

# Operational Directives for the Implementation of the Convention for the Safeguarding of the Intangible Cultural Heritage

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*Paragraph(s)*

## **Chapter I Safeguarding of the intangible cultural heritage at the international level, cooperation and international assistance 1–65**

- |      |   |       |
|------|---|-------|
| I.1  | Criteria for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding   | 1     |
| I.2  | Criteria for inscription on the Representative List of the Intangible Cultural Heritage of Humanity   | 2     |
| I.3  | Criteria for selection of programmes, projects and activities that best reflect the principles and objectives of the Convention   | 3–7   |
| I.4  | Eligibility and selection criteria of international assistance requests   | 8–12  |
| I.5  | Multi-national files  | 13–15 |
| I.6  | Inscription on an extended or reduced basis   | 16–19 |
| I.7  | Submission of files   | 20–25 |
| I.8  | Evaluation of files   | 26–31 |
| I.9  | Nominations to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding to be processed on an extremely urgent basis   | 32    |
| I.10 | Examination of files by the Committee   | 33–37 |
| I.11 | Transfer of an element from one List to the other or removal of an element from a List  | 38–40 |
| I.12 | Modification of name of an inscribed element  | 41    |
| I.13 | Programmes, projects and activities selected as best reflecting the principles and objectives of the Convention   | 42–46 |
| I.14 | International assistance  | 47–53 |
| I.15 | Timetable–Overview of procedures  | 54–56 |
| I.16 | Incorporation of items proclaimed ‘Masterpieces of the Oral and Intangible Heritage of Humanity’ in the Representative List of the Intangible Cultural Heritage of Humanity | 57–65 |

## **Chapter II The Intangible Cultural Heritage Fund 66–78**

- |        |  |       |
|--------|--|-------|
| II.1   | Guidelines for the use of the resources of the Fund                          | 66–67 |
| II.2   | The means to increase the resources of the Intangible Cultural Heritage Fund | 68–78 |
| II.2.1 | Donors   | 68–71 |
| II.2.2 | Conditions   | 72–75 |

II.2.3	Benefits for donors	76–78
<b>Chapter III</b>	<b>Participation in the implementation of the Convention</b>	<b>79–99</b>
III.1	Participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes	79–89
III.2	Non-governmental organizations and the Convention	90–99
III.2.1	Participation of non-governmental organizations at the national level	90
III.2.2	Participation of accredited non-governmental organizations	91–99
<b>Chapter IV</b>	<b>Raising awareness about intangible cultural heritage and use of the emblem of the Convention for the Safeguarding of the Intangible Cultural Heritage</b>	<b>100–150</b>
IV.1	Raising awareness about intangible cultural heritage	100–123
IV.1.1	General provisions	100–102
IV.1.2	Local and national levels	103–117
IV.1.3	International level	118–123
IV.2	Use of the emblem of the Convention for the Safeguarding of the Intangible Cultural Heritage	124–150
IV.2.1	Definition	124–125
IV.2.2	Rules applicable to use of the UNESCO logo and the emblem of the Convention respectively	126–128
IV.2.3	Rights of use	129
IV.2.4	Authorization	130–136
IV.2.5	Criteria and conditions for the use of the emblem for the purpose of patronage	137–139
IV.2.6	Commercial use and contractual arrangements	140–143
IV.2.7	Graphical standards	144
IV.2.8	Protection	145–150
<b>Chapter V</b>	<b>Reporting to the Committee</b>	<b>151–169</b>
V.1	Reports by States Parties on the implementation of the Convention	151–159
V.2	Reports by States Parties on elements inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding	160–164
V.3	Receipt and processing of reports	165–167
V.4	Reports by States non party to the Convention on elements inscribed on the Representative List of the Intangible Cultural Heritage of Humanity	168–169

## **ABBREVIATIONS**

Committee	Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage
Convention	Convention for the Safeguarding of the Intangible Cultural Heritage
Director-General	Director-General of the United Nations Educational, Scientific and Cultural Organization
Fund	Intangible Cultural Heritage Fund
General Assembly	General Assembly of the States Parties to the Convention
Masterpieces	Masterpieces of the Oral and Intangible Heritage of Humanity
State Party	State Party to the Convention for the Safeguarding of the Intangible Cultural Heritage
UNESCO	United Nations Educational, Scientific and Cultural Organization

## CHAPTER I SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE AT THE INTERNATIONAL LEVEL, COOPERATION AND INTERNATIONAL ASSISTANCE

### I.1 Criteria for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding

1. In nomination files, the submitting State(s) Party(ies) is (are) requested to demonstrate that an element proposed for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding satisfies all of the following criteria:
  - U.1 The element constitutes intangible cultural heritage as defined in Article 2 of the Convention.
  - U.2 (a) The element is in urgent need of safeguarding because its viability is at risk despite the efforts of the community, group or, if applicable, individuals and State(s) Party(ies) concerned; or  
(b) The element is in extremely urgent need of safeguarding because it is facing grave threats as a result of which it cannot be expected to survive without immediate safeguarding.
  - U.3 A safeguarding plan is elaborated that may enable the community, group or, if applicable, individuals concerned to continue the practice and transmission of the element.
  - U.4 The element has been nominated following the widest possible participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.
  - U.5 The element is included in an inventory of the intangible cultural heritage present in the territory(ies) of the submitting State(s) Party(ies), as defined in Articles 11 and 12 of the Convention.
  - U.6 In cases of extreme urgency, the State(s) Party(ies) concerned has (have) been duly consulted regarding inscription of the element in conformity with Article 17.3 of the Convention.

### I.2 Criteria for inscription on the Representative List of the Intangible Cultural Heritage of Humanity

2. In nomination files, the submitting State(s) Party(ies) is (are) requested to demonstrate that an element proposed for inscription on the Representative List of the Intangible Cultural Heritage of Humanity satisfies all of the following criteria:
  - R.1 The element constitutes intangible cultural heritage as defined in Article 2 of the Convention.
  - R.2 Inscription of the element will contribute to ensuring visibility and awareness of the significance of the intangible cultural heritage and to encouraging dialogue, thus reflecting cultural diversity worldwide and testifying to human creativity.
  - R.3 Safeguarding measures are elaborated that may protect and promote the element.

R.4 The element has been nominated following the widest possible participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.

R.5 The element is included in an inventory of the intangible cultural heritage present in the territory(ies) of the submitting State(s) Party(ies), as defined in Articles 11 and 12 of the Convention.

I.3 Criteria for selection of programmes, projects and activities that best reflect the principles and objectives of the Convention

3. States Parties are encouraged to propose national, subregional or regional programmes, projects and activities for safeguarding intangible cultural heritage to the Committee for selection and promotion as best reflecting the principles and objectives of the Convention.

4. At each session the Committee may explicitly call for proposals characterized by international cooperation, as mentioned in Article 19 of the Convention, and/or focusing on specific priority aspects of safeguarding.

5. Such programmes, projects and activities may be completed or in progress at the time they are proposed to the Committee for selection and promotion.

6. In its selection and promotion of safeguarding programmes, projects and activities, the Committee shall pay special attention to the needs of developing countries and to the principle of equitable geographic distribution, while strengthening South-South and North-South-South cooperation.

7. From among the programmes, projects or activities proposed to it, the Committee shall select those that best satisfy all of the following criteria:

P.1 The programme, project or activity involves safeguarding, as defined in Article 2.3 of the Convention.

P.2 The programme, project or activity promotes the coordination of efforts for safeguarding intangible cultural heritage on regional, subregional and/or international levels.

P.3 The programme, project or activity reflects the principles and objectives of the Convention.

P.4 The programme, project or activity has demonstrated effectiveness in contributing to the viability of the intangible cultural heritage concerned.

