REQUEST FOR INTERNATIONAL ASSISTANCE FROM THE INTANGIBLE CULTURAL HERITAGE FUND

For amounts up to US$100,000 and Emergency requests regardless of the amount:
submit at any time for possible approval by the Bureau of the Committee

Instructions for completing the request form are available at: https://ich.unesco.org/en/forms

Decisions on granting assistance will be based on an overall appreciation of the request on the following criteria, in conformity with paragraph 12 of the Operational Directives.

A.1 The community, group and/or individuals concerned participated in the preparation of the request and will be involved in the implementation of the proposed activities, and in their evaluation and follow-up as broadly as possible.

A.2 The amount of assistance requested is appropriate.

A.3 The proposed activities are well conceived and feasible.

A.4 The project may have lasting results.

A.5 The beneficiary State Party shares the cost of the activities for which international assistance is provided, within the limits of its resources.

A.6 The assistance aims at building up or reinforcing capacities in the field of safeguarding intangible cultural heritage.

A.7 The beneficiary State Party has implemented previously financed activities, if any, in line with all regulations and any conditions applied thereto.

In line with paragraph 10 of the Operational Directives, the Committee or its Bureau may also take into account whether: (a) the request implies cooperation at the bilateral, regional or international levels; and/or (b) the assistance may have a multiplier effect and may stimulate financial and technical contributions from other sources.

1. State(s) Party(ies)

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

Saint Kitts and Nevis
2. **Project title**

Indicate the official title of the project that will appear in published material. Not to exceed 200 characters

Safeguarding St. Kitts and Nevis Intangible Cultural Heritage (ICH): ‘Developing a National Intangible Cultural Heritage Policy’

3. **Duration of the project**

Indicate the total number of months required for the implementation of the proposed project. Assistance from the Intangible Cultural Heritage Fund can cover a maximum period of up to thirty-six months.

24 months

4. **Forms of assistance requested**

Tick the box a. and/or the box b. whether you are requesting financial assistance and/or a service from UNESCO.

Financial assistance means that a financial transaction through a contract will take place from UNESCO to the implementing agency, while the ‘service’ modality does not necessarily foresee such financial transactions to the requesting States that will receive assistance from UNESCO.

- [ ] a. Financial assistance AND/OR
- [x] b. Service from UNESCO

5. **Budget**

Attach a detailed budget breakdown in US dollars for the whole project regardless of whether it is a financial assistance and/or a service from UNESCO request, by activity and type of cost, using Form ICH-04 Timetable and Budget.

The amount requested from the Intangible Cultural Heritage Fund should be clearly distinguished from the amount to be contributed by the State Party or other sources. The information included in this section should be consistent with that provided under section 13 (Activities) and the Form ICH-04 Timetable and Budget.

**Total project budget: US$**

Amount requested from the Fund: US$91,252.00
State Party contribution: US$108,856.00 (including US $59,744.00 in kind contribution)
Other contributions (if any): US$

[ ] Form ICH-04 Timetable and Budget attached

6. **Is this an emergency request that is eligible for expedited processing?**

Indicate if this is an emergency request that might warrant expedited examination by the Bureau, in the sense of paragraph 50 of the Operational Directives of the Convention.

[ ] emergency request
[ ] non-emergency request
7. Summary of the project

Provide a brief description of the project for which assistance is requested, including its overall objectives and main modalities of action.

Not fewer than 200 or more than 300 words

The primary objective of this project is to develop a National Intangible Cultural Heritage (ICH) Policy in the federation of St. Kitts and Nevis for the purpose of safeguarding ICH within the Federation, recognizing cultural traditions, protecting Tradition/knowledge Bearers (TKB's) Practitioners and their corresponding intellectual property rights, establishing ICH safeguarding guidelines, practices and procedures for State actors, as well as for developing guidelines for making interventions in support ICH safeguarding. Subsidiary objectives of the proposed project also includes:

