials used were different, and during the past trainings, there were only a few practical skills taught.

Therefore, as part of the International Assistance application, the Luang Prabang World Heritage Office together with the Department of Information, Culture and Tourism in Luang Prabang is proposing to carry out practical pilot community-based inventory in a community including Had Hien village in Luang Prabang province to develop training materials for TOTs workshop and the materials for the trainers to use while training the community as well as methodology and test the approach. The community-based inventory will work with all elements in the community itself.

The approach will aim at community initiatives a) TOTs will include the issue of empowerment of community members and clarify the roles of trainers/facilitators, b) training materials will be developed and equipment will be accessible and well understood of its application, c) arrangements for community meetings, and d) identification of community members who will be involved and lead the inventorying group.

The TOTs will be organized at the provincial level including community members in the province. It will invite those ICH resource persons who have undergone trainings in UNESCO capacity building programme, and enlarge the trainees list to include the community members and practitioners to become ICH resources to impart trainings in methodology as well as ethics and a community-based approach at all levels throughout Luang Prabang province.

In the light of safeguarding ICH, it is realised that a successful community-based inventory will lay
the foundation for safeguarding projects later on. The project will also conduct a survey in Luang Prabang province of such elements that can be inscribed for the Urgent Safeguarding List and to better understand the overall situation of the ICH in the province.

This project will ultimately help Lao PDR replicate the safeguarding of ICH throughout the Luang Prabang province with the 2003 Convention principles.

14. Objectives and expected results

Identify in terms as clear and measurable as possible: (i) what medium-term effects would be achieved by the implementation of the project objectives, and (ii) what kind of positive impacts and concrete accomplishments would be seen after implementing the proposed project (expected results). Both need to be spelled out in detail and linked to the information included under section 15 below (Activities).

Net fewer than 100 or more than 300 words

A. In medium-term (3-5 years), the project has the following objectives;

1. To strengthen the capacity of the communities, academic personnel and government officers in conducting the community-based inventory and safeguard ICH specifically at the provincial level,

2. To enhance the participation of communities for better understanding of the overall ICH situation in the province of Luang Prabang,

3. To raise awareness of all the related stakeholders of the significance of safeguarding ICH especially those at risk at the provincial level.

B. At the end of the project, the following expected results will be achieved;

1. At least 80 community members, academic personnel and government officers will have better understanding of the concepts of ICH safeguarding. At least 40 community members will be trained in carrying out an inventory, with the support of academic personnel and government officers.

2. Luang Prabang provincial network of the 20 community-based trainers will be developed.

3. The 20 trainers will become provincial trainers and later on national trainers with increased capacity to replicate ICH community based trainings at the provincial level.

4. The 20 trainers will become provincial trainers and later on national trainers with increased capacity to replicate ICH community based trainings at the provincial level.

5. Two lots of training of trainers materials will be developed in the Lao language in the context of Lao PDR, TOTs workshop materials, and materials for the trainers to use for training community members.

6. To further development of existing inventories. A draft of ICH provincial inventory at the Luang Prabang province level will be developed and 15 local points for ICH at the district level (one per district of 12 districts and 2 per central districts) will be identified.

7. At least 10 ICH elements under threat and are in urgent need of safeguarding are identified.

15. Activities

What are the key actions to be carried out or work to be done in order to achieve the expected results identified in section 14 (Objectives and expected results)? Activities need to be described in their best sequence, explained in a detailed and narrative manner and their feasibility should be demonstrated. The information included in this section should be consistent with that provided under section 17 (Timetable of the project) and section 17 (Budget).

Not fewer than 300 or more than 1000 words

Component 1: Community-based Inventory of ICH elements for material development

The training materials will be developed to go along with the TOTs and for the future trained trainers to use as modules for their replicated trainings. The materials will be developed following the community-based inventory in order to contextualize the materials to fit the local trainers. The
ICH community-based inventory activities will be held in the community to make an inventory of all the existing ICH elements in the community in order to develop case studies and examples for the training materials.

Activity 1.1 Preparation meeting and consultations among working teams and communities (3-day)
The project team members and the experts will meet to understand the objects of the field spectrum, make a proper work plan in the field prior to the field work.

Activity 1.2 Field spectrum in Had Hien community (20-day)
Community-based inventory will be conducted with the community members all over Had Hien community to identify ICH elements and especially prioritise those elements under threats in order to plan for the safeguarding plan. Several ideas will be discussed. A few case-studies will be developed out of the real scenarios.