P.5 The programme, project or activity is or has been implemented with the participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent.

P.6 The programme, project or activity may serve as a subregional, regional or international model, as the case may be, for safeguarding activities.

P.7 The submitting State(s) Party(ies), implementing body(ies), and community, group or, if applicable, individuals concerned are willing to cooperate in the dissemination of best practices, if their programme, project or activity is selected.

P.8 The programme, project or activity features experiences that are susceptible to an assessment of their results.

P.9 The programme, project or activity is primarily applicable to the particular needs of developing countries.

#### I.4 Eligibility and selection criteria of international assistance requests

8. All States Parties are eligible to request international assistance. International assistance provided to States Parties for the safeguarding of intangible cultural heritage is supplementary to national efforts for safeguarding.
9. The Committee may receive, examine and approve requests for any purpose and for any form of international assistance mentioned in Articles 20 and 21 of the Convention respectively, depending on the available resources. Priority is given to requests for international assistance concerning:
  - (a) the safeguarding of the heritage inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding;
  - (b) the preparation of inventories in the sense of Articles 11 and 12 of the Convention;
  - (c) support for programmes, projects and activities carried out at the national, subregional and regional levels aimed at the safeguarding of the intangible cultural heritage;
  - (d) preparatory assistance.
10. When examining requests for international assistance, the Committee shall take into account the principle of equitable geographical distribution and the special needs of developing countries. The Committee 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.
11. International assistance as described in Articles 20 and 21 of the Convention may be granted on an emergency basis, as mentioned in Article 22 of the Convention (emergency assistance).
12. The Committee will base its decisions on granting assistance on the following criteria:
  - 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.

#### I.5 Multi-national files

13. States Parties are encouraged to jointly submit multi-national nominations to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and the

Representative List of the Intangible Cultural Heritage of Humanity when an element is found on the territory of more than one State Party.

14. The Committee encourages the submission of subregional or regional programmes, projects and activities as well as those undertaken jointly by States Parties in geographically discontinuous areas. States Parties may submit these proposals individually or jointly.
15. States Parties may submit to the Committee requests for international assistance jointly submitted by two or more States Parties.

#### I.6 Inscription on an extended or reduced basis

16. The inscription of an element on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding or on the Representative List of the Intangible Cultural Heritage of Humanity can be extended to other communities, groups and, if applicable, individuals at the national and/or international level upon the request of the State(s) Party(ies) in whose territory(ies) the element is present, with the consent of the concerned communities, groups and, if applicable, individuals.
17. The inscription of an element on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding or on the Representative List of the Intangible Cultural Heritage of Humanity can be reduced at the national and/or international level if the State(s) Party(ies) in whose territory(ies) the element is present so request(s), with the consent of the concerned communities, groups and, if applicable, individuals.
18. The State(s) Party(ies) concerned submit(s) a new nomination showing that the nomination, as extended or reduced, satisfies all of the required criteria for inscription. Such a nomination shall be submitted according to the established procedures and deadlines for nominations.
19. In the event that the Committee decides to inscribe the element on the basis of the new nomination file, the new inscription shall replace the original inscription. In the event that the Committee, on the basis of the new nomination file, decides not to inscribe the element, the original inscription shall remain intact.

#### I.7 Submission of files

20. Form ICH-01 is used for the nominations to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, ICH-02 for the Representative List of the Intangible Cultural Heritage of Humanity, ICH-03 for the proposals of programmes, projects and activities that best reflect the principles and objectives of the Convention.
21. States Parties may request preparatory assistance for the elaboration of nomination files to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and for the elaboration of proposals of programmes, projects and activities that best reflect the principles and objectives of the Convention.
22. As far as preparatory assistance is concerned, Form ICH-05 is used for requests for preparatory assistance to elaborate a nomination for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, and Form ICH-06 is used for requests for preparatory assistance to elaborate a proposal of a programme, project or activity for selection and promotion by the Committee. All other requests for international assistance, whatever amount is requested, shall be submitted using Form ICH-04.

23. All the forms are available at <http://www.unesco.org/culture/ich> or on request from the Secretariat. The files shall include only the information requested in the forms.
24. Submitting States Parties shall involve the communities, groups and, where applicable, individuals concerned in the preparation of their files.
25. A State Party may withdraw a file it has submitted at any time prior to examination by the Committee, without prejudice to its right to benefit from international assistance under the Convention.

#### I.8 Evaluation of files

26. Evaluation includes assessment of the conformity of the nomination, proposal or international assistance request with the required criteria.
27. On an experimental basis, the evaluation of nominations for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and on the Representative List of the Intangible Cultural Heritage of Humanity, of proposed programmes, projects and activities that best reflect the principles and objectives of the Convention and of international assistance requests greater than US\$25,000 shall be accomplished by a consultative body of the Committee established in accordance with Article 8.3 of the Convention, to be known as the 'Evaluation Body'. The Evaluation Body will make recommendations to the Committee for its decision. The Evaluation Body shall be composed of twelve members appointed by the Committee: six experts qualified in the various fields of the intangible cultural heritage representatives of States Parties non-Members of the Committee and six accredited non-governmental organizations, taking into consideration equitable geographical representation and various domains of intangible cultural heritage.
28. The duration of office of a member of the Evaluation Body shall not exceed four years. Every year, the Committee shall renew one quarter of the members of the Evaluation Body. At least three months prior to the opening of the session of the Committee, the Secretariat shall inform the States Parties within each Electoral Group with a vacant seat to be filled. Up to three candidatures shall be sent to the Secretariat by the Chairperson of the Electoral Group concerned at least six weeks prior to the opening of the session. Once appointed by the Committee, the members of the Evaluation Body shall act impartially in the interests of all the States Parties and the Convention.
29. For the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, each evaluation shall include assessment of the viability of the element and of the feasibility and sufficiency of the safeguarding plan. It shall also include assessment of the risk of its disappearing, due, inter alia, to the lack of means for safeguarding and protecting it, or to processes of globalization and social or environmental transformation.
30. The Evaluation Body shall submit to the Committee an evaluation report that includes a recommendation:
  - to inscribe or not to inscribe the nominated element on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding;
  - to inscribe or not to inscribe the nominated element on the Representative List of the Intangible Cultural Heritage of Humanity, or to refer the nomination to the submitting State(s) for additional information;
  - to select or not to select the proposed programme, project or activity; or
  - to approve or not to approve the international assistance request.



31. The Secretariat will transmit to the Committee an overview of all nominations, proposals of programmes, projects and activities and international assistance requests including summaries and evaluation reports. The files and evaluation reports will also be made available to States Parties for their consultation.

I.9 Nominations to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding to be processed on an extremely urgent basis

32. In case of extreme urgency, and in conformity with Criterion U.6, the Bureau of the Committee may invite the State(s) Party(ies) concerned to submit a nomination to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding on an accelerated schedule. The Committee, in consultation with the State(s) Party(ies) concerned, shall examine the nomination as quickly as possible after its submission, in accordance with a procedure to be established by the Bureau of the Committee on a case-by-case basis. Cases of extreme urgency may be brought to the attention of the Bureau of the Committee by the State(s) Party(ies) on whose territory(ies) the element is located, by any other State Party, by the community concerned or by an advisory organization. The State(s) Party(ies) concerned shall be informed in a timely manner.

I.10 Examination of files by the Committee

33. The Committee determines two years beforehand, in accordance with the available resources and its capacity, the number of files that can be treated in the course of the two following cycles. This ceiling shall apply to the set of files comprising nominations to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and to the Representative List of the Intangible Cultural Heritage of Humanity, proposals of programmes, projects and activities that best reflect the principles and objectives of the Convention and International Assistance requests greater than US\$25,000.

