

**REQUEST BY A NON-GOVERNMENTAL ORGANIZATION TO BE
ACCREDITED TO ACT IN AN ADVISORY CAPACITY TO THE COMMITTEE**

Deadline: 30 April 2023
**for examination by the Committee in 2023 and accreditation by the
General Assembly in 2024**

File may be downloaded at:
<https://ich.unesco.org/en/forms>

*Please provide only the information and supporting documentation requested below.
Annexes cannot be accepted.*

A. Identification of the organization

A.1. Name of the organization submitting this request

A.1.a. *Provide the full official name of the organization in its original language, as it appears in the supporting documentation establishing its legal personality (section D.2. below).*

Heimilisiðnaðarfélag Íslands

A.1.b. *Name of the organization in English and/or French.*

The Icelandic Handicraft Association

A.2. Address of the organization

Provide the complete postal address of the organization, as well as additional contact information such as its telephone number, email address, website, etc. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled. In the case of internationally active organizations, provide the address of the headquarters.

Organization: The Icelandic Handicraft Association

Address: Nethylur 2e

Telephone number: +354 551-5500

Email address: hfi@heimilisidnadur.is

Website: www.heimilisidnadur.is

Other relevant Identification number in the national registry: 600169-6619

information:

A.3. Contact person for the correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request.

Title (Ms/Mr, etc.): Mrs.

Family name: Breiðfjörð

Given name: Kristín Vala

Institution/position: Chairperson and Administrative Director

Address: Nethylur 2e

Telephone number: +354 551-5500

Email address: hfi@heimilisidnadur.is or kristin@heimilisidnadur.is

Other relevant information: Chairperson and Administrative Director since 2021.

A.4. Country or countries in which the organization is active (Paragraph 91(b) of the Operational Directives)

Identify the country or countries in which your organization actively operates. If it operates entirely within one country, indicate which country. If its activities are international, indicate whether it operates globally or in one or more regions, and list the primary countries in which it carries out its activities.

- ☐ local
- ☒ national
- ☐ international (please specify)
- ☐ worldwide
 - ☐ Africa
 - ☐ Arab States
 - ☐ Asia and the Pacific
 - ☒ Europe and North America
 - ☐ Latin America and the Caribbean

Please list the primary country(ies) in which it is active:

Iceland with partnerships in Denmark, Norway, Sweden, Finland and Estonia.

B. Organization's competence, expertise, and experience in the field of safeguarding intangible cultural heritage (Article 9 of the Convention and paragraphs 91(a) and (c) of the Operational Directives)

B.1. Objectives of the organization

Describe the objectives for which your organization was established, which should be in conformity with the spirit of the Convention. If the organization's primary objectives are other than safeguarding intangible cultural heritage, explain how its safeguarding objectives relate to those larger objectives.

Not to exceed 300 words

It is the organization's purpose to promote and strengthen traditional handicrafts in Iceland, encourage quality and beauty in them and increase the public's interest in making things that are useful. – From the founding charter, dated 12th of July 1913.

The Icelandic Handicraft Association's main objective is to preserve and promote Icelandic folk art and handicrafts as well as encouraging quality craftsmanship of modern handicrafts based on Icelandic cultural heritage and traditions.

For over a century, the Icelandic Handicraft Association has been the only organization dedicated to the research, preservation and publicization of Icelandic handicraft techniques and Icelandic patterns. For example, the Association in partnership with the National Museum of Iceland and Iceland University of the Arts, published in 2009 the book *Íslensk Sjónabók: Ornaments and Patterns found in Iceland* which contains over 700 pages of traditional textile patterns from Icelandic manuscripts from as early as the 1700s.

Today, the Association is working on two research projects relating to the Icelandic National Costumes; one on the use of bobbin lace in 18th and 19th century costumes and another study on the traditionally knitted *peysuföt* folk costume from the 18th and 19th centuries. The goal is to publish a series of instruction for 18th and 19th century Icelandic bobbin lace and to teach a course in the making of traditionally knitted *peysuföt*.

We preserve and promote our handicraft heritage with the help of volunteers and professionals who have extensive experience in their personal field. We offer courses nationwide that are open to all and have around 800 members who enjoy member benefits such as our annual magazine *Hugur og Hönd*, first published in 1966.