Activity 1.3 Training of Trainers materials development (15-day)
After the field community-based inventory, UNESCO accredited experts, Lao ICH national experts, community members, Luang Prabang ICH team members, and project team members will meet to combine structural modules, develop additional case study hand-outs and local trainers guiding notes.

Component 2: Training of Trainers workshop in Luang Prabang (10-day)
Activity 2.1: Preparation of the training materials, inviting the identified national trainees, and organizing the workshop. Invitation aimed at those persons with relevant background and motivations.

Activity 2.2: Adopting the TOT materials developed (Activity 1.3) with open discussions/feedback/suggestions with inputs from the national trainers previously trained through the programme, and open room for adjustment.

Activity 2.3: Organizing the TOTs (6-day)
The TOTs will be organized by the DICT, Luang Prabang ICH team and Department of Heritage, to be held in Luang Prabang World Heritage Town. The trainers will be a UNESCO accredited expert with a UNESCO Liaison co-facilitator. A national ICH expert will be invited to assist in one or two sessions.

Activity 2.4: Report writing to evaluate the workshop
DICT. UNESCO Accredited experts and co-facilitator will write a report to summarise the outcomes of the workshop with recommendations to roll the trainings in the future.

Component 3: Piloting trainers in practices in a ICH survey in Luang Prabang province at the district level (6-months)
At the moment, Luang Prabang has started to establish a provincial ICH inventory list which includes 14 elements which have been documented. There are 12 districts in Luang Prabang province and this survey will cover all the 12 districts to survey with the communities of the ICH elements with priorities to those under threats. After the survey, the DICT hopes to start mapping all the ICH in Luang Prabang province to strengthen the provincial ICH inventory list.

Activity 3.1 Survey at the district level
Surveys are planned in 12 districts to be conducted by the trained trainers. The outputs would be the list of ICH elements in each district, ICH focal point will be identified at the district level - this could be practitioners themselves, village chiefs, women union representatives or youth representatives or any motivated community members.

Activity 3.2 An inventory of ICH surveyed in Luang Prabang province
This activity will follow the activity 3.1 ICH elements in each district will be mapped out with ICH focal points and with priorities of ICH elements at risk.
Activity 3.3 Filling in the Luang Prabang ICH provincial list

In order to continually add on to the Luang Prabang ICH provincial list, there are official protocols to follow. There will be several consultation meetings with the community members, local steering committee members, and provincial committee members.

16. Timetable of the project

Attach a month-by-month timetable for the proposed activities, preferably using the ICH-84 Timetable and Budget Form. The information provided should be in conformity with that in section 6 (Duration of the project) as well as in conformity with the detailed activities and their sequences as included under sections 15 (Activities) and in the budget overview in section 17. Please note that the activities can only begin approximately three months after approval of the request at the earliest.

17. Budget

Attach a detailed budget breakdown in US dollars of the amount requested, by activity and type of cost (e.g. personnel, travel, supplies, equipment, etc.) with enough specificity and detail so as to provide sufficient justification and to allow actual expenses to be matched directly against the projections. This budget breakdown shall be provided as an attachment to this form, preferably using the ICH-84 Timetable and Budget Form. The budget should reflect only the activities and expenses described above and be prepared in a rigorous and transparent way, fully reflecting all sources of support.

In each section of the budget, clearly distinguish the amount requested from the Intangible Cultural Heritage Fund from the amount to be contributed by the State Party or other sources. The State Party contribution includes local and national government institutions as well as in-kind contributions. Other sources can include NGOs, community organizations, foundations or private donors.

It is also crucial that the budget breakdown should correspond exactly to the detailed narrative description provided under section 15 (Activities) and to the timetable attached for section 16.

Provide below the budget overview, being certain that the figures are identical to those provided in the ICH-84 Timetable and Budget Form.

Overview:
Amount requested from the Fund: US$ 98,276
State Party contribution: US$43,658
Other contributions (if any): US$
Total project budget: US$139,943

18. Community involvement

Identify clearly the community(ies) group(s) or, if appropriate, individuals concerned with the proposed project, including the role of gender. Describe the mechanisms for fully involving them in the preparation of the request as well as in the implementation of all the proposed activities and in their evaluation and follow-up. This section should describe not only the participation of the communities as beneficiaries of the project and of financial support, but also their active participation in the project design. Their perspectives and aspirations should be fully reflected in the proposed project.