34. The Committee shall endeavour to examine to the extent possible at least one file per submitting State, within the limit of this overall ceiling, giving priority to:

- i. files from States having no elements inscribed, best safeguarding practices selected or requests for International Assistance greater than US\$25,000 approved, and nominations to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding;
- ii. multi-national files; and
- iii. files from States with the fewest elements inscribed, best safeguarding practices selected or requests for International Assistance greater than US\$25,000 approved, in comparison with other submitting States during the same cycle.

In case they submit several files during the same cycle, submitting States shall indicate the order of priority in which they wish their files to be examined and are invited to give priority to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding.

35. After examination, the Committee decides whether or not an element shall be inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, whether or not an element shall be inscribed on the Representative List of the Intangible Cultural Heritage of Humanity or whether the nomination shall be referred to the submitting State for further information, whether or not a programme, project or activity shall be selected as best safeguarding practice, or whether or not an International Assistance request greater than US\$25,000 shall be approved.

36. Nominations for the Representative List of the Intangible Cultural Heritage of Humanity that the Committee decides to refer to the submitting State for additional information may be resubmitted to the Committee for examination during a following cycle, after having been updated and supplemented.
  37. If the Committee decides that an element should not be inscribed on the Representative List of the Intangible Cultural Heritage of Humanity, the nomination may not be resubmitted to the Committee for inscription on this List, before four years have passed.
- I.11 Transfer of an element from one List to the other or removal of an element from a List
38. An element may not simultaneously be inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and the Representative List of the Intangible Cultural Heritage of Humanity. A State Party may request that an element be transferred from one List to the other. Such a request must demonstrate that the element satisfies all of the criteria for the List to which transfer is requested, and shall be submitted according to the established procedures and deadlines for nominations.
  39. An element shall be removed from the List of Intangible Cultural Heritage in Need of Urgent Safeguarding by the Committee when it determines, after assessment of the implementation of the safeguarding plan, that the element no longer satisfies one or more criteria for inscription on that list.
  40. An element shall be removed from the Representative List of the Intangible Cultural Heritage of Humanity by the Committee when it determines that it no longer satisfies one or more criteria for inscription on that list.
- I.12 Modification of name of an inscribed element
41. One or more States Parties may request that the name by which an element is inscribed be changed. Such a request shall be submitted at least three months prior to a Committee session.
- I.13 Programmes, projects and activities selected as best reflecting the principles and objectives of the Convention
42. The Committee shall encourage research, documentation, publication and dissemination of good practices and models with international cooperation in generating safeguarding measures and creating favourable conditions for such measures that have been evolved by States Parties in the implementation of selected programmes, projects and activities, with or without assistance.
  43. The Committee shall encourage States Parties to create favourable conditions for the implementation of such programmes, projects and activities.
  44. In addition to the register of selected programmes, projects and activities, the Committee shall compile and make available information about the measures and methodologies used, and experiences gained, if any.
  45. The Committee shall encourage research on and evaluation of the effectiveness of safeguarding measures included in the programmes, projects and activities that it has selected and shall promote international cooperation in such research and evaluation.
  46. On the basis of experiences gained and lessons learned in these and other safeguarding programmes, projects and activities, the Committee shall provide guidance on best safeguarding practices and make recommendations on

measures for safeguarding intangible cultural heritage (Article 7 (b) of the Convention).

#### I.14 International assistance

47. International assistance requests up to US\$25,000 (except requests for preparatory assistance) and emergency requests regardless of the amount can be submitted at any time.
48. The Secretariat shall assess the completeness of the request and may ask for missing information. It shall inform the requesting State(s) Party(ies) about the possible examination dates of the request.
49. Requests up to US\$25,000, including preparatory assistance, are examined and approved by the Bureau of the Committee.
50. Emergency requests greater than US\$25,000 are examined and approved by the Bureau of the Committee. For the purpose of determining whether a request for international assistance constitutes an emergency request eligible to receive priority consideration by the Bureau, an emergency shall be considered to exist when a State Party finds itself unable to overcome on its own any circumstance due to calamity, natural disaster, armed conflict, serious epidemic or any other natural or human event that has severe consequences for the intangible cultural heritage as well as communities, groups and, if applicable, individuals who are the bearers of that heritage.
51. Requests greater than US\$25,000 are evaluated by the Evaluation Body described in paragraph 27 above, and examined and approved by the Committee.
52. The Secretariat shall communicate the decision concerning the granting of assistance to the requesting party(ies) within two weeks following the decision. The Secretariat shall reach agreement with the requesting party(ies) on the details of the assistance.
53. The assistance will be subject to appropriate monitoring, reporting and evaluation.

#### I.15 Timetable – Overview of procedures

- |     |                    |   |
|-----|--------------------|---|
| 54. | Phase 1:           | Preparation and submission  |
|     | 31 March<br>Year 0 | Deadline for preparatory assistance requests for the elaboration of nominations for the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and proposals for programmes, projects and activities that best reflect the objectives of the Convention (Article 18).  |
|     | 31 March<br>Year 1 | Deadline by which nominations for the List of Intangible Cultural Heritage in Need of Urgent Safeguarding and the Representative List of the Intangible Cultural Heritage of Humanity, proposals for programmes, projects and activities and international assistance requests greater than US\$25,000 must be received by the Secretariat. Files received after this date will be examined in the next cycle. The Secretariat posts on the website of the Convention, in their original language, files as received. |
|     | 30 June<br>Year 1  | Deadline by which the Secretariat will have processed the files, including registration and acknowledgement of receipt. If a file is found incomplete, the State Party is invited to complete   |

the file.

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| 30 September<br>Year 1                                 | Deadline by which missing information required to complete the files, if any, shall be submitted by the State Party to the Secretariat. Files that remain incomplete are returned to the States Parties that may complete them for a subsequent cycle. As files revised by submitting States reach the Secretariat following its requests for additional information, they are posted online and replace the original files received. Their translations into English or French are also posted online as they become available. |
| <br>   |  |
| 55.  | Phase 2: Evaluation  |
| December<br>to May<br>Year 2                           | Evaluation of the files by the Evaluation Body.  |
| April – June<br>Year 2                                 | Meeting for final evaluation by the Evaluation Body.   |
| Four weeks prior<br>to the session of<br>the Committee | The Secretariat transmits the evaluation reports to the members of the Committee and makes them available on-line for consultation.  |
| <br>   |  |
| 56.  | Phase 3: Examination   |
| November<br>Year 2                                     | The Committee examines the nominations, proposals and requests and makes its decisions.  |
- I.16 Incorporation of items proclaimed ‘Masterpieces of the Oral and Intangible Heritage of Humanity’ in the Representative List of the Intangible Cultural Heritage of Humanity
57. In conformity with Article 31.1 of the Convention, the Committee shall automatically incorporate in the List foreseen in Article 16 of the Convention all the items that had been proclaimed ‘Masterpieces of the Oral and Intangible Heritage of Humanity’ before the entry into force of the Convention, following the adoption of the present Operational Directives by the General Assembly.
  58. This incorporation is enforceable upon all States having present on their territories one or several items proclaimed Masterpieces, whether or not they are party to the Convention. Concerning the States non party whose items proclaimed Masterpieces have been incorporated in the List, they shall enjoy all the rights and assume all the obligations included within the Convention as regards only those items present on their territories, on the condition that they so consent in writing, it being understood that those rights and obligations cannot be invoked or applied separately from each other.
  59. All States non party having present on their territories items proclaimed Masterpieces shall be notified by the Director-General about the adoption of the present Operational Directives which require that these items be placed on an equal footing with items inscribed in the future, in conformity with Article 16.2 of the Convention, and governed by the same legal regime for monitoring, transfer from one List to the other or withdrawal, according to the modalities foreseen by these Operational Directives.
  60. Through the above-mentioned notification, States non party will simultaneously be invited by the Director-General as mandated by the Committee to express, within one year, their explicit consent in writing to accept the rights and assume the obligations contained in the Convention in accordance with the modalities foreseen in paragraphs 58 and 59 above.

