



Culture Sector
Living Heritage

United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Ms Justina Nicholas
Director of Cultural Heritage
Ministry of Cultural Development
PO Box 8
Avarua
Rarotonga
Cook Islands

22 September 2020

Ref.: CLT/LHE/20/0163500015

Dear Ms Nicholas,

I am writing with reference to the request for financial assistance from the Fund for the Safeguarding of the Intangible Cultural Heritage in the amount of US\$99,346 submitted by Cook Islands to implement a project entitled 'Documentation and inventory of peu karioi (performing arts) in the Cook Islands'.

The Secretariat has carefully read and analyzed your request and considers that additional information is needed to provide the Bureau of the Intergovernmental Committee with all the necessary information to examine your request and decide on the granting of the assistance.

Enclosed with this letter, you will find the Secretariat's technical assessment of the sections where we believe that revision will help ensure your request meets the selection criteria.

We hope that this analysis will be useful for your revision work. However, you may also wish to refer to the aide-mémoire for completing a request for International Assistance. This is available at: <https://ich.unesco.org/en/forms>.

I invite you to submit a revised version of your request in electronic format (standard .rtf or .doc format) to ich-assistance@unesco.org. This request should address the issues raised by the Secretariat and be submitted as soon as possible, and in any case **no later than 28 September 2020**. The Secretariat will then substitute it for the request previously submitted, assess it one last time and transmit it to the Bureau with a recommendation to approve or not to approve it, or to refer the request to you for additional information.

Please note that if a revised request does not reach us by the above-mentioned deadline, the Secretariat shall then consider that the initial request may be submitted to the Bureau as it stands.

.../...

Should you require further clarifications, Ms Juliana Forero from the Safeguarding Implementation and Monitoring Unit can be contacted at the following email address: j.forero@unesco.org or by telephone: +33(0)1 45 68 24 02.

Yours sincerely,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Tim Curtis
Secretary, Convention for the Safeguarding of
the Intangible Cultural Heritage
Chief, Living Heritage Entity

cc: Permanent Delegation of Cook Islands
Cook Islands National Commission for UNESCO

Request for International Assistance from the Intangible Cultural Heritage Fund

Technical assessment from the Secretariat

The Operational Directives for the implementation of the Convention for the Safeguarding of the Intangible Heritage designate the Bureau of the Committee as the body authorized to approve international assistance requests up to US\$100,000. The purpose of this document is to provide guidance for the preparation of the project proposal before it is presented to the Bureau. The following sections describe specific points that may be refined or further elaborated.

General

- The overall aim of the project is to document and inventory *peu kariori* in the Cook Islands. To achieve this, it is planned to develop an ICH inventorying database, organize a capacity building workshop on community-based inventorying, and implement this methodology to establish the first inventory of living heritage of the country, focusing on the *peu kariori* cultural expression.
- The Secretariat appreciates the effort of the Cook Islands to implement the 2003 Convention through participatory mechanisms and commends the involvement of a considerable portion of the country's islands despite the complexity of its geography.

Section 5. Budget

- Please refer to the specific comments related to budget presented at the end of this document.

Section 13. Activities

- Concerning Activity 4 'Capacity building on inventorying and safeguarding', it is important to reflect on the viability of this activity in the context of the COVID-19 pandemic. An international UNESCO facilitator has been foreseen to lead this activity; however, it is important to consider options if this person cannot travel to the country. When revising this activity, please analyze the methodology, timetable and budget implications in the event the activity needs to be reshaped.

Section 19. Monitoring, reporting and evaluation

- The monitoring component of the project is well planned. However, we would like to propose to include two monitoring reports during the implementation of the project: one at mid-term of the project, and a second one at the end of the project. Please be aware that the evaluation report can be handle at the end of the project.

COMMENTS RELATED TO BUDGET

General:

- Please include all budgetary information in the Excel template because the Bureau will not review any other documents or annexes.
- Kindly specify the details of the calculations (units x unit cost) for each line item, whether the expenditures are assigned to the ICH Fund or to the State Party's contribution. Please avoid lump sums as much as possible.
- Given the amount of the project, it is strongly recommended that an external audit be included in the budget proposal and mentioned in section 19 of the ICH-04 Form.
- All project activities with cost implication should be included in the budget template. For example:
 - 'Promotional materials' mentioned in section 16 of the ICH-04 Form (if promotional materials are to be produced as part of this project),
 - 'At least two community meetings' mentioned in section 19 (unless there are no associated costs).
 - 'Bi-lingual glossary of performing arts terminologies' referred to in section 21.

Comment related to specific budgetary lines:

- The 'Description' column should specify details of the calculations (units x unit cost) and avoid as much as possible lump sums for the following line items:

Researcher or Fieldworkers for the project recruited.	Appointment of researchers from each islands with some community with a larger population with two researcher. Rarotonga (6), Aitutaki (2), Mangaia (2), Atiu (1), Mauke (1), Mitiaro (1), Manihiki (2), Rakahanga (1), Penrhyn (1), Pukapuka (2), Nassau (1)	30,000.00	10,000.00	0.00	40,000.00	These researchers will be from Rarotonga and the Outer Islands. There will be a component from the Pa Enea budget to fund portion of the budget. MOU will be develop during their appointment
Consultant	A consultant to write the program software to store the research database for the ICH Project	0.00	3,000.00	0.00	3,000.00	The database will stored on the MOCD Server. MOCD and Central Technology provide IT Support, network connectivity and advise iformation upload and management
International / national personnel	A UNESCO consultant to attend to facilitate and resource person for the Capacity workshop	10,000.00	0.00	0.00	10,000.00	UNESCO to fund a consultatnt to attend the workshop to assist the capacity training for the Researchers hosted at the MOCD conference room

Hospitality	All catering during the workshop will be met by MOCD	0.00	2,000.00	0.00	2,000.00	MOCD to fund
Rent a room / Rental venue	Venue will be at the MOCD Conference Room	0.00	2,000.00	0.00	2,000.00	MOCD to fund inkind
Stationery	Stationery will be supplied by MOCD	0.00	2,000.00	0.00	2,000.00	MOCD to fund inkind
Domestic travel	Travel for 13 x Research Staff from the Outer Islands	15,087.36	0.00	0.00	15,087.36	Travel for Researchers from the Outer Islands
Accommodation	Accommodation for 13 x Research staff from the Outer Islands	6,643.00	0.00	0.00	6,643.00	Accommodation for Researchers from the Outer Islands
Per diem (lodging, meals and incidentals)	Per diem, meals, incidental for the 13 x Researchers from the Outer Islands	10,628.80	0.00	0.00	10,628.80	Stipend for Researchers from the Outer Islands
Communication costs	Development communication and implementation policy. Researcher monthly report to be send to MOCD on a monthly base via email or other form of social media communication.	0.00	2,000.00	0.00	2,000.00	This will be absorbed out of MOCD and Island Administration cost
ICHs Reporting, MOCD reporting, NCPS monitoring and ICHPT evaluation.	Development of the MER framework and submit regular update report to UNESCO. Reserachers to complete a final report by the end of the project	0.00	2,000.00	0.00	2,000.00	This will be absorbed out of MOCD and Island Administration cost as above

- The price of a notebook computer (28.12 USD) does not seem realistic. There may be a problem with the exact name of the item to be purchased:

Notebook laptop	Note book computer for hand carry interview and storage	562.39	0.00	0.00	562.39	Notebook at \$28.12 USD per item
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- It is recommended to have a more detailed budget breakdown for Activities 5, 6 and 7 (units x unit cost). Moreover, the various expenditures (components) of these activities should appear as separate line items.