B.2. Domain(s) in which the organization is active

Tick one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, tick 'other domains' and indicate which domains are concerned.

- ☐ oral traditions and expressions
- ☐ performing arts
- ☐ social practices, rituals and festive events
- ☐ knowledge and practices concerning nature and the universe
- ☒ traditional craftsmanship
- ☐ other domains - please specify:

Briefly describe below your organization's work in relation to the domains chosen (if your organization cuts all domains, explain how).

Not to exceed 250 words

The Icelandic Handicraft Association offers courses in traditional Icelandic handicrafts such as wool carding and spinning using a drop-spindle or an Icelandic spinning wheel, national costume making and embroidery. The organization works closely with museums and historians to ensure the accurate use of techniques and patterns. The Association also collects and publishes patterns used in traditional Icelandic handicraft.

B.3. Primary safeguarding activities in which the organization is involved

Tick one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, tick 'other safeguarding measures' and specify which ones are concerned.

☒ identification, documentation, research (including inventory-making)

☐ preservation, protection

☒ promotion, enhancement

☒ transmission, formal or non-formal education

☒ revitalization

☐ other safeguarding measures – please specify:

B.4. Description of the organization's activities

Briefly describe the organization's recent activities and relevant experience in safeguarding intangible cultural heritage, including those demonstrating the capacities of the organization to provide advisory services to the Committee. Relevant documentation may be submitted, if necessary, under section D.3. below.

Not to exceed 550 words

The Icelandic Handicraft Association is a democratic organisation. A general meeting is held every year during which a board of directors is elected as well as seven standing committees that are responsible for different components within the organization. The Icelandic Handicraft Association has approx. 800 members nationwide. Members pay an annual membership fee which grants them various memberships benefits, including our annual magazine *Hugur og Hönd*. Membership is steadily growing as interest in handicrafts, in particular folk costume making, increases.

Our Association presently has two full time administrative employees, with a need for a third. The Chairperson and Administrative Director is responsible for everyday operations, financial and otherwise while the head of the Service Department is responsible for maintaining and keeping stock, in our store dedicated to handicraft and handicraft supplies, and the registration for handicraft courses. A large group of volunteers is also on hand for both special and regular projects, such as the design and manufacturing of handicraft kits, special research projects and for the promotion of handicraft techniques at craft fairs and shows.

The Icelandic Handicraft Association offers consultation to the public regarding the use and maintenance of the Icelandic national costume as well as providing Iceland's Directorate of Education with information and photographs for the publication of study material regarding traditional handicraft and folk costumes. In 2019 the Ministry of Education, Science and Culture entrusted the Icelandic Handicraft Association with the role previously held by the Icelandic National Costume Board of conserving the Icelandic national costume heritage, promoting it and offering consultation on the history and making of the national costumes. The Association is therefore also responsible for planning and hosting the Nordic Costume Conference in 2023 and selecting lecturers and participants for future conferences.

B.5. Description of the organization's competence and expertise

Provide information on the personnel and members of the organization, describe their competence and expertise in the domain of intangible cultural heritage, in particular those that demonstrate the capacities of the organization to provide advisory services to the Committee, and explain how they acquired such competence. Documentation of such competences may be submitted, if necessary, under section D.3. below.

Not to exceed 200 words

Members of the Board of Directors come from a wide variety of backgrounds but typically have a background in education and are skilled in handicraft. This is to ensure all board members are involved and well informed in decisions regarding coursework and research projects. Members selected for the Standing Committees must possess skills, training or knowledge that are useful in their work for the organization. Teachers are therefore typically chosen to represent the School Committee and members with a background in publishing are chosen to edit our annual magazine.

Our teachers are all skilled craftspeople with years of experience. To teach Icelandic national costume making, teachers are for example required to hold a vocational master's degree in tailoring or dress making and have extensive previous experience in costume making, with at least a rudimentary knowledge in decoration techniques such as bobbin lace and embroidery. Teachers who teach courses in silver filigree and silver smithing must hold a vocational master's degree in silver smithing or gold smithing, having also researched traditional use of silver filigree for the Icelandic costume. Our weaving teachers all have a degree in weaving and textiles, and foreign teachers invited to teach advanced courses in weaving are also highly experienced and educated.