61. The written notification of this acceptance by the State non party shall be addressed to the Director-General acting in his capacity as Depositary of the Convention, and constitutes submission of the items proclaimed Masterpieces concerned to the full legal regime of the Convention.
62. In the case that a State non party to the Convention has refused to provide within one year written consent to accept the rights and assume the obligations under the Convention concerning items present on its territory and inscribed on the Representative List of the Intangible Cultural Heritage of Humanity, the Committee shall have the right to withdraw these items from the List.
63. In the case that a State non party to the Convention has not responded to the notification or keeps silent on its intent, or in the case of absence of an explicit indication of its consent within one year, its silence or lack of response will be considered by the Committee as a refusal justifying the application of paragraph 62 above, unless circumstances beyond its control prevent it from notifying its acceptance or refusal.
64. In the case that an item proclaimed Masterpiece incorporated in the List is found to be on the territories of both a State Party and a State non party to the Convention, it shall be considered as benefiting from the full legal regime established by the Convention, it being understood that the State non party shall be invited by the Director-General as mandated by the Committee to consent to the obligations foreseen by the Convention. In the absence of an explicit indication of the State non party's consent, the Committee shall have the right to recommend that it refrain from undertaking any act that might harm the item proclaimed Masterpiece so concerned.
65. The Committee shall report to the General Assembly on the measures undertaken in this respect according to the modalities and formalities foreseen by the present Operational Directives.

## CHAPTER II THE INTANGIBLE CULTURAL HERITAGE FUND

### II.1 Guidelines for the use of the resources of the Fund

66. The resources of the Fund, which is managed as a special account in conformity with Article 1.1 of its Financial Regulations, shall be used primarily for granting international assistance as described in Chapter V of the Convention.
67. The resources may further be used:
  - (a) for the replenishment of the Reserve Fund mentioned in Article 6 of the Financial Regulations;
  - (b) for the support of other functions of the Committee as described in Article 7 of the Convention, including those related to the proposals mentioned in Article 18 of the Convention;
  - (c) for the costs of participation in the sessions of the Committee of representatives of developing States Members of the Committee, but only for persons who are experts in intangible cultural heritage, and, if the budget allows, on a case-by-case basis, for the costs of participation of representatives who are experts in intangible cultural heritage, from developing countries that are Parties to the Convention but not Members of the Committee;
  - (d) for the costs of advisory services to be provided, at the request of the Committee, by non-governmental and non-profit-making organizations, public or private bodies and private persons;

- (e) for the costs of participation of public or private bodies, as well as private persons, notably members of communities and groups, that have been invited by the Committee to its meetings to be consulted on specific matters.

## II.2 The means to increase the resources of the Intangible Cultural Heritage Fund

### II.2.1 Donors

- 68. The Committee welcomes contributions to the Intangible Cultural Heritage Fund [‘the Fund’] aimed at reinforcing the capacities of the Committee to execute its functions.
- 69. The Committee welcomes such contributions from the United Nations and its specialized agencies and programmes, in particular the United Nations Development Programme, and from other international organizations. The Committee also encourages States Parties to the Convention and other States to provide voluntary contributions to the Fund. The Committee further welcomes contributions to the Fund from public and private bodies and individuals.
- 70. The Committee encourages the establishment of national, public and private foundations or associations aimed at promoting the objectives of the Convention, and welcomes their contributions to the Intangible Cultural Heritage Fund.
- 71. The Committee calls upon States Parties to lend their support to international fund- raising campaigns organized for the benefit of the Fund under the auspices of UNESCO.

### II.2.2 Conditions

- 72. No political, economic or other conditions which are incompatible with the objectives of the Convention may be attached to contributions made to the Fund.
- 73. No contributions may be accepted from entities whose activities are not compatible with the aims and principles of the Convention, with existing international human rights instruments, with the requirements of sustainable development or with the requirements of mutual respect among communities, groups and individuals. The Secretariat may decide to put specific cases of contributions before the Committee.
- 74. Voluntary contributions to the Intangible Cultural Heritage Fund are governed in accordance with the Fund’s financial regulations, the Guidelines for the use of the Fund, drawn up by the General Assembly, and the Plans for the use of the resources of the Fund that are periodically prepared by the Committee. In particular, the following provisions apply to voluntary contributions to the Fund:
  - (a) Donors have no direct influence on the use that the Committee will make of their contribution to the Fund;
  - (b) No individual narrative or financial reporting is provided to the donor;
  - (c) Agreements are reached by a single exchange of letters between the Secretariat and the donor.
- 75. Voluntary contributions may be made following the model letter attached to these Operational Directives. Information on the procedures to follow for providing voluntary contributions is also available at [www.unesco.org/culture/ich](http://www.unesco.org/culture/ich) or by writing to [ich@unesco.org](mailto:ich@unesco.org).

### II.2.3 Benefits for donors

- 76. The Secretariat shall annually inform the Committee about the voluntary contributions provided to the Fund. The Committee shall provide visibility, if so

wished by the donors, for these contributions. Voluntary contributions will also be made known on the website of the Convention.

77. Recognition to contributors shall be provided as follows:
- (a) Supplementary voluntary contributions by States Parties: the Secretariat publishes an updated list of States Parties, in alphabetical order, that have made supplementary voluntary contributions to the Fund, primarily through the website of the Convention. A printed version is published every two years, on the occasion of the session of the General Assembly.
  - (b) Contributions by other States, the United Nations and its specialized agencies and programmes, other international organizations and public bodies: the Secretariat publishes an updated list, in alphabetical order, of States other than States Parties, the United Nations and its specialized agencies and programmes, other international organizations and public bodies that have made contributions to the Fund, primarily through the website of the Convention. A printed version is published every two years, on the occasion of the session of the General Assembly.
  - (c) Contributions by private bodies and individuals: the Secretariat publishes an updated list, in the decreasing order of the amount of their contribution, of private bodies and individuals that have made contributions to the Fund, primarily through the website of the Convention. A printed version is published every two years, on the occasion of the session of the General Assembly. During the 24 months following the deposit of their contribution, private contributors may promote their cooperation with the Committee in all media formats, including brochures and other publications. Materials must be reviewed and approved by the Secretariat in advance and cannot explicitly advertise contributors' products or services.
78. States Parties are encouraged to consider the possibility of recognizing private contributions to the Fund as eligible to benefit from fiscal mechanisms that motivate such voluntary financial contributions, such as tax benefits or other forms of public policy instruments defined by national law.

