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

**INTERGOVERNMENTAL COMMITTEE FOR THE  
 SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Meeting of the Bureau**

**UNESCO Headquarters, Paris, Room II**

**8 June 2012**

**Item 4 of the Provisional Agenda:  
Evaluation of international assistance requests  
up to US$25,000**

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| **Summary**  The Operational Directives provide that requests for international assistance up to US$25,000 will be evaluated by the Bureau of the Committee. The present document concerns two such requests. The Bureau is asked to take its decision on these requests through electronic consultation.  **Decision required:** paragraph 8 |

1. As stipulated in Article 20 of the Convention, international assistance may be granted to States Parties for the safeguarding of the heritage inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, for the preparation of inventories as specified in Articles 11 and 12 of the Convention, in support of programmes, projects and activities undertaken at the national, sub-regional and regional levels for the safeguarding of intangible cultural heritage and for any other purpose that the Committee may deem necessary.
2. The Operational Directives provide in Chapters I.4 and I.14 an overview of the kinds of international assistance. In conformity with paragraph 47 of the Operational Directives, requests up to US$25,000 can be submitted at any time (except for requests for preparatory assistance, which have an annual deadline on 31 March each year). The Directives further provide that requests for international assistance up to US$25,000 are evaluated by the Bureau of the Committee.
3. In conformity with paragraph 48 of the Operational Directives, the Secretariat assesses the completeness of the requests and asks the submitting States Parties for missing information. At the present time, the Secretariat has 19 active international assistance requests up to US$25,000. In three additional cases, the Secretariat informed the submitting State of additional information required to complete the request, but no answer has been received within twelve months. For the remainder, the Secretariat has sent letters requesting additional information and awaits a revised nomination, which it then assesses again and, if needed, sends a second letter requesting information.
4. As of the date of the present document two requests have been completed by the submitting States. The first, submitted by Viet Nam (file 00591), requests US$25,000 to support the project ‘Capacity building in designing, implementing, and evaluating intangible cultural heritage projects in Viet Nam’. The second, submitted by Malawi (file 00609), requests US$24,947.23 to support the project ‘Development of an inventory of intangible heritage of Malawi’.
5. The Bureau is asked to evaluate and decide on these two requests, through electronic consultation as provided in Rule 12.3 of the Rules of Procedure of the Committee. In accordance with the Operational Directives, the submitting States Parties were informed about the evaluation date of the request by the Bureau.
6. The complete requests are available online for consultation by the Bureau at http://www.unesco.org/culture/ich/en/7COM-BUREAU, in the language received by the Secretariat (English) and in French translation. The draft decisions in paragraph 8 below contain a summary of the project for which assistance is requested and address the conformity of each request with the criteria set out in Chapter I of the Operational Directives.
7. As provided in the Operational Directives, the Secretariat shall communicate the decision of the Bureau concerning the granting of assistance to the requesting party within two weeks following the decision.
8. The Bureau of the Intergovernmental Committee may wish to adopt the following decisions:

**DRAFT DECISION 7.COM 3.BUR 4.1**

The Bureau,

1. Recalling Chapter V of the Convention and Chapter I of the Operational Directives, concerning the approval of international assistance requests,
2. Having examined Document ITH/12/7.COM 3.BUR/4 as well as the international assistance request 00591 from Viet Nam,
3. Takes note that Viet Nam has requested international assistance for the project entitled **‘Capacity building in designing, implementing, and evaluating intangible cultural heritage projects in Viet Nam’** described as follows:

The project seeks to develop a toolkit that will help all levels of cultural managers and practitioners in local communities to improve their abilities to design, implement and evaluate safeguarding projects, thereby facilitating the implementation of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage and the 2009 amended Vietnam Law on Cultural Heritage. The toolkit is to include the guiding principles of safeguarding and promotion activities, as well as a set of checklists with concrete indicators for users to apply those principles in the design, implementation and evaluation process. Indicators will be linked to a national inventory system that is currently being developed. The project will be implemented under the direction of the Vietnam Institute of Culture and Art Studies (VICAS), the leading governmental agency on safeguarding and promoting the intangible cultural heritage of Viet Nam, with the collaboration of the Department of Cultural Heritage (DCH) under the Ministry of Culture, Sports and Tourism and the Institute of Cultural Studies (ICS) of the Vietnam Academy of Social Sciences. Within the scope of twelve months, experts from the collaborating parties will produce the toolkit for a nation-wide training programme for cultural managers and officers as well as any organizations, communities and individuals working in the area of intangible cultural heritage. In the end, 1,000 copies of a toolkit will be distributed and institutionalized for use throughout Viet Nam.