1. Nurturing the development of social cohesion and foster national identity.
2. Awareness-raising and fostering appreciation for St. Kitts and Nevis Intangible culture and heritage and the creative and cultural industries.
3. Developing national pride and increase Community, Groups, and Individuals (CGI's) engagement in cultural activities.
4. Creating rules and regulations protecting the intellectual property rights of TKB's to prevent infringement, so that they can earn income from their skill/knowledge.
5. Developing guidelines on how public/private institutions engage Tradition/Knowledge Bearers for their products/services to ensure mutual benefits and sustainability.
6. Protecting environment of local material resources necessary for production of TKB's products, and performance accessories.
7. Preserving traditional knowledge/performance art forms with video/audio/photograph documentation to use as educational material to transfer traditional practices to children/adults through workshops and school curriculum.
8. Engaging government ministries in fostering cultural development of ICH.
9. Conducting Capacity Building Workshops to facilitate the training of cultural practitioners, government officials, Ngo's and stakeholders about implementation of the ICH Policy.
10. Ensuring that citizens, tourist, and visitors who experience St. Kitts and Nevis ICH respect and appreciate the Tradition Bearers who produce the ICH Elements.

8. Purpose of request

Tick one box to identify the purpose for which International Assistance is requested. This form is not to be used for requesting preparatory assistance. States Parties wishing to request preparatory international assistance for the preparation of nominations for inscription on the Urgent Safeguarding List should use Form ICH-05, and States Parties wishing to request preparatory international assistance for the preparation of proposals for the Register of Good Safeguarding Practices should use Form ICH-06.

☐ safeguarding heritage inscribed on the Urgent Safeguarding List
☐ preparation of inventories
☒ implementation of programmes, projects, and activities for safeguarding
☐ awareness raising activities
☐ other purposes ( )
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

The project will be executed in Eastern Caribbean twin islands Federation of St Kitts, which consists of 68 square miles divided into 9 Parishes, and Nevis, which consists of 36 square miles and is divided into 5 Parishes. According to the 2011 census St. Kitts has a population of 46,000 citizens while Nevis has 11,108 citizens.

11. Previous financial assistance from UNESCO for similar or related activities

SECTION TO BE FILLED IN BY THE SECRETARIAT

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

12. Background and objectives

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 the 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., the preparation of inventories, strengthening of capacities, awareness raising, visibility), describe why these programmes or activities are necessary and what gaps exist in other, related programmes and activities.

3. Identify, in terms that are 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 13 below (Activities).

Not fewer than 850 or more than 1300 words

CURRENT SITUATION

The ICH Secretariat St. Kitts and Nevis Living Heritage (ICHSKN) partnered with the Nevis Cultural Development Foundation (NCDF) and St. Kitts Department of Culture (SKDC) – Research and Documentation Unit (RDU) to conduct a series of consultations with Tradition/Knowledge Bearers (TKB’s) and Communities Groups and Individuals (CGI’s) concerned with ICH to inquire about opportunities and challenges in the practice of their particular craft/trade/skills/services, and if they felt that a National ICH Policy would assist them. The
following summary reflects the situation as described by the TKB’s in St. Kitts and Nevis. The comments are summarized via the domains of the convention, which have been adopted by St. Kitts and Nevis for the purpose of our National Inventory.

TRADITION/KNOWLEDGE BEARERS (TKB’S)

ORAL TRADITIONS AND EXPRESSIONS
Respondents explained about the lack of performing arts venues and the general lack of financial support available to support their practice. There are also limited opportunities for regional and international travel due to similar financial constraint, which in turn prevented further sharing of ICH abroad. Those practitioners who relied on imported raw materials, equipment and supplies for the creation and use in their practice found that import duties were prohibitive which makes production more expensive and also severely limits their opportunities to earn a livelihood.

SOCIAL PRACTICES AND FESTIVALS
Community members providing food and festival services complained that lower customs fees are necessary when importing materials and supplies in order to maintain low operating costs. They requested that more opportunities should be provided for them to learn about their consumer market to increase their ability to earn a living. They also expressed a desire to know more about legislation regarding safeguarding community festivals and protecting their festival name. The increase in crime has also reduced the number of CGI’s that participate in festivals, which impacts their finances and forces them to rely upon private sponsorship, which is very limited.