### CHAPTER III PARTICIPATION IN THE IMPLEMENTATION OF THE CONVENTION

#### III.1 Participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes

79. Recalling Article 11 (b) of the Convention and in the spirit of Article 15 of the Convention, the Committee encourages States Parties to establish functional and complementary cooperation among communities, groups and, where applicable, individuals who create, maintain and transmit intangible cultural heritage, as well as experts, centres of expertise and research institutes.
80. States Parties are encouraged to create a consultative body or a coordination mechanism to facilitate the participation of communities, groups and, where applicable, individuals, as well as experts, centres of expertise and research institutes, in particular in:
- (a) the identification and definition of the different elements of intangible cultural heritage present on their territories;
  - (b) the drawing up of inventories;
  - (c) the elaboration and implementation of programmes, projects and activities;

- (d) the preparation of nomination files for inscription on the Lists, in conformity with the relevant paragraphs of Chapter 1 of the present Operational Directives;
  - (e) the removal of an element of intangible cultural heritage from one List or its transfer to the other, as referred to in paragraphs 38–40 of the present Operational Directives.
81. States Parties shall take necessary measures to raise the awareness of communities, groups and, where applicable, individuals regarding the importance and value of their intangible cultural heritage, as well as of the Convention, so that the bearers of this heritage may fully benefit from this standard-setting instrument.
  82. In conformity with the provisions of Articles 11–15 of the Convention, States Parties shall undertake appropriate measures to ensure capacity-building of communities, groups and, where applicable, individuals.
  83. States Parties are encouraged to establish and regularly update, in a manner geared to their own situation, a directory of experts, centres of expertise, research institutes and regional centres active in the domains covered by the Convention that could undertake the studies mentioned in Article 13 (c) of the Convention.
  84. Among the private and public bodies mentioned in paragraph 89 of the present Operational Directives, the Committee may involve experts, centres of expertise and research institutes, as well as regional centres active in the domains covered by the Convention, in order to consult them on specific matters.
  85. States Parties shall endeavour to facilitate access by communities, groups and, where applicable, individuals to results of research carried out among them, as well as foster respect for practices governing access to specific aspects of intangible cultural heritage in conformity with Article 13 (d) of the Convention.
  86. States Parties are encouraged to develop together, at the subregional and regional levels, networks of communities, experts, centres of expertise and research institutes to develop joint approaches, particularly concerning the elements of intangible cultural heritage they have in common, as well as interdisciplinary approaches.
  87. States Parties that possess documentation concerning an element of intangible cultural heritage present on the territory of another State Party are encouraged to share such documentation with that other State, which shall make that information available to the communities, groups and, where applicable, individuals concerned, as well as to experts, centres of expertise and research institutes.
  88. States Parties are encouraged to participate in activities pertaining to regional cooperation, including those of category 2 centres for intangible cultural heritage that are or will be established under the auspices of UNESCO, to be able to cooperate in the most efficient manner possible, in the spirit of Article 19 of the Convention, and with the participation of communities, groups and, where applicable, individuals as well as experts, centres of expertise and research institutes.
  89. Within the limit of available resources, the Committee may invite any public or private body (including centres of expertise and research institutes) as well as private persons with recognized competence in the field of intangible cultural heritage (including communities, groups, and other experts) to participate in its



meetings in order to sustain an interactive dialogue and consult them on specific matters, in conformity with Article 8.4 of the Convention.

### III.2 Non-governmental organizations and the Convention

#### III.2.1 Participation of non-governmental organizations at the national level

90. In conformity with Article 11 (b) of the Convention, States Parties shall involve the relevant non-governmental organizations in the implementation of the Convention, inter alia in identifying and defining intangible cultural heritage and in other appropriate safeguarding measures, in cooperation and coordination with other actors involved in the implementation of the Convention.

#### III.2.2 Participation of accredited non-governmental organizations

##### *Criteria for the accreditation of non-governmental organizations*

91. Non-governmental organizations shall:
- (a) have proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains;
  - (b) have a local, national, regional or international nature, as appropriate;
  - (c) have objectives that are in conformity with the spirit of the Convention and, preferably, statutes or bylaws that conform with those objectives;
  - (d) cooperate in a spirit of mutual respect with communities, groups, and, where appropriate, individuals that create, practise and transmit intangible cultural heritage;
  - (e) possess operational capacities, including:
    - a regular active membership, which forms a community linked by the desire to pursue the objectives for which it was established;
    - an established domicile and a recognized legal personality as compatible with domestic law;
    - having existed and having carried out appropriate activities for at least four years when being considered for accreditation.

##### *Modalities and review of accreditation*

92. The Committee asks the Secretariat to receive requests from non-governmental organizations and submit recommendations to it with regard to accrediting them and with regard to maintaining or terminating relations with them.
93. The Committee submits its recommendations to the General Assembly for decision, in conformity with Article 9 of the Convention. In receiving and examining such requests, the Committee shall pay due attention to the principle of equitable geographical representation based on information provided to it by the Secretariat. Accredited non-governmental organizations should abide by applicable domestic and international legal and ethical standards.
94. The Committee reviews the contribution and the commitment of the advisory organization, and its relations with it, every four years following accreditation, taking into account the perspective of the non-governmental organization concerned.
95. Termination of relations may be decided at the time of the review if the Committee deems it necessary. If circumstances require, relations may be

suspended with the organization concerned until a decision regarding termination of these relations is taken.

*Advisory functions*

96. Accredited non-governmental organizations who, according to Article 9.1 of the Convention, shall have advisory functions to the Committee, may be invited by the Committee to provide it, *inter alia*, with reports of evaluation as a reference for the Committee to examine:
- (a) nomination files for the List of Intangible Cultural Heritage in Need of Urgent Safeguarding;
  - (b) the programmes, projects and activities mentioned in Article 18 of the Convention;
  - (c) requests for international assistance;
  - (d) the effects of safeguarding plans for elements inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding.

*Procedure for accreditation*

97. A non-governmental organization requesting accreditation to act in an advisory capacity to the Committee shall submit to the Secretariat the following information:
- (a) a description of the organization, including its full official name;
  - (b) its main objectives;
  - (c) its full address;
  - (d) its date of founding or approximate duration of its existence;
  - (e) the name of the country or countries in which it is active;
  - (f) documentation showing that it possesses operational capacities, including proof of:
    - i. a regular active membership, which forms a community linked by the desire to pursue the objectives for which it was established;
    - ii. an established domicile and a recognized legal personality as compatible with domestic law;
    - iii. having existed and having carried out appropriate activities for at least four years when being considered for accreditation.
  - (g) its activities in the field of safeguarding intangible cultural heritage;
  - (h) a description of its experiences in cooperating with communities, groups and intangible cultural heritage practitioners.
98. Requests for accreditation shall be prepared by using the Form ICH-09 (available at [www.unesco.org/culture/ich](http://www.unesco.org/culture/ich) or on request from the Secretariat) and shall include all the information requested and only that information. Requests shall be received by the Secretariat at least four months before an ordinary session of the Committee.
99. The Secretariat shall register the proposals and keep up to date a list of non-governmental organizations accredited to the Committee.

## CHAPTER IV RAISING AWARENESS ABOUT INTANGIBLE CULTURAL HERITAGE AND USE OF THE EMBLEM OF THE CONVENTION FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE

### IV.1 Raising awareness about intangible cultural heritage

#### IV.1.1 General provisions

100. With a view to effectively implementing the Convention, States Parties shall endeavour, by all appropriate means, to ensure respect for the intangible cultural heritage of the communities, groups and individuals concerned, as well as raise awareness at the local, national and international levels of the importance of the intangible cultural heritage, and ensure mutual appreciation thereof.
101. When raising awareness about the importance of specific elements of intangible cultural heritage, all parties are encouraged to observe the following principles:
  - (a) The intangible cultural heritage concerned responds to the definition in Article 2.1 of the Convention;
  - (b) The communities, groups and, where appropriate, individuals concerned have given their free, prior and informed consent to raise awareness about their intangible cultural heritage, and their widest possible participation in the awareness-raising actions is ensured;
  - (c) The awareness-raising actions fully respect customary practices governing access to specific aspects of such heritage, in particular secret and sacred aspects;
  - (d) The communities, groups and, where appropriate, individuals concerned shall benefit from the actions taken to raise awareness about their intangible cultural heritage.
102. All parties are encouraged to take particular care to ensure that awareness-raising actions will not:
  - (a) de-contextualize or denaturalize the intangible cultural heritage manifestations or expressions concerned;
  - (b) mark the communities, groups or individuals concerned as not participating in contemporary life, or harm in any way their image;
  - (c) contribute to justifying any form of political, social, ethnic, religious, linguistic or gender-based discrimination;
  - (d) facilitate the misappropriation or abuse of the knowledge and skills of the communities, groups or individuals concerned;
  - (e) lead to over-commercialization or to unsustainable tourism that may put at risk the intangible cultural heritage concerned.