Not fewer than 300 or more than 500 words

Before the project proposal was developed, the Luang Prabang Provincial Committee has met and discussed with the communities for which communities it was to be undertaken the field inventory spectrum for the development of the training materials and as a pilot community for developing community-based inventory list. Had Hien community was nominated and was willing to take part in the conduct of ICH inventory to be researched of all the ICH elements in the communities. Had Hien community is located in the northeastern part of Luang Prabang World Heritage Town. Had Hien community has 1,859 populations, with 927 females and 932 males. There are 341 families, with the ethnic groups are follows Lao Lai, Khmu, and Hmong. The Had Hien community is agricultural-based community where most of the populations are farmers. Nonetheless, the
community is known as a silversmith community with 11 families carrying on silver-smith occupation making sacred knives, traditional scissors and bevel nut cutters.

The proposed project has two components which will be undertaken in the community. The component of community-based inventory for the field spectrum for ToTs training materials developed will be held in Had Hien community. The ICH team with the support of the UNESCO accredited experts will work with the community members to document all the ICH elements in the community. The inventorying aims at community-based inventory and community initiatives by arranging community meetings, identification of community members who will be involved and lead the inventorying groups. Community smaller group such as a ICH committee will be created who can be involved in ongoing activities of the project. The ICH team will also involve the Women union representatives, Youth union representatives, Religions and Ethnic Group representatives and the Lao Front representatives that are an embedded member of the village committee in the project. Community members will then create inventory of all the ICH practiced.

For the ICH survey in Luang Prabang province component, the model in the Had Hien pilot community will be applied for the whole 12 districts in the province. The communities will also be involved in the monitoring and evaluation of the whole project by giving inputs, verifying information, providing advice for further adjustments of the project and its existing plan.

18. Implementing organization and strategy

Describe the background, structure, mission, and relevant experience, etc. of the implementing organization or body indicated under section 1 that will be responsible for carrying out the project. Identify the human resources available for implementing it and indicate their division of tasks. Describe how it will manage the project implementation.

Not fewer than 150 or more than 500 words

At the Luang Prabang provincial level, the Luang Prabang ICH team has been established since 2016 to undertake the ICH related work all over the province. The ICH team is a collaboration between the Luang Prabang World Heritage Office (PLH) and the Department of Information, Culture and Tourism (DICT) in Luang Prabang. The ICH team members consist of eight technical staffs with diverse background i.e. languages, handicrafts, performing arts, archaeologists, human science, and education. The ICH team will coordinate with the university and academic staff and CSOs and closely work with the communities.

The ICH team will implement the project under the direct supervision of the DICT in Luang Prabang with collaboration from all the existing ICH national experts.

The ICH team will implement the project with strategic advice from the DICT, international experts and consultants, and by protocol supervision from the Luang Prabang Vice Governor.

The project will be oversighted by the Department of Heritage in Vientiane who is the Department responsible for any international projects coordination, who will then report to the Lao National Secretariat of Intangible Cultural Heritage Convention.

For Component 1 (ICH Community-based Inventory for ToTs materials development) and Component 2 (Training of Trainers workshop), the DICT in Luang Prabang and the ICH team will work with the Department of Heritage to identify all the active ICH national experts who have been trained in the UNESCO capacity-building previous phases and identify further the future national experts at the provincial level, to compile the list of 35 designated participants. The designated participants will include governmental officers (20 people), cultural focal points at the community level (3-4 people), CSOs (4-5 people) and academic people (7 people).

The Training materials will be developed after Component 1 was completed, and by consultation meetings among the ICH team, DICT, some ICH national experts and the international experts.

For specifically project Component 3 (Survey of ICH in Luang Prabang province), the strategy for implementation is as below:

At the community level, in addition to conducting the survey directly with the ICH practicioners and community members, the ICH team will involve and work with the Women union representatives.
Youth union representatives, Religion and Ethnic Group representatives and the Lao Front representatives that are an embedded member of the village committee. These four members at each village committee are very crucial and would be one of the agents of change and ICH transmitter at the community level in the future.

There are 12 districts in Luang Prabang province. The ICH team will work with the culture officer at the DICT district offices to review the information and keep the ICH list at the district level in order to verify with the community and keep updating.