KNOWLEDGE, AND NATURE CONCERNING THE UNIVERSE
Community members that practice agro-processing by providing herbal remedies, foods, drinks, and health products want a resource centre that is designated to research what is indigenous to St. Kitts and Nevis in order to support their claims of local origin for their products, and offer promotional benefits in the business of trade and tourism as an exporter. An ecological environmental challenge that farmers are experiencing is that a lot of invasive species are destroying the natural plants necessary for making their products, which needs to be addressed. Residential houses are also being built in areas where indigenous trees and plants once existed without being planted back causing Kittitians and Nevisians to lose this valuable heritage. In some instance government is directly competing with local practitioners who use ICH for their livelihoods. For example, a technical barrier that TKB’s face with ministry of trade is the high cost of shipping products. Couriers in St. Kitts are expensive and have restrictions on food products being exported. There are direct limitations between ICH practitioners and supermarkets that must be addressed. Chemically produced products sell faster as opposed to organic, and their sales increase drastically, while organic farming makes less even though the nutritional value is important to our organs. A TKB said that they would like to see more of our cultural aspects being introduced into the school curriculum instilling awareness of ICH in St. Kitts and Nevis.

TRADITIONAL CRAFTSMANSHIP
Community members that produce crafts gave their perspectives of the challenges that they experience from customs. For example, they would like a change in duty free concessions, so that crafters would be able to import their raw materials and pay a cheaper price. ICH Policy can strengthen our culture, whereas people in the diaspora would buy more of our local products. Bulk purchasing of supplies will also reduce cost.

GOVERNMENT OFFICIALS SURVEY
A brief survey was emailed to Permanent Secretaries of Government Departments to inquire what type of support/initiatives their offices provide for TKB’s and Cultural Industry Practitioners. Government officials expressed a need to equip young cultural practitioners with the skillset for
creative entrepreneurship. We need to create cultural exchanges between our local artists and international markets to promote cultural goods, and establish an inter-regional knowledge exchange built on lessons learnt from other regions. Some indicated that there is legislation that impacts ICH: CARIFORUM-EU Economic Partnership Agreement and the WTO TRIPS Agreement, which includes Geographical Indications that will be reviewed with the Intellectual Property Rights Office. There is a need to safeguard our cultural heritage and environment while supporting the tourism sector and sustainable eco-tourism that allows the visitor to discover the cultural resources and manage these in harmony with nature.

PROJECT OBJECTIVES

The primary objective is the development of a National ICH Policy. It is recognized by the concerned communities, groups and individuals as a fundamental need for safeguarding St. Kitts and Nevis’ ICH for the benefit of the citizens and federation; as well as fostering cultural identity and social cohesion. The responses received by the cross-section of ICH TKB’s is also indicative of the desire on one hand, and the fact on the other hand of how ICH is relied upon for the livelihood of its bearers.

For these reasons, the purpose of a National ICH policy for SKN is to outline the principles, goals, and strategies that would in the first instance support the safeguarding of ICH in general; and support and foster ICH in St. Kitts and Nevis’ communities, including ICH related to livelihoods and sustainable development. The proposed plan for the development of a National Policy Framework will help to:

1. Build the capacity of CGI’s, TKB’s, Government Officials, NGO’s, and stakeholders about the development and implementation of a General ICH Policy Framework.

2. Build awareness about SKN’s ICH Policy and raise awareness about safeguarding initiatives.

3. Identify and formalize links between the ICH policy and practice and other national policies.

4. Examine existing legislation, which may have an impact on ICH policy development.

5. Strategize for infrastructure development related to ICH.

Medium-term effects achieved by the Development of an National ICH Policy will include: a general mobilization of the concerned TKB’s and communities for informing the policy development; the active engagement of government officials and government ministries and departments directly and indirectly concerned with culture; a more deliberate implementation of the 2003 Convention for the Safeguarding of Intangible Cultural Heritage; the examination and possible amendment of existing legislation; possible drafting of new legislation; and a generally enhanced awareness of the challenges and technical barriers faced by those who rely on ICH related cottage industries in St. Kitts and Nevis. After the activities of this project are implemented St. Kitts and Nevis will have a National Policy Framework that addresses the challenges expressed by TKB’s as well as provides the general support for the Safeguarding ICH and ICH related livelihoods. ICHSKN will be able to build a closer relationship with other Government Organs, be able to gain support, and improve communications when dealing with ICH Safeguarding matters of SKN’s CGI’s.
13. Activities