C. Organization's experiences in cooperating with communities, groups and intangible cultural heritage practitioners (Paragraph 91(d) of the Operational Directives)

Briefly describe below how your organization collaborates with communities, groups and, where appropriate, individuals that create, practise and transmit intangible cultural heritage.

Not to exceed 350 words

The Icelandic Handicraft Association operates nationwide and in cooperation with local handicraft, folklore and historical societies with the aim of offering courses in more rural areas of Iceland, such as Stykkiholmur in W-Iceland and Eyjafjörður in N-Iceland. The local community groups are responsible for providing housing for the teachers as well as a venue for the courses while The Icelandic Handicraft Association provides teachers and arranges transport and manages the registration for the course. This cooperation has been invaluable to both the Icelandic Handicraft Association as well as the communities, as access to courses is made available to even those who live outside of the capital area and are not able to travel cross-country to attend specialized handicraft courses, such as in making traditional Icelandic folk costumes. The organization also participates in regional handicraft and folk exhibitions and fairs, which often has provided the initial connection to local groups interested in hosting our courses.

The Icelandic Handicraft Association also works extensively with museums around Iceland. Members participate in handicraft-days at the Árbær Open Air Museum during the summer and in December. In 2021 the organization collaborated with Árbær Open Air Museum on an exhibition showcasing the life and work of Karólína Guðmundsdóttir (1897-1981), a weaver and former Chairperson of the Icelandic Handicraft Association (1923-1927). Having close working relationships with museums around Iceland gives the organization access to handcrafted items preserved in the museums, which can then be studied and replicated. This collaboration is

important for the preservation of patterns and techniques that would otherwise be lost.

The Icelandic Handicraft Association is a founding member of the Nordic Handicraft Association, established in Stockholm in 1927. We have biannual meetings within that organization where various projects are proposed and worked on, including the *Young Craft* summer camps for young people, *Nordic Craft Week* which is celebrated the first week of September of every year and currently the project *1 Square Meter of Flax*, which aims to promote linen as a renewable and eco-friendly textile with historical ties to the Nordic region.

D. Documentation of the operational capacities of the organization (Paragraph 91(e) of the Operational Directives)

D.1. Members and personnel

Provide proof of the participation of the members of your organization. It may take diverse forms such as a list of directors, a list of personnel and statistical information on the quantity and categories of the members; a comprehensive membership roster usually need not be submitted.

Please attach supporting documents, labelled 'Section D.1.'

D.2. Recognized legal personality

If your organization has a charter, articles of incorporation, by-laws or similar establishing documents, a copy should be attached. If, under the applicable domestic law, your organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

Please attach supporting documents, labelled 'Section D.2.'

D.3. Duration of existence and activities

State your organization's date of founding as it appears in the supporting documentation establishing its legal personality (section D.2. above).

12.07.1913

If it is not already clearly indicated in the documentation provided under section D.2., submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in section B.4. Supplementary materials such as books, CDs, DVDs or similar publications cannot be taken into consideration and should not be submitted.

Please attach supporting documents, labelled 'Section D.3.'

E. Membership in the ICH NGO Forum

Indicate below whether your organization wishes to join the ICH NGO Forum. Please note that membership is contingent upon the accreditation of your organization by the General Assembly of the States Parties to the 2003 Convention.

For more information on the ICH NGO Forum and its activities, please see <https://ich.unesco.org/en/ngo-forums-00422>.

Yes, the Icelandic Handicraft Association is interested in joining the ICH NGO Forum.

F. Signature

The request must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

Name: Kristín Vala Breiðfjörð

Title: Chairperson of the Icelandic Handicraft Association and Administrative Director

Date: 18.04.2023

Signature:

A handwritten signature in dark ink, reading "Kristín Vala Breiðfjörð". The signature is written in a cursive, flowing style. The first name "Kristín" is written with a capital 'K' and a tilde over the 'i'. The last name "Breiðfjörð" is written with a capital 'B' and a tilde over the 'i'. The signature is positioned to the right of the printed name and title.