After having combined all the lists from the survey in 12 districts, the DICT is responsible to review, to research further and to update the Luang Prabang ICH provincial list.

20. Partners

Describe if applicable, coordination arrangements with any other partners and their responsibilities in the implementation of the project. Identify human resources available in each of the entities involved.

Not more than 500 words

The project will coordinate with three main international partners and a few local civil society organizations as below;

1. The Department of Information, Culture and Tourism (DICT) Luang Prabang will be the direct implementing partner and supervisor to the project. The ICT team will partner closely with the DICT technical staff. The DICT will also assist in administering the project. The DICT by protocol will also coordinate with all the provincial authorities be it the Luang Prabang Governor, the district information, culture and tourism offices. The ICH team will be facilitated in all its needs.

2. UNESCO ICH accredited experts who had been the trainers of the series of ICH capacity building workshops since 2011. The experts will undertake the community-based inventory in Had Hien, the identified pilot project community, to prepare for the training materials for use of national trainers to use for training community members. The expert approach would be to work with the community members to identify all the ICH elements in the community itself and to create inventory of all the ICH practiced. Following the community-based inventory field work, the expert will lead the Training of Trainers materials development in consultation with the national experts, ICH team and the DICT. The UNESCO ICH accredited experts will also be the main trainer at the ToTs and will supervise along the field survey project component.

3. UNESCO Liaison Officer for Lao PDR. UNESCO Bangkok has been involved in ICH in Luang Prabang since the beginning as well as coordinated in all of the series of the ICH capacity building workshops since 2013 in Lao PDR. The officer will be involved to coordinate other ongoing ICH projects as well as to coordinate with all the stakeholders for the UNESCO 1972 Convention implementation in Luang Prabang in a long-term with a view to integrate the safeguarding ICH plan with the Luang Prabang World Heritage Town Master Plan. The Liaison Officer will liaise with the ICH team, DICT and UNESCO ICH experts and assist in planning the sustainability of the project with harmonisation effort with the other ICH work undertaken by the Department of Heritage. The Officer will have a role of monitoring and evaluating the project implementation. The Officer will also liaise with UNESCO Bangkok for any of its ICH regional programme. The Officer will also be the co-facilitator in the ToTs.

4. Korea Cultural Heritage Foundation (KCHF) is a UNESCO accredited ICH NGO and has been supporting the ICH community-based inventory projects in Lao PDR since 2015, and specifically in Luang Prabang since 2018 with the aim to assist the Luang Prabang authorities to strengthen the ICH inventory at the provincial level. Up until now, there has been four ICH inventories completed with the support from KCHF. The IA project will coordinate with the KCHF 2018 ICH project which has the components focusing on community-based inventory. The IA project and the KCHF project has the ICH team to coordinate and implement with different implementing partner. The KCHF also provide technical advice on the ICH inventory.

5. Traditional Arts and Ethnology Center (TAEC) in Luang Prabang is an independent resource centre for the Lao diverse ethnic groups and culture. The main activities include documenting
masterpieces of material culture and conducting and facilitating research in and with ethnic communities. The IA project will involve TAEC representatives in the ToTs and also share with each other ICH community-based activities.

21. Monitoring, reporting and evaluation

Describe how the implementing organization indicated under section 8 and described under section 19 plans to carry out monitoring, reporting and evaluation of the project and how the communities will be involved in this mechanism. For larger or more complex projects, external monitoring and evaluation are preferable.

Not fewer than 50 or more than 250 words

Monitoring will be done by the Department of Information, Culture and Tourism Luang Prabang. Evaluation will be done by the Provincial Steering Committee and Department of Heritage through the consultation meetings planned on the 6th-7th Month and again on 14th-15th Month, and 19th-20th Month to monitor the implementation rate against the workplan and the budget plan. The progress of the implementation will also be monitored by the UNESCO Liaison Officer and will also be evaluated by external persons i.e. the UNESCO accredited expert, the programme officer from the Korea Cultural Heritage Foundation.

On the 11th-12th month, there is time for reporting of all project progress against the project expected results for year 1, and on 22nd-23rd month, the final report will be prepared to summarize all the outputs and outcomes of the project and the financial report as well as to plan for a good exit plan for future projects to carry on with the activities.