What are the key activities to be carried out? Activities need to be described in a logical sequence, explained in a detailed and narrative manner and their feasibility demonstrated. The information included in this section should be consistent with that provided under section 14 (Timetable of the project), section 5 (Budget) and the Form ICH-04 Timetable and Budget. It should include enough details demonstrating that the budget amounts and descriptions included in Form ICH-04 Timetable and Budget are appropriate.

Not fewer than 300 or more than 1000 words

There are 7 phases associated with the Development of the National Intangible Cultural Heritage Policy for St. Kitts and Nevis.

**PHASE 1A: CAPACITY BUILDING WITH ST. KITTS AND NEVIS (SKN) INTANGIBLE CULTURAL HERITAGE (ICH) NETWORK/COMMUNITIES, GROUPS, AND INDIVIDUALS (CGI’S)** This phase will engage the members of our existing network of TKB’s to enlist their support to identify more comprehensively other communities, groups and individuals involved with ICH in St. Kitts and Nevis.

**MEETING WITH ICH NETWORK [2023 Period: January 2023]**

In January 2023, the Secretariat will convene a meeting with the ICH Network, consisting of SKN community members trained to safeguard ICH to confirm their support to this endeavor. They provide necessary external support to SKN ICH Secretariat’s with administrative assistance, data processing, researching, interviewing, and documentation skills.

**DOCUMENTATION AND EQUIPMENT SKILLS TRAINING [2023 Period: February 2023]**

SKN TKB’S 40 (25 St. Kitts, 15 Nevis) will receive advanced Digital Camera and Video Equipment training to improve their skills in the area of operation, technique, and composition. Two (2) National Facilitators (1 St. Kitts, 1 Nevis) will be contracted to conduct a 5 Days workshop.

**TKB AND STAKEHOLDER/CGI ASSESSMENTS [2023 Period: February 2023]**

Profile Assessments to identify Communities, Groups and Individuals that can contribute to the development of the National ICH Policy will be added to the ICH Network Database using Past Perfect 5.0 Software.

**PHASE 1B: ASSESSMENT OF ST. KITTS AND NEVIS’ EXISTING LEGISLATION**

This phase will identify existing legislation directly and indirectly related to Culture, Creative Industries and ICH in St. Kitts and Nevis. This will inform the policy development itself. Meet with relevant Government Departments to discuss the potential impact of a National ICH Policy in relation to existing legislation.

**PHASE 2A: ST. KITTS AND NEVIS (SKN) ICH POLICY LAUNCH [2023 Period: March 2023]**

Project Organizers; SKDC, NCDF, and ICH SKN will officially launch the project (two hours) with speakers, visual presentations, entertainment, snacks and refreshments. Invited guests and a UNESCO ICH Expert will give overview of SKN ICH, capacity training, and plan for developing a National ICH Policy. Information packages, brochures, flyers, and banners will be produced to promote the launch. SKN ICH Network, TKB’s, ICH Stakeholder’s, CGI’s, Government Officials, Ngo’s, Public and Private School Principals/Teachers/ students, and Media will be invited.

**PHASE 2B: UNESCO ICH POLICY EXPERT VISITS TO ST. KITTS AND NEVIS (SKN) [2023 Period: 7 Days March 2023]**

A UNESCO ICH Policy Expert will participate in 7 days of consultation in both St. Kitts [4 days] and Nevis [3 days] (SKN) with TKB’s, CGI’s, Permanent Secretary’s from the Ministry of Justice and Legal Affairs and Ministry of International Trade, SKDC, NCDF, ICHSKN and the Ministers of Culture. The consultations will discuss implementation and development of the National ICH Policy. ICH Focal Points (1 St. Kitts, 1 Nevis) will assist the ICH Policy Expert.
PHASE 3: TRADITION/KNOWLEDGE BEARERS (TKB’S) CONSULTATIONS [2023 Period: April to June 2023]

Five (5) Consultation Workshops will be held in St. Kitts and Nevis with approximately 150 persons [100 St. Kitts, 50 Nevis] communities, CGI’S interested in the developing a National ICH policy invited from those identified in Phase 1A. Workshops will each focus on stakeholders from one of the five ICH Domains of the convention adopted by SKN.

