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

**Training of trainers on living heritage and sustainable urban development**

**Strengthening capacities for resilient communities through sustainable Tourism and Heritage Safeguarding in Latin America and the Caribbean**

**5, 7, 19, 27, 28 March and 1 April 2025  
Online**

**Unit 3 – Practical approach to safeguarding living heritage in urban contexts**

**Handout 4**

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unit 3

HANDOUT 4. GUIDELINES FOR THE PREPARATION OF SITE VISITS

The in-person workshop includes site visits to observe firsthand the relationship between intangible cultural heritage elements and urban planning structures, and some of the challenges and opportunities for incorporating intangible cultural heritage safeguarding into urban planning. These visits also aim to help participants imagine urban planning measures that can be implemented to contribute to the safeguarding of the intangible cultural heritage in the sites visited. In this sense, it is essential that the structure and content of the site visits maximize the learning of the participants, for which it is proposed to define at least the following for each visit.

***Note****: Any community visited should give its consent prior to the visit.*

1. **Objective of the visit and desired lessons learned**

It is important to define in advance the purpose of the visit to the selected site. The site should have at least one intangible cultural heritage element that is easily identifiable during the visit and can be directly observed by the participants. If a site does not have easily identifiable intangible cultural heritage elements, it is recommended to look for another site that meets this requirement.

It is also relevant to establish the lessons learned that participants are expected to acquire. Learning should focus on the relationship of living heritage to urban planning structures, threats to the viability of intangible cultural heritage elements, benefits of safeguarding intangible cultural heritage elements, and urban planning measures that are being or can be implemented to safeguard intangible cultural heritage

1. **Accompaniment of experts and members of the community**

To maximize the learning of the participants in the site visits, it is important to have the participation and accompaniment of experts or public officials from the culture and urban planning sectors who have knowledge about the site or the related intangible cultural heritage elements at the site. It is preferable that these individuals be directly involved in activities related to the on-site ICH element or the planning, design, execution or management of the space. It is advisable to arrange for experts or officials to accompany the project in advance and, if possible, invitees should be able to make an initial presentation on the site and its relationship to the intangible cultural heritage. Finally, it is suggested to accompany the presentation with audiovisual materials such as maps, plans, videos, among others.

In addition, it is advisable to involve members of the community related to the intangible cultural heritage element at the site to be visited to learn from them about the relationship of intangible heritage with urban planning structures, and the threats perceived by the community to the viability of intangible cultural heritage.

1. **Site tour**

In case of visiting a site with a large scale (e.g. a street, a plaza, a neighborhood), it is recommended to define a route for an efficient tour. The pathway should enable participants to observe the practice of intangible cultural heritage and its relationship to the urban environment, and identify how urban planning structures (e.g., ecological, functional, socioeconomic, built heritage) facilitate or enable the practice of the intangible cultural heritage element. If possible, the walkthrough should also make it possible to observe existing threats to the viability of the intangible cultural heritage feature and, in particular to imagine specific urban planning measures that could be undertaken to safeguard the feature.

Preferably, the tour will be accompanied by experts, public officials and community members who can share detailed information about the intangible cultural heritage and the urban environment with the participants. Finally, it is recommended that the planned route be illustrated on a map or diagram so that participants can review it in advance.

1. **Format for preparing site visits**

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| **Format for preparing site visits** | |
| *Site name* |  |
| *Address* |  |
| *Location map* | *Insert location map* |
| *Visiting hours* | *Insert the start and end time of the visit* |
| *Intangible cultural heritage element(s) on site* | *Describe the identifiable intangible cultural heritage element at the site to be visited* |
| *Purpose of the visit* | *Describe the purpose of the visit* |
| *Desired lessons learned* | *Describe the desired lessons learned from the visit* |
| *Name of experts or public officials who will accompany the visit* | *List the name and position of the persons who will accompany the visit and, if applicable, the name of the presentation or explanation they will give* |
| *Community members who will accompany the visit* | *List the name and role of the persons who will accompany the visit* |
| *Planned route for the tour* | *Insert map with route or points to visit in chronological order* |