22. Capacity-building

Describe how the project may contribute to building up capacities or strengthening existing resources in the field of safeguarding intangible cultural heritage. Special emphasis should be placed on the capacities of the communities described in section 18 in safeguarding their intangible cultural heritage. Describing the extent on the capacities of the implementing organization may also be relevant.

Not fewer than 100 or more than 300 words

Since this is going to be the first TOTs for the country and in Luang Prabang province, the design of the project was done in close consultations among ICH team and the communities, DICT, DPI, and with supervision of UNESCO experts. This project planning exercise itself has built not only ownership but also capacity of people involved in project design and management. It also helps the thinking process, expanding their knowledge by seeing other ICH best practices examples.

Two components in the project are Training of Trainers and the field spectrum to develop the TOT materials. The TOTs will strengthen the capacity and the confidence of the national experts, community members, academic personnel and CSOs staff to continue the trainings throughout the country.

The project will ensure the replication of series of UNESCO capacity building workshops done since 2011 especially in Luang Prabang province. Following the UNESCO workshops, there have been a good number of trainees which have been identified as ICH resource persons at the national level. The project aims to build capacity upon these identified resource persons, involve more community members, academic personnel and CSOs staff and pilot them at the provincial level.

At the national level, the project has designed to replicate those kinds of trainings all over the countries in a long-term, with medium-term (beyond the completion of the project) targeting two provinces, namely, Champasak which houses the other World Heritage site of Val Phou and its Ancient Settlements within the Champasak Cultural Landscape, and Xiang Khouang which is a province wherein megalithic jar sites of Plain of Jars are located for which the Government of Lao PDR has been preparing to nominate as the World Heritage in February 2018.
At the community level, the project has its ultimate aim to empower community members to have knowledge on safeguarding the ICH, to take ownerships and initiatives, and to teach safeguarding their ICH to the next generation.

In addition, the survey of the ICH in Luang Prabang province will provide them with on-the-job trainings with mentoring from the UNESCO experts.

23. Sustainability after the assistance ends

Describe how the results and benefits of the project are expected to last beyond the end of the project. If the mechanisms established by the project will continue functioning after the implementation of the project, describe how and which would be the responsible body in charge. Not fewer than 50 or more than 250 words.

This project is designed to strengthen the network of the national ICH experts and resource persons at the provincial level and national level, as well as the mapping of the ICH focal points at the community level in Luang Prabang province. The project will help the continuation of the community-based inventory of the ICH and will continue to raise awareness of the significance of safeguarding their own ICH. The project also will help raise the capacity of the main ICH actors in taking initiative to develop ICH related projects in the future mobilizing any existing national financial resources. The ICH work in Luang Prabang will still be under the ICH team, DICT and DPL.

The Korea Cultural Heritage Foundation has also committed its support of ICH work of Lao PDR following the country priorities. The Luang Prabang Governor authorities has also stressed its intention to prioritise the work of ICH in the province as the project progresses, and might consider proving provincial funds to support the work beyond the project ends.

Therefore, the project ensures the sustainability at the national level and especially at the provincial level.

24. Multiplier effects

Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere. Not fewer than 50 or more than 250 words.

As mentioned above, not only will the project strengthen the capacity in ICH related work but also the capacity in designing ICH related projects in the future either within its own national financial resources or the cooperate and international financial resources. The IA project is complemented by in-kind contribution of national staff time, venues for consultation meetings and inventory equipment. The IA project will also trigger the national budget to continue supporting the to-be-establish network of ICH national experts/resource persons and for those trainees who receive the TOTs to continue replicate the trainings else where in Laos. The TOT's materials will also be used and applied in the trainings in the future.

Synergies will also be sought with other CSOs, institutes which are linked with UNESCO, as well as other ICH NGOs internationally.
25. Signature(s) on behalf of the State Party(ies)

The request should conclude with the signature of the official empowered to sign it on behalf of the State Party, together with his or her name, title and the date of substitution.

In the case of multi-national requests, the document should contain the name, title and signature of an official of each State Party submitting the request.

<table>
<thead>
<tr>
<th>Name: Mr. Som-Ook Phanthavong</th>
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<tbody>
<tr>
<td>Title: Deputy Director, Department of Information, Culture and Tourism</td>
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<tr>
<td>Date: 18 December 2017</td>
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<tr>
<td>Signature:</td>
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</tbody>
</table>

Name(s), title(s) and signature(s) of other official(s) (For multi-national requests only)