PHASE 4: GOVERNMENT OFFICIALS CONSULTATIONS [2023 Period: July 2023]

Consultations will be held in SKN with 60 people [40 St. Kitts, 20 Nevis] with government officials, three (3) days in St. Kitts and two (2) days in Nevis to inform them about development of the National ICH policy, and inquire what policy support their ministries can provide. The meetings will be conducted virtually using the “Zoom” platform to provide a convenient method for all invited to participate. The platform will also be used to facilitate Interisland planning meetings with SKN ICH Policy Organizers and communicating with the UNESCO ICH Expert.

PHASE 5: NGO’S AND COMMUNITY GROUPS ICH STAKEHOLDER CONSULTATIONS [2023 Period: August 2023]

Consultations will be held in SKN with 30 people [20 St. Kitts, 10 Nevis] with NGO’s and Community Group ICH Stakeholders during two (2) days; one (1) in St. Kitts and one (1) in Nevis, will be held to inform them about ICH, TKB’s challenges, and to inquire what their NGO/Community Group can contribute to communities in SKN in relation to the ICH policy.

PHASE 6: ICH DRAFT POLICY [Period: September 2023 to March 2024]

The Rapporteur will provide a contracted policy draftsperson with reports from SKN ICH Stakeholder Consultations to organize into a National ICH Policy Framework (Introduction, Policy Vision, Context, Process, Definitions, Aims, Administration and Financing, ICH Secretariats and Communities, Safeguarding, Education, Tourism, Trade, Youth, Entertainment Entrepreneurship and Talent, and Intellectual Property). [September to November 2023]. A UNESCO ICH Policy Expert will be contracted to review, amend and write the National ICH Policy Draft [December 2023 to March 2024]. A Public Awareness Campaign to promote ICH progress will include radio, television and internet talk-show discussions, advertisements, and promotions on social media [November 2023 to March 2021].

PHASE 7: ICH CAPACITY BUILDING FOR ST. KITTS AND NEVIS (SKN) TRADITION/KNOWLEDGE BEARERS (TKB’S) AND GOVERNMENT OFFICIALS [2024 Period: April to December]

A. Consultations in SKN with 60 Government Officials [40 St. Kitts, 20 Nevis] [2024 Period: April to June] three (3) days in St. Kitts and two (2) days in Nevis. To educate them about existing creative and cultural industry legislation that impacts them, and affects Safeguarding SKN ICH.

B. TKB’s 150 people [100 St. Kitts, 50 Nevis] will be educated on existing legislation that impacts them. Then, they will review and revise the National ICH Policy Draft [2024 Period: July to August]. A Legal Consultant will conduct a 5-day capacity building workshop in SKN to provide legal guidance. Then, SKDC, NCDF, and the ICH SKN will make necessary amendments to the National ICH Policy Draft in preparation for SKN Ministers of Culture presentation to Cabinet for review, and acceptance as new legislation for safeguarding ICH in St. Kitts and Nevis. [2024 Period: September to December].
14. Timetable of the project

Attach a month-by-month timetable for the proposed activities, using the timetable included in the Form ICH-04 Timetable and Budget.

The information provided should be coherent with the detailed activities and their sequences as included under section 13 (Activities). Please note that the activities can only begin approximately three months after approval of the request, at the earliest.

The information provided should also be in conformity with the budget overview in section 5. Please note that assistance and service from the Intangible Cultural Heritage Fund can only cover a period of up to thirty-six months.