- Register of Enterprises -

Tryggvagötu 19, 101 Reykjavík, Iceland - Tel: +354 442-1250

Certificate of Registration

Heimilisiðnaðarfélag Íslands

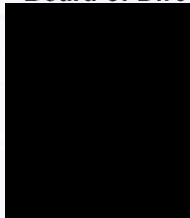
Postal Address: Nethyl 2e
110 Reykjavík

ID-nr: 600169-6619

Domicile: Nethyl 2e
110 Reykjavík

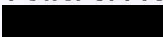
Issued: 20.3.2023

Board of Directors:



Kristín Vala Breiðfjörð, Hafnarstræti 3, 600 Akureyri, *Chairman*
Anna Sigríður Kristjánsdóttir, Trilluvogi 3, 104 Reykjavík, *Director*
Guðný Ingibjörg Einarsdóttir, Lækjarbrún 34, 810 Hveragerði, *Director*
Ívar Ólafsson, Gerði, 604 Akureyri, *Director*
Ólöf Engilbertsdóttir, Njörvasundi 1, 104 Reykjavík, *Director*
Rán Sturlaugsdóttir, Króki, 806 Selfoss, *Reserve Director*
Solveig Jónsdóttir, Hjarðarhaga 27, 107 Reykjavík, *Reserve Director*

Power of Procurement:



Ólöf Engilbertsdóttir, Njörvasundi 1, 104 Reykjavík

Activity code:

94.12.0 Activities of professional membership organisations

Form of operation: Non profit organisation


Hulda Pálsdóttir



Statutes of The Icelandic Handicraft Association



Chapter I: name, headquarters and purpose.

ARTICLE 1.

The organization's name is Heimilisiðnaðarfélag Íslands (The Icelandic Handicraft Association).
The abbreviation of the name is HFÍ.

ARTICLE 2.

The Icelandic Handicraft Association is a national organization. Its headquarters and legal forum are in the capital city of Reykjavík.

ARTICLE 3.

The purpose of the Icelandic Handicraft Association is to promote and preserve traditional Icelandic handicrafts and maintain the knowledge and interest of the public in producing beautiful and useful items that meet the demands of the new era and are at the same time rooted in the national cultural heritage.

ARTICLE 4.

The organization's goals will be met by:

- a) Holding presentations of Icelandic handicrafts, educational meetings, exhibitions and publication of newsletters, its annual magazine, and by the publication of manuals for education and guidance
- b) Operating a handicraft school and a service department selling goods for the use in handicrafts
- c) Other ways the organizations board of directors decides from time to time.

ARTICLE 5.

The organization is a member of the Nordic Handicraft Association, Nordens Husflidsforbund (est. 1927)

Chapter II: Members, membership fees and members' benefits.

ARTICLE 6.

Anyone interested in Icelandic handicrafts can become a member.

ARTICLE 7.

The annual membership fee is decided at the general meeting. Members who do not pay membership fees, even if they have received a demand to do so, are automatically removed from the membership register.

Statutes of The Icelandic Handicraft Association



ARTICLE 8.

Members with fully paid membership fees are eligible to vote at the general meeting and other meetings of the organization. They will receive the annual publication Hugur og hönd free of charge. Members enjoy discounts on courses and on the products of the service department in accordance with the board's decisions.

Chapter III: General Meeting and organization meetings.

ARTICLE 9.

The general meeting has the highest authority in the affairs of the Icelandic Handicraft Association. The general meeting shall be held in April or May of each year. The board must convene a general meeting with at least fourteen days' notice on its website, by e-mail or by any other conclusive means. The agenda for the general meeting shall be stated in the meeting notice. A general meeting is considered legal if it is legally convened.