#### IV.1.2 Local and national levels

103. States Parties are encouraged to develop and adopt codes of ethics based on the provisions of the Convention and these Operational Directives, in order to ensure appropriate ways of raising awareness about the intangible cultural heritage present in their respective territories.
104. States Parties shall endeavour to ensure, in particular through the application of intellectual property rights, privacy rights and any other appropriate form of legal protection, that the rights of the communities, groups and individuals that create, bear and transmit their intangible cultural heritage are duly protected when raising awareness about their heritage or engaging in commercial activities.

105. States Parties shall endeavour, by all appropriate means, to keep the public informed about the importance of intangible cultural heritage and the dangers threatening it, as well as about the activities carried out in pursuance of the Convention. To this end, States Parties are encouraged to:
- (a) support media campaigns and the broadcasting of intangible cultural heritage using all forms of media;
  - (b) support the organization of symposiums, workshops, public forums and seminars on intangible cultural heritage, as well as exhibitions, festivals, intangible cultural heritage days and contests;
  - (c) support case studies and field surveys, and disseminate this information;
  - (d) promote policies for the public recognition of bearers and practitioners of intangible cultural heritage;
  - (e) promote and support the establishment of community associations, and foster the exchange of information among them;
  - (f) develop policies to recognize the contribution of the manifestations of the intangible cultural heritage present in their territories to the cultural diversity and wealth of the States;
  - (g) support the development and implementation of local policies aiming at promoting awareness of intangible cultural heritage.
106. States Parties shall endeavour in particular to adopt measures to support the promotion and dissemination of the programmes, projects and activities selected by the Committee, in conformity with Article 18 of the Convention, as best reflecting the principles and objectives of the Convention.

*Formal and non-formal education measures*

107. States Parties shall endeavour, by all appropriate means, to ensure recognition of, respect for and enhancement of intangible cultural heritage through educational and information programmes, as well as capacity-building activities and non-formal means of transmitting knowledge (Article 14 (a) of the Convention). States Parties are encouraged, in particular, to implement measures and policies aimed at:
- (a) promoting the role of intangible cultural heritage as an instrument of integration and intercultural dialogue, and promoting multilingual education to include vernacular languages;
  - (b) teaching about intangible cultural heritage in school curricula adapted to local specificities, and developing appropriate educational and training material such as books, CDs, videos, documentaries, manuals or brochures;
  - (c) enhancing the capacities of teachers to teach about intangible cultural heritage, and developing guides and manuals to this end;
  - (d) involving parents and parent associations to suggest themes and modules for teaching intangible cultural heritage in schools;
  - (e) involving practitioners and bearers in the development of educational programmes and inviting them to explain their heritage in schools and educational institutions;
  - (f) involving youth in collecting and disseminating information about the intangible cultural heritage of their communities;

- (g) Acknowledging the value of the non-formal transmission of the knowledge and skills embedded in intangible cultural heritage;
- (h) privileging experience of intangible cultural heritage with practical methods by employing participatory educational methodologies, also in the form of games, home-tutoring and apprenticeships;
- (i) developing activities such as summer training, open-days, visits, photo and video contests, cultural heritage itineraries, or school trips to natural spaces and places of memory whose existence is necessary for expressing intangible cultural heritage;
- (j) making full use, where appropriate, of information and communication technologies;
- (k) teaching about intangible cultural heritage in universities and fostering the development of interdisciplinary scientific, technical and artistic studies, as well as research methodologies;
- (l) providing vocational guidance to youth by informing them about the value of intangible cultural heritage for personal and career development;
- (m) training communities, groups or individuals in the management of small businesses dealing with intangible cultural heritage.

*Community centres and associations, museums, archives and other similar entities*

108. Community centres and associations that are created and managed by communities themselves can play a vital role in supporting the transmission of intangible cultural heritage and informing the general public about its importance for those communities. In order to contribute to raising awareness about intangible cultural heritage and its importance, they are encouraged to:
- (a) be used by communities as cultural spaces in which their intangible cultural heritage is safeguarded through non-formal means;
  - (b) be used as places for transmitting traditional knowledge and skills and thus contribute to intergenerational dialogue;
  - (c) serve as information centres about a community's intangible cultural heritage.
109. Research institutes, centres of expertise, museums, archives, libraries, documentation centres and similar entities play an important role in collecting, documenting, archiving and conserving data on intangible cultural heritage, as well as in providing information and raising awareness about its importance. In order to enhance their awareness-raising functions about intangible cultural heritage, these entities are encouraged to:
- (a) involve practitioners and bearers of intangible cultural heritage when organizing exhibitions, lectures, seminars, debates and training on their heritage;
  - (b) introduce and develop participatory approaches to presenting intangible cultural heritage as living heritage in constant evolution;
  - (c) focus on the continuous recreation and transmission of knowledge and skills necessary for safeguarding intangible cultural heritage, rather than on the objects that are associated with it;
  - (d) employ, when appropriate, information and communication technologies to communicate the meaning and value of intangible cultural heritage;

- (e) involve practitioners and bearers in their management, putting in place participatory systems for local development.

#### *Communications and media*

- 110. The media can effectively contribute to raising awareness about the importance of intangible cultural heritage.
- 111. The media are encouraged to contribute to raising awareness about the importance of the intangible cultural heritage as a means to foster social cohesion, sustainable development and prevention of conflict, in preference to focusing only on its aesthetic or entertainment aspects.
- 112. The media are encouraged to contribute to raising awareness among the public at large about the diversity of intangible cultural heritage manifestations and expressions, particularly through the production of specialized programmes and products addressing different target groups.
- 113. Audiovisual media are encouraged to create quality television and radio programmes, as well as documentaries, to enhance the visibility of the intangible cultural heritage and its role in contemporary societies. Local broadcasting networks and community radios could play a major role in enhancing knowledge of local languages and culture, as well as spreading information on good safeguarding practices.
- 114. The media are encouraged to contribute to the sharing of information within communities by using their existing networks in order to support them in their safeguarding efforts, or by providing discussion forums at local and national levels.
- 115. Information technology institutions are encouraged to facilitate the interactive exchange of information and enhance non-formal means of transmission of intangible cultural heritage, in particular by developing interactive programmes and games targeting youth.

#### *Commercial activities related to intangible heritage*

- 116. Commercial activities that can emerge from certain forms of intangible cultural heritage and trade in cultural goods and services related to intangible cultural heritage can raise awareness about the importance of such heritage and generate income for its practitioners. They can contribute to improving the living standards of the communities that bear and practise the heritage, enhance the local economy, and contribute to social cohesion. These activities and trade should not, however, threaten the viability of the intangible cultural heritage, and all appropriate measures should be taken to ensure that the communities concerned are their primary beneficiaries. Particular attention should be given to the way such activities might affect the nature and viability of the intangible cultural heritage, in particular the intangible cultural heritage manifested in the domains of rituals, social practices or knowledge about nature and the universe.
- 117. Particular attention should be paid to avoiding commercial misappropriation, to managing tourism in a sustainable way, to finding a proper balance between the interests of the commercial party, the public administration and the cultural practitioners, and to ensuring that the commercial use does not distort the meaning and purpose of the intangible cultural heritage for the community concerned.