[ ] timetable attached

15. 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, 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

ICH SKN hosted consultations during a three-week period in March 2022 with TKB’s, CGI’s [male and female, youths, adults, and seniors] to inform them about implementation of the 2003 Convention for the Safeguarding of ICH, all that has been established in SKN in regards to ICH, the ongoing process of safeguarding ICH, and the ICH Policy proposal being developed to request assistance from the UNESCO ICH Fund. Sixteen people were interviewed from the five ICH Domains: Oral Traditions and Expressions; Performing Arts; Social practices and festivals; Knowledge, And Nature Concerning the Universe; and Traditional Craftsman ship. They were enlightened and contributed greatly to the discussion. After the National ICH Policy Draft has been written they will review the draft to make sure all of their concerns are captured. Government Officials received a brief survey asking if a policy for ICH is necessary, and to inquire what type of support/initiatives their offices provide for TKB’s and Culture Industry Practitioners. The feedback provided was instructive, and the exigency and approval of an ICH policy was agreed to be a necessity. During implementation of the proposed program of activities a more extensive consultation process will be undertaken for the purpose of refining policies appropriate to the context.

16. 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 15 to safeguard their intangible cultural heritage. It may also be relevant to describe the impact on the capacities of the implementing organization or partner agency.

Not fewer than 100 or more than 300 words

The SKN ICH Policy Project development will be of assistance to the CGI’s and the creative culture industry in St. Kitts and Nevis. They will learn about the purpose and importance of the ICH policy as it relates to the aspects of culture, entrepreneurs, arts, and heritage. ICHSKN, SKDC and NCDF will conduct ICH capacity building workshops with government officials, NGO stakeholders and CGI’s with regards to ICH safeguarding measures, development, and assistance with planning of the ICH policy. The beneficiaries from the workshop will improve marketability, and acquire knowledge of legislation and laws related to culture and heritage. St. Kitts and Nevis ICH Trainees (ICH Network) will continue to research and document ICH elements in the form of photographs, audio, and video recordings. Then the data will be stored by the ICHSKN, SKDC and NCDF, transcribed, input to the data processing software Pass Perfect 5.0
Museum Software and uploaded to the ICH virtual exhibit website. As a result, a capacity building workshop 'Documentation and Equipment Skills Training' is necessary, considering that the ICH Trainees will gain more skillsets in documentation of ICH and the measures that should apply when collecting data.

17a. Name of the implementing agency (if financial assistance is requested)

In the case of a financial assistance request, indicate the name of the agency, institution or organization responsible for implementing the project to be financed and contracted by UNESCO. Indicate also the name and title of the contact person and other relevant contact information.

| Name of the agency, institution or organization: | St. Kitts Department of Culture – Ministry Youth, Sports and Culture, Government of St. Kitts and Nevis |
| Name and title of the contact person: | Marlene Phillips - Research & Documentation Specialist, St. Kitts Department of Culture and SKN Lead ICH Focal Point (St. Kitts and Nevis) |
| Address: | The Circus, Palms Building, Basseterre, St. Kitts |
| Telephone number: | 1(869) 467-1396 or 1(869) 467-1539 |
| Email address: | marlene.phillips@culture.gov.kn |
| Other relevant information: | |

Other agencies (for multinational files only)

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

UNESCO Cluster Office for the Caribbean in Kingston, Jamaica

17b. Name of the proposed partner agency (if a service from UNESCO is requested)

In the case of a service from UNESCO request, indicate the name of the proposed partner agency that will implement the project in cooperation with UNESCO. Indicate also the name and title of the contact person and other relevant contact information.

| Name of the partner agency: | UNESCO Cluster Office for the Caribbean |
| Name and title of the contact person: | Yuri Peshkov, Programme Specialist for Culture UNESCO Cluster Office for the Caribbean |
| Address: | United Nations House 3rd Floor 14-20 Port Royal Street Kingston Jamaica |
| Telephone number: | +1 876 630-5300 |
| Email address: | y.peshkov@unesco.org |
| Other relevant information: | Organize project contract, recruit UNESCO ICH Expert for |
launch and writing SKN Draft ICH Policy.