The duties of the general meeting are as follows:

- 1) The chairperson of the board of directors convenes the meeting and directs the election of a committee that checks the voting rights of the participants.
- 2) The chairperson of the board elects the chairman of the general meeting.
- 3) The chairperson of the general meeting appoints the secretary of the meeting.
- 4) The chairperson of the general meeting issues a statement on the legality of the meeting.
- 5) The board of directors and working committees submit their annual reports.
- 6) The organizations' treasurer submits last years' audited accounts.
- 7) Discussion are held about the board's reports and accounts.
- 8) Presentation and discussion of any legal amendments proposed in accordance with Article 23.
- 9) Election of the board of directors and its deputies, in accordance with Article 14.
- 10) Election of permanent committees, in accordance with Article 21.
- 11) Election of two auditors, each serving one year at a time as well as an alternate.
- 12) Decision on membership fees for the next working year, in accordance with Article 7.
- 13) Other matters discussed.

The participation in any foreign and international handicraft associations or partnerships shall be decided at the general meeting.

ARTICLE 10.

The organizations annual accounts must be published on its website at least one week before the general meeting so that members can familiarize themselves with them.

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ARTICLE 11.

The minutes of the general meeting shall be signed by the chairman and the secretary of the general meeting and published on the organizations website. A record of attendance at the general meeting must be kept.

ARTICLE 12.

The organization's board of directors is authorized to call general meetings as often as deemed necessary. Furthermore, a meeting must be called if 10 members or more request a meeting in writing. The board is then obliged to hold a meeting within three weeks of a legal claim for a meeting being made. Such general meetings must be announced on the organization's website and by e-mail to members with at least ten days' notice.

ARTICLE 13.

The chairperson of the board organizes the meetings and leads them or delegates the management of the meetings to an elected chairperson. A simple majority of votes determines the outcome of the organization's meetings, unless otherwise stated in these statutes. The voting process shall be secret if it is requested. When electing the board of directors at the general meeting, the voting process shall be repeated in an event of a tie. If the election is still tied, the outcome will be determined by casting lots.

ARTICLE 14.

The organization's board of directors consists of five people: a chairperson, a vice-chairperson and three co-directors. The organization's vice board consists of two people. The deputy who is elected first takes a seat on the board. The board and its deputies are elected at the organization's general meeting, each for two years at a time. The chairperson and vice-chairperson are elected separately. Every other year a chairperson, two co-chairpersons and one deputy shall be elected. In the following year, the vice-chairperson, one co-chairperson and one deputy shall be elected. All members of the Icelandic Handicraft Association are eligible to run for the board of directors, but those who have served three consecutive terms lose their eligibility, but gain eligibility again at the next general meeting. However, the chairperson and vice-chairperson may be elected from among the board members, even if they have served three terms, and then the number of terms shall be reset. The same rule applies to the person elected from the deputy board to the main board. However, no one shall serve longer than 12 consecutive years on the board.

Members with fully paid membership fees can run for nomination in election for the organization's board of directors or its working committees. Members can also nominate others for office after obtaining the consent of that person. Nominations must be delivered to the organization's offices in writing at least a week before the general meeting.

Statutes of The Icelandic Handicraft Association



At the first board meeting after the general election the board must divide tasks among themselves and elect a secretary and a treasurer. The secretary performs secretarial duties and keeps a book of records. The treasurer manages the organization's finances in accordance with the board's decisions. That person shall present the audited accounts no later than at the last board meeting before the general meeting. The board of directors will decide on all other division of tasks between board members.

ARTICLE 15.

The chairperson of the board calls a board meeting as often as deemed necessary. The chairperson is obliged to call a board meeting if two or more members of the board request a meeting. A board meeting is considered legal if four members of the board and deputy board are present. The board has the highest authority in the affairs of the organization between general meetings. The board of directors is in charge of enforcing the organization's statutes, resolutions made in a general meeting and member meetings and is responsible for the organization's finances. At board meetings, a simple majority determines the vote, but in the event of a tie, the vote of the chairperson is decisive. The board of directors appoints the managing director of the Icelandic Handicraft Association, who then manages the organization's daily operations. The board hires other staff in consultation with the managing director. The organization's staff must signed an employment contract.

ARTICLE 16.

The board of directors sends letters of instruction to the working committees in accordance with Article 21. The board holds a meeting with the working committees at least once a year.

Chapter IV: Finances

ARTICLE 17.

The organization's board of directors is responsible for the organization's finances and financial commitments. A budget must be drawn up for the organization's activities. All major financial matters shall be submitted to the board of directors at a general meeting.