#### IV.1.3 International level

- 118. The Committee updates and publishes annually the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, the Representative List of the

Intangible Cultural Heritage of Humanity and the Register of programmes, projects and activities that best reflect the principles and objectives of the Convention. In order to ensure better visibility of the intangible cultural heritage and awareness of its significance at the local, national and international levels, the Committee encourages and supports the widest possible dissemination of the Lists through formal and non-formal means, in particular by:

- (a) schools, including those belonging to UNESCO's Associated Schools network;
  - (b) community centres, museums, archives, libraries and similar entities;
  - (c) universities, centres of expertise and research institutes;
  - (d) all forms of media, including UNESCO's website.
119. The Committee encourages the production of audiovisual and digital material, as well as publications and other promotional material such as maps, stamps, posters or stickers on the intangible cultural heritage, including the elements inscribed on the Lists.
120. When publicizing and disseminating information on the elements inscribed on the Lists, care should be given to presenting the elements in their context and to focusing on their value and meaning for the communities concerned, rather than only on their aesthetic appeal or entertainment value.
121. The Committee shall accompany the implementation of programmes, projects and activities that it considers best reflect the principles and objectives of the Convention by disseminating best practices using all possible means, including those referred to in paragraph 118 above of these Operational Directives.
122. To contribute to the fullest possible visibility and raise awareness about intangible cultural heritage, the emblem of the Convention may be used in accordance with the principles and regulations established for this purpose, as laid out in paragraphs 126–150 of these Operational Directives.
123. In order to assist the Committee in raising awareness of intangible cultural heritage, the UNESCO Secretariat shall:
- (a) function as a clearing house for the collection, exchange and dissemination of information on intangible cultural heritage, in particular through the maintenance and update of databases, an information management system and a website;
  - (b) facilitate the exchange of information among communities and groups, civil society, non-governmental organizations, centres of expertise, research institutes and other entities with expertise or interest in the field of intangible cultural heritage;
  - (c) produce training and information material addressed to different publics to support safeguarding and awareness-raising efforts; such material should be easily reproduced and translated locally;
  - (d) organize and participate in workshops, seminars and international conferences in order to provide information about the Convention;
  - (e) coordinate efforts in raising awareness about the importance of intangible cultural heritage with the Secretariats of other UNESCO normative instruments and programmes, as well as with other UN Agencies and Programmes and other intergovernmental organizations;
  - (f) promote the importance of intangible cultural heritage in international celebrations such as International Mother Language Day or the World Day

for Cultural Diversity for Dialogue and Development, and launch international campaigns aiming at raising awareness about intangible cultural heritage and increasing voluntary contributions to the Intangible Cultural Heritage Fund;

- (g) include training on intangible cultural heritage in UNESCO scholarship systems and traineeships.

## IV.2 Use of the emblem of the Convention for the Safeguarding of the Intangible Cultural Heritage

### IV.2.1 Definition

- 124. The emblem or logo of the Convention, which is used as its official seal, is shown below:



- 125. The Convention's emblem shall be accompanied by UNESCO's emblem and may not be used in isolation, it being understood that each of them is governed by a separate set of rules and that any use must have been authorized in accordance with each of the respective sets of rules.

### IV.2.2 Rules applicable to use of the emblem of UNESCO and the emblem of the Convention respectively

- 126. The provisions of the present Directives apply only to the use of the emblem of the Convention.
- 127. The use of UNESCO's emblem which accompanies the emblem of the Convention is governed by the Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO, as adopted by the General Conference of UNESCO.<sup>1</sup>
- 128. The use of the Convention's emblem linked to the UNESCO emblem, therefore, must be authorized under the present Directives (for the part of the Convention's emblem) and under the Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO (for the part of UNESCO's emblem) in accordance with the respective procedures provided under each of these Directives.

### IV.2.3 Rights of use

- 129. Only the statutory organs of the Convention, i.e. the General Assembly and the Committee, as well as the Secretariat have the right to use the emblem of the Convention without prior authorization, subject to the rules set out by the present Directives.

### IV.2.4 Authorization

- 130. Authorizing the use of the emblem of the Convention is the prerogative of the statutory organs of the Convention, i.e. the General Assembly and the Committee. In specific cases as set out by the present Directives, the statutory

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<sup>1</sup> . The most recent version of the Directives concerning the Use of the Name, Acronym, Logo and Internet Domain Names of UNESCO is found in the annex to Resolution 86 of the 34th session of the General Conference (34 C/Resolution 86) or at <http://unesdoc.unesco.org/images/0015/001560/156046e.pdf>.



organs empower, by delegation, the Director-General to authorize such use to other bodies. The power to authorize the use of the emblem of the Convention cannot be granted to other bodies.

131. The General Assembly and the Committee authorize the use of the emblem of the Convention by means of resolutions and decisions, notably in the case of activities carried out by official partners, global or regional prizes, and special events in the States Parties. The General Assembly and the Committee may authorize the National Commissions for UNESCO, or other duly designated authority, at the request of the State Party concerned, to use the emblem and to deal with questions relating to the use of the emblem at the national level.
132. The statutory organs of the Convention should ensure that their resolutions and decisions stipulate the terms of the authorization granted, in accordance with the present Directives.
133. The Director-General is empowered to authorize the use of the Convention's emblem in connection with patronage and contractual arrangements and partnerships, as well as specific promotional activities.
134. Any decision authorizing the use of the emblem of the Convention shall be based on the following criteria: (i) relevance of the proposed association to the Convention's purposes and objectives and (ii) compliance with the principles of the Convention.
135. The statutory organs may ask the Director-General to put specific cases of authorization before them and/or submit to them an occasional or regular report on specific cases of use and/or of authorization, notably concerning the granting of patronage, partnerships and commercial use.
136. The Director-General may decide to put specific cases of authorization before the statutory organs of the Convention.

#### IV.2.5 Criteria and conditions for the use of the emblem for the purpose of patronage

137. The use of the emblem for the purpose of patronage may be authorized for various kinds of activities such as performances, cinematographic works and other audiovisual productions, publications, congresses, meetings and conferences, the awarding of prizes, and other national and international events, as well as works that embody the intangible cultural heritage.
138. The procedures for requesting the use of the Convention's emblem for the purpose of patronage shall be provided by the Secretariat, in line with the following criteria and conditions:
  - (a) Criteria:
    - i. Impact: use may be granted for exceptional activities likely to have a real impact on safeguarding intangible cultural heritage and to enhance significantly the Convention's visibility.
    - ii. Reliability: adequate assurance should be obtained concerning those in charge (professional experience and reputation, references and recommendations, legal and financial guarantees) and the activities concerned (political, legal, financial and technical feasibility).
  - (b) Conditions:
    - i. The use of the Convention's emblem for the purpose of patronage must be requested from the Secretariat at least three months prior to the first day of the period intended; the use of the Convention's

emblem for the purpose of patronage is authorized in writing, and exclusively by the Director-General.

- ii. In the case of national activities, the decision regarding the authorization to use the Convention's emblem for the purpose of patronage is made on the basis of obligatory consultations with the State Party in whose territory the activity is held.
- iii. The Convention must be afforded an appropriate degree of visibility, notably through the use of its emblem.
- iv. The use of the Convention's emblem for the purpose of patronage may be authorized to individual activities or to activities which take place regularly. In the latter case, the duration must be fixed and the authorization renewed periodically.

139. Communities, groups or, if applicable, individuals concerned are encouraged to use the emblem of the Convention with regard to their activities and special events to safeguard and promote their cultural heritage inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding or the Representative List of the Intangible Cultural Heritage of Humanity, under the conditions specified in the present Operational Directives.

#### IV.2.6 Commercial use and contractual arrangements

140. Any contractual arrangement between the Secretariat and outside organizations involving commercial use of the Convention's emblem by those organizations (for example, in the framework of partnerships with the private sector or civil society, co-publication or co-production agreements, or contracts with professionals and personalities supporting the Convention) must include a standard clause stipulating that any use of the emblem must be requested and approved previously in writing.
141. Authorizations accorded under such contractual arrangements must be limited to the context of the designated activity.
142. The sale of goods or services bearing the emblem of the Convention chiefly for profit shall be regarded as 'commercial use' for the purpose of these Directives. Any commercial use of the emblem of the Convention must be expressly authorized by the Director-General, under a specific contractual arrangement. If the commercial use of the emblem is directly connected with a specific element inscribed on a List, the Director-General may authorize it after consulting the State(s) Party(ies) concerned.
143. When profit, as mentioned in the previous paragraph, is anticipated, the Director-General should ensure that the Intangible Cultural Heritage Fund receives a fair share of the revenues and should conclude a contract concerning the project, including the arrangements for provision of income to the Fund. Such contributions to the Fund shall be governed in accordance with the Financial Regulations of the Intangible Cultural Heritage Fund.

