

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

TRAINING OF TRAINERS

PERIODIC REPORTING UNDER THE 2003 CONVENTION

17 – 18 September 2026
1 p.m. to 4 p.m. (Paris time)
Online

Agenda

Thursday, 17 September 2026	
12.45 – 1.00 p.m.	Connection of participants
1.00 – 1.10 p.m.	Item 1: Opening Welcoming remarks by Fumiko Ohinata, Secretary of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage
1.10 – 1.20 p.m.	Item 2: Introduction to the training of trainers - Supporting focal points under the single global submission system of periodic reporting Presentation by Maissoun Sharkawi and Linina Phuttitarn, lead facilitators of the training
1.20 – 1.50 p.m.	Item 3: Understanding the new capacity-building approach Presentation by the lead facilitators - The blended delivery format of the course 'Periodic reporting under the 2003 Convention' - Differentiated learning paths - Overview of the learning materials - Practical Handbook for Periodic Reporting
1.50 – 2.05 p.m.	Questions and answers Moderated by the Secretariat of the 2003 Convention
2.05 – 2.50 p.m.	Item 4: Overview of the pre-workshop micro-modules (self-learning) Presentation by the lead facilitators - Understanding periodic reporting - Periodic reporting process - Periodic reporting focal points - Periodic reporting forms
2.50 – 3.40 p.m.	Group exercise (6 groups) Each group will take one online module and share their feedback - Group A: module Understanding periodic reporting in English - Group B: module Understanding periodic reporting in French - Group C: module Periodic reporting process in English - Group D: module Periodic reporting process in French - Group E: module Periodic reporting focal points in English - Group F: module Periodic reporting focal points in French - Group G: module Periodic reporting forms" (TBC)
3.40 – 4.00 p.m.	Plenary discussion Each group will have two minutes to share key points Moderated by the lead facilitators

Friday, 18 September 2026	
12.45 – 1.00 p.m.	Connection of participants
1.00 – 1.20 p.m.	Item 5: Overview of the regional workshop (facilitator-led) Presentation by the lead facilitators - Proposed programme - Pre-course readiness activity - Country roadmap
1.20 – 1.35 p.m.	Questions and answers Moderated by the Secretariat of the 2003 Convention
1.35 – 2.00 p.m.	Item 6: Regional workshop content Presentation by the lead facilitators - Introduction - Mapping and engaging stakeholders - Identifying, collecting and managing data - Completing the online forms
2.00 – 2.15 p.m.	Questions and answers Moderated by the Secretariat of the 2003 Convention
2.15 – 3.15 p.m.	Group exercise: preparing a tailored programme for each region - Group 1: Europe - Group 2: Latin America and the Caribbean - Group 3: Asia and the Pacific - Group 4: Africa - Group 5: Arab States
3.15 – 3.45 p.m.	Plenary discussion Each group will have five minutes to share key points Moderated by the lead facilitators
3.45 – 4.00 p.m.	Item 7: Closure and next steps Susanne Schnüttgen, Chief of the Capacity Building and Heritage Policy Unit, Secretariat of the 2003 Convention