ARTICLE 18.

The organization's board of directors must preserve all documents and data that contain records of the organization's work.

ARTICLE 19.

The board shall hire an authorized accountant for bookkeeping and preparation of the annual accounts. The organization's accounting year is the calendar year.

ARTICLE 20.

Statutes of The Icelandic Handicraft Association



The organization's board of directors is only authorized to buy or sell real estate or make any other decisions that entail significant financial obligations, with approval granted at the general meeting. Decisions that bring financial obligation but do not fall under the previous statement requires the signature of four board members.

Chapter VI: standing committees.

ARTICLE 21.

The following committees shall be appointed to oversee certain issued in consultation with the organization's board of directors:

- 1) The committee for education and lectures, which organizes events, educational meetings and lectures.
- 2) The committee for The Icelandic Handicraft Association's collection, which preserves and catalogues the organization's collection of books and artifacts.
- 3) The school committee, which shall make proposals for new courses and teachers at the Icelandic Handicraft School.
- 4) The editorial board, which edits the organizations annual publication Hugur og hönd.
- 5) The retail committee, which must work with the store/service department employee and assist with product selection, promotion and operation.
- 6) The knitting-meeting committee, which organizes and holds monthly meetings with knitters.
- 7) The selection committee, in charge of finding new board members and committee members before the general meeting.

Each committee shall be composed of five people, except for the selection committee, which shall be composed of three people, in accordance with article 22. At the general meeting, alternately two persons shall be elected to each committee one year and three the next, each for two years at a time. Members of each committee shall divide the work among themselves. The committee member whose name is at the top of the alphabet calls the first meeting after the general meeting. The chairperson of each committee is the contact person for the board of directors.

In addition to these seven standing committees, the general meeting or the organization's board directors can decide to appoint committees to work on specific projects within the organization. All work on the committees is done pro bono unless the organization's board of directors decides otherwise.

ARTICLE 22.

The selection committee consists of three people. One is elected every year for a two-year term and one is nominated by the board of directors for a one year term. The committee's role is to ensure that candidacies are received for all positions within the organization for each general meeting.

Statutes of The Icelandic Handicraft Association



Chapter VII: Legal amendments

ARTICLE 23.

The organization's bylaws will not be altered except at a general meeting. 2/3 of the votes are needed for changes to take place. In the notice for the general meeting it must be specifically mentioned that a proposal will be submitted and its content described. Written proposals for legal amendments must be delivered to the board of directors before March 1st.

ARTICLE 24.

If the organization is to be dissolved, it will only be done at a meeting where at least $\frac{3}{4}$ of all registered, legal members are present, as long as 2/3 of the attendees vote. If a required number of members do not attend a new meeting may be called and the association will be legally dissolved if 2/3 of members vote in favour of it. If the organization is to be dissolved, its assets must be handed over to the Ministry of Culture, which must preserve them for the promotion of traditional Icelandic handicrafts.

ARTICLE 25.

With these statutes, which were approved at the organizations general meeting on May 27th, 2020, the organizations previous statutes are void.



Government of Iceland
Ministry of Culture
and Business Affairs

government.is

UNESCO
Living Heritage Entity
7, place de Fontenoy
75352 Paris 07
France

Reykjavík 21. march 2023
Reference: MVF23030124/03.10.03

The Icelandic Handicraft Association was founded in 1913. It is committed to preserving and promoting Icelandic folk art and handicrafts as well as encouraging quality craftsmanship of modern handicrafts based on Icelandic cultural heritage and traditions.

The Icelandic Handicraft Association conducts research and publishes material concerning traditional Icelandic crafts. It also runs around 80 courses yearly, teaching a variety of classes ranging from sewing the Icelandic costume to weaving and spinning, embroidery techniques and wood carving.

In 2019, the Ministry of Education, Science and Culture assigned The Icelandic Handicraft Association the role previously held by the Icelandic National Costume Board, of conserving and passing on knowledge and advice in regard of Icelandic traditional costumes and how they are made.

On behalf of the Minister of Culture and Business Affairs


Sigrún Brynja Einarsson
Director of Culture and Media


Rúnar Leifsson
Senior Adviser