Other agencies (for multinational files only)
Provide below complete contact information for one proposed partner agency in each submitting State, other than the agency identified above.

UNESCO Field Office
Please indicate which UNESCO Field Office has agreed to implement the project and has agreed with the proposed budget.
UNESCO Office in Kingston, Jamaica

18. Strategy of implementing agency and/or partner agency

1. Describe the background, structure, mission and relevant experience, etc. of the implementing organization, the body that will be responsible for carrying out the project or the proposed partner agency. Identify the human resources available for implementing the project or supporting its implementation and indicate their division of tasks.

2. Describe how the implementing agency or the proposed partner agency will manage or support the project implementation.

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

Not fewer than 150 or more than 1000 words

This project will be implemented by; St. Kitts Department of Culture – Ministry of Youth Sports and Culture, Government of St. Kitts and Nevis with human resource support from Nevis Cultural Development Foundation (NCDF), and ICH Secretariats St. Kitts and Nevis Living Heritage to implement this project.

St. Kitts Department of Culture – Research and Documentation Unit
The Government of St. Kitts and Nevis established St. Kitts Department of Culture in 1995, “To utilize culture as a vehicle for generating awareness of the social, economic and natural environment through protection, enhancement, preservation, and conservation, and to facilitate interaction towards achieving sustainability.” The mission is achieved through programs to preserve St. Kitts Intangible Cultural Heritage (ICH), promote Cultural Goods/Services/Workers, and sensitize public about St. Kitts and Nevis Heritage. Infrastructure that will lend support to the SKN ICH Policy Project includes: a: Director of Culture, Secretary, and three officers specializing in Music (reading/playing instruments), Dance (traditional folklore/contemporary styles), and African Drumming (performance/drum-making) each conducting daily training programs in public/private schools in St. Kitts. The RDU has four officers, two permanent; the Research and Documentation Specialist designs, plans, and implements cultural education programs, field research, disseminates tangible and ICH information using multiple formats (digital video/still camera, audio recorders, print), and media platforms; Assistant Research and Documentation Specialist assists all projects, and manages the SKNCIR (St. Kitts-Nevis Creative Industry Registry) an on-line directory of SKN Cultural Workers, and two temporary RDU Officers intended to be permanent provide support to all projects including: managing RDU Archives (documents, artefacts, literature, photographs, cd’s, dvd’s), and marketing SKDC. www.culturesnaps.kn a crowd sourcing website created by the RDU identifies some SKN ICH Elements, and heritage sites on a map to inform the public and will be used to further promote this ICH project.
19. Monitoring, reporting and evaluation

Describe how the implementing organization or the proposed partner agency indicated under section 17 and described under section 18 plans to carry out the 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

This project will be implemented by; St. Kitts Department of Culture (SKDC) – Ministry Youth Sports and Culture, Government of St. Kitts and Nevis. The Research and Documentation Unit (RDU) in SKDC will organize project activities in collaboration with Nevis Cultural Development Foundation (NCDF), and ICH Secretariats St. Kitts and Nevis Living Heritage. The Seven Phases of this project will each be monitored by an Evaluator (1 St. Kitts, 1 Nevis) who will be present at activities in order to prepare a report on the activities, successes, and challenges, ICH Stakeholder participation, and include recommendations. TKB’s, CGI’s, Government Officials, and ICH Stakeholders contributions to the activities will be documented and included in the Evaluators Report. A Financial Audit will be done by the Finance Officer in the Ministry of Youth, Sports, and Culture at the end of each Phase. Evaluation and Audit Reports will be submitted to UNESCO Cluster Office for the Caribbean in Kingston Jamaica, for submission to UNESCO Headquarters, Paris. Partner Agency UNESCO Cluster Office for the Caribbean will organize/recruit the UNESCO ICH Expert requested for the SKN ICH Policy launch, recruit the UNESCO ICH Expert requested to write the SKN Draft ICH Policy, and prepare necessary contracts to pay for their services/travel from the International Assistance (IA) request after its approved.

20. 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 to function after the implementation of the project, describe how and which responsible body would be in charge.