#### IV.2.7 Graphical standards

144. The Convention emblem shall be reproduced according to the precise graphical standards elaborated by the Secretariat and published on the website of the Convention, and shall not be altered.

#### IV.2.8 Protection

145. To the extent that the emblem of the Convention has been notified and accepted by the Paris Union Member States under Article 6ter of the Paris Convention for the Protection of Industrial Property, adopted in 1883 and revised at Stockholm

in 1967, UNESCO has recourse to Paris Convention Member States' domestic systems to prevent the use of the emblem of the Convention where such use falsely suggests a connection with UNESCO, the Convention, or any other abusive use.

146. States Parties are invited to provide the Secretariat with the names and addresses of the authorities in charge of managing the use of the emblem.
147. Those requesting use of the emblem at the national level are encouraged to consult with the designated national authorities. The Secretariat shall inform the designated national authorities of cases of authorization.
148. In specific cases, the statutory organs of the Convention may ask the Director-General to monitor the proper use of the emblem of the Convention, and to initiate proceedings against abusive use where appropriate.
149. The Director-General is responsible for instituting proceedings in the case of unauthorized use at the international level of the emblem of the Convention. At the national level this shall be the responsibility of the relevant national authorities.
150. The Secretariat and the States Parties should closely cooperate in order to prevent any unauthorized use of the emblem of the Convention at the national level, in liaison with competent national bodies and in line with the present Operational Directives.

## CHAPTER V REPORTING TO THE COMMITTEE

### V.1 Reports by States Parties on the implementation of the Convention

151. Each State Party to the Convention periodically submits to the Committee reports on the legislative, regulatory and other measures taken for the implementation of the Convention.
152. The State Party submits its periodic report to the Committee, on the basis of common guidelines and in a simplified format prepared by the Secretariat and adopted by the Committee, by 15 December of the sixth year following the year in which it deposited its instrument of ratification, acceptance or approval, and every sixth year thereafter.
153. The State Party reports on the measures taken for implementation of the Convention at the national level, including:
  - (a) drawing up of inventories of the intangible cultural heritage present in its territory, as described in Articles 11 and 12 of the Convention;
  - (b) other safeguarding measures as referred to in Articles 11 and 13 of the Convention, including:
    - i. promoting the function of intangible cultural heritage in society and integrating its safeguarding into planning programmes;
    - ii. fostering scientific, technical and artistic studies with a view to effective safeguarding;
    - iii. facilitating, to the extent possible, access to information relating to intangible cultural heritage while respecting customary practices governing access to specific aspects of it.
154. The State Party reports on the measures taken at the national level to strengthen institutional capacities for safeguarding intangible cultural heritage, as described in Article 13 of the Convention, including:

- (a) designating or establishing one or more competent bodies for safeguarding its intangible cultural heritage;
  - (b) strengthening institutions for training in intangible cultural heritage management and transmission of this heritage;
  - (c) establishing documentation institutions for intangible cultural heritage and, to the extent possible, facilitating access to them.
155. The State Party reports on the measures taken at the national level to ensure greater recognition of, respect for and enhancement of intangible cultural heritage, in particular those referred to in Article 14 of the Convention:
- (a) educational, awareness-raising and information programmes;
  - (b) educational and training programmes within the communities and groups concerned;
  - (c) capacity-building activities for the safeguarding of the intangible cultural heritage;
  - (d) non-formal means of transmitting knowledge;
  - (e) education for the protection of natural spaces and places of memory.
156. The State Party reports on the measures taken by it at the bilateral, subregional, regional and international levels for the implementation of the Convention, including measures of international cooperation such as the exchange of information and experience, and other joint initiatives, as referred to in Article 19 of the Convention.
157. The State Party reports on the current status of all elements of intangible cultural heritage present in its territory that have been inscribed on the Representative List of the Intangible Cultural Heritage of Humanity. The State Party shall endeavour to ensure the widest possible participation of the communities, groups and, where applicable, individuals concerned during the process of preparation of such reports, which shall address, for each element concerned:
- (a) the element's social and cultural functions;
  - (b) an assessment of its viability and the current risks it faces, if any;
  - (c) its contribution to the goals of the List;
  - (d) the efforts to promote or reinforce the element, particularly the implementation of any measures that might have been necessary as a consequence of its inscription;
  - (e) the participation of communities, groups and individuals in safeguarding the element and their commitment to its further safeguarding.
158. The State Party reports on the institutional context for the element inscribed on the Representative List of the Intangible Cultural Heritage of Humanity, including:
- (a) the competent body(ies) involved in its management and/or safeguarding;
  - (b) the organization(s) of the community or group concerned with the element and its safeguarding.
159. States Parties shall respond, in a timely manner, to specific requests addressed to them by the Committee for additional information, if needed between the deadlines set out in paragraph 152 above.

## V.2 Reports by States Parties on elements inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding

160. Each State Party shall submit to the Committee reports on the status of elements of intangible cultural heritage present in its territory that have been inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding at its request or, in cases of extreme urgency, after consultation with it. The State Party shall endeavour to involve as broadly as possible the communities, groups and, where applicable, individuals concerned during the process of preparation of such reports.
161. Such reports shall normally be submitted to the Committee, on the basis of common guidelines and in a simplified format prepared by the Secretariat and adopted by the Committee, by 15 December of the fourth year following the year in which the element was inscribed, and every fourth year thereafter. At the time of inscription the Committee may on a case-by-case basis establish a specific timetable for reporting that will take precedence over the normal four-year cycle.
162. The State Party reports on the current status of the element, including:
  - (a) its social and cultural functions;
  - (b) an assessment of its viability and the current risks it faces;
  - (c) the impacts of the efforts to safeguard the element, particularly the implementation of the safeguarding plan that was submitted at the time of nomination;
  - (d) the participation of communities, groups and individuals in safeguarding the element and their continued commitment to further safeguarding.
163. The State Party shall report on the institutional context for safeguarding the element inscribed on the List, including:
  - (a) the competent body(ies) involved in its safeguarding;
  - (b) the organization(s) of the community or group concerned with the element and its safeguarding.
164. States Parties shall respond, in a timely manner, to specific requests addressed to them by the Committee for additional information, if needed between the deadlines set out in paragraph 161 above.

## V.3 Receipt and processing of reports

165. Upon receipt of reports from States Parties, the Secretariat shall register them and acknowledge receipt. If a report is incomplete, the State Party will be advised how to complete it.
166. The Secretariat transmits to the Committee, before each of its regular sessions, an overview of all reports received. The overview and the reports are also made available to States Parties for information.
167. Following the session at which they are examined by the Committee, reports are made available to the public for information, unless decided otherwise by the Committee in exceptional cases.

## V.4 Reports by States non party to the Convention on elements inscribed on the Representative List of the Intangible Cultural Heritage of Humanity

168. Paragraphs 157–159 and 165–167 of these directives shall apply fully to States non party to the Convention that have in their territories items proclaimed Masterpieces incorporated in the Representative List of the Intangible Cultural

Heritage of Humanity, and that have consented to accept the rights and obligations attendant thereon.

169. Such reports shall be submitted to the Committee by States non party, in the specified format, by 15 December 2014, and every sixth year thereafter.