Not fewer than 50 or more than 250 words

The Government of St. Kitts, and Nevis Island Administration have created a sustainable infrastructure for ICH through St. Kitts Department of Culture Research and Documentation Unit – ICH Secretariat St. Kitts Living Heritage, Nevis Cultural Development Foundation, and ICH Secretariat Nevis Living Heritage. These offices will provide permanent support to communities with their ICH safeguarding initiatives and projects. State Party Contributions for this project are $US105,486.00 which includes providing staff to operate the ICH Secretariats until permanent positions are created. In 2021, St. Kitts Department of Culture received $US 3,680.00 to set up the new ICH Secretariat St. Kitts Living Heritage Office, which will increase as ICH safeguarding activities are created with communities.

The ICH Secretariat’s will provide administrative support to communities, ensure that safeguarding initiatives are implemented, partner with communities to develop ICH policy and legislation, coordinate activities, manage budgets, provide support at ICH Community planning meetings, source ICH experts, initiate training workshops, create marketing campaigns to promote ICH safeguarding measures, liaise with SKN Community stakeholders, government departments, NGO’s, private and public sector organizations endorsing this project. The ICH Secretariats will follow-up with initiatives, help to plan mid to long-term ICH inventory mapping projects, and contribute to development of educational materials in partnership with communities.
21. Multiplier effects

Describe how this assistance may stimulate financial and technical contributions from other sources or stimulate similar efforts elsewhere.

Statutory bodies such as the Nevis Cultural Development Foundation are already charged with raising funds to run cultural programs. The successful receipt of funding via this International Request along with the successful implementation of the proposed initiatives will be a catalyst for developing other proposals to assist with sustaining the implementation of the Convention in the medium and long-term. St. Kitts government and Nevis Island Administration have mechanisms through which they support knowledge bearers by offering training, grants, and small loans. The Development Bank in the Federation funds knowledge bearers. Craft houses established by the governments and the artisan villages in Nevis and Amina Craft Market in St. Kitts and Nevis are functional, and ideal outlets for items produced by knowledge bearers. State funding departments offer technical assistance to knowledge bearers as well as the Development Bank and the craft houses. The Ministry of Tourism craft market outlets comprised of items by ICH knowledge bearers. During annual festivals items produced by ICH vendors are promoted through fairs, and parades. The SKN ICH Policy Project will elevate awareness about the development of an ICH Policy and demonstrate ways that the private sector can get involved and contribute directly to programs that support tradition/knowledge bearers transferring knowledge to young people.

22. Contact person for correspondence

22.a. Designated contact person

Provide the name, address and other contact information of a single person responsible for all correspondence concerning the request.

For multinational 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.

<table>
<thead>
<tr>
<th>Title (Ms/Mr, etc.):</th>
<th>Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name:</td>
<td>Phillips</td>
</tr>
<tr>
<td>Given name:</td>
<td>Marlene</td>
</tr>
<tr>
<td>Institution/position:</td>
<td>Government of St. Kitts and Nevis</td>
</tr>
<tr>
<td>Address:</td>
<td>The Circus, Palms Building, Basseterre, St. Kitts</td>
</tr>
<tr>
<td>Telephone number:</td>
<td>1(869) 467-1396 or 1(869) 467-1539</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:marlene.phillips@culture.gov.kn">marlene.phillips@culture.gov.kn</a></td>
</tr>
<tr>
<td>Other relevant information:</td>
<td></td>
</tr>
</tbody>
</table>

22.b. Other contact persons (for multinational files only)

Provide below complete contact information for one person in each submitting State, other than the primary contact person identified above.
23. Signature(s) on behalf of the State Party(ies)

The request should be signed by an official empowered to do so on behalf of the State Party, and should include his or her name, title and the date of submission.

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

Name: Honorable Jonel Powell
Title: Minister of Education, Youth, Sports, and Culture – Government of St. Kitts and Nevis
Date: 25/04/2022
Signature: [Signature]

HON. JONEL F. H. POWELL
Minister of Education,
Youth, Sports and Culture

Name(s), title(s) and signature(s) of other official(s) (for multinational requests only).