1. Decides that, from the information provided in file 00591, **Capacity building in designing, implementing and evaluating intangible cultural heritage projects in Viet Nam** responds as follows to the criteria for international assistance in Paragraph 12 of the Operational Directives and to the additional considerations in Paragraph 10:

A.1 There is adequate evidence that cultural managers, local officers and a focus group of practitioners and community members were involved in the preparation of the request and will continue to participate in carrying out proposed activities to design and produce an effective toolkit to be used in evaluating future intangible cultural heritage safeguarding projects;

A.2 The budget is well conceived and clearly structured with an overview of individual activities and shares of costs; the amount of assistance appears to be appropriate;

A.3 The proposed activities are well conceived, methodical and feasible, presented in a logical step-by-step procedure, and there is consistency between the activities planned, the timetable and the budget; monitoring and evaluation of the programme are built in;

A.4 There is clear verification that the project will have lasting results as it will produce 1,000 copies of a toolkit to be distributed and institutionalized by provincial Departments of Culture, Sports and Tourism, Vestige Management Boards, museums, relevant organizations, communities, workshop trainers, and individuals in an effort to equip them to better design, implement, and evaluate ICH projects in Viet Nam;

A.5 The support requested from the Intangible Cultural Heritage Fund constitutes 62.5 % of the total, with the remaining costs (37.5%) to be borne by the Viet Nam Institute of Culture and Art Studies (VICAS), the leading governmental agency on safeguarding and promoting the intangible cultural heritage of Viet Nam;

A.6 Financial assistance will be used expressly for building the capacity of various organizations, groups and individuals to expand and enhance their capacities to safeguard the intangible cultural heritage of Viet Nam;

A.7 The submitting State has previously received preparatory assistance from the Intangible Cultural Heritage Fund for the elaboration of two nominations to the List of Intangible Cultural Heritage in Need of Urgent Safeguarding for ‘Ca trù singing’ (inscribed in 2009) and ‘Xoan singing of Phú Thọ Province’ (inscribed in 2011); Viet Nam provided the work stipulated by the terms of reference of the respective contracts and, following UNESCO’s regulations, these contracts were duly completed;

10(a) The project will be carried out at the national and sub-national level;

10(b) The proposal alludes to the project having a multiplier effect through its potential to raise awareness of social and economic contributions of intangible cultural although it does not does not go into details of possible financial and technical contributions that might be stimulated.

1. Approves, as authorized body, the international assistance request from Viet Nam for ‘Capacity building in designing, implementing, and evaluating intangible cultural heritage projects in Viet Nam’ for an amount of US$25,000;
2. Requests the Secretariat to reach agreement with the requesting party on the technical details of the assistance.

**DRAFT DECISION 7.COM 3.BUR 4.2**

The Bureau,

1. Recalling Chapter V of the Convention and Chapter I of the Operational Directives, concerning the approval of international assistance requests,
2. Having examined Document ITH/12/7.COM 3.BUR/4 as well as the international assistance request 00609 from Malawi for the project ‘Development of an inventory of intangible heritage of Malawi’,
3. Takes note that Malawi has requested international assistance for the project entitled **‘Development of an inventory of intangible heritage of Malawi’** described as follows:

The project seeks to put in place appropriate safeguarding measures by developing an inventory of the intangible cultural heritage of the Northern Region of Malawi. The community-based inventory will be developed by a trained and experienced team using diverse field methodologies of collecting and registering data..The project will be implemented under the responsibility of the Malawi National Commission for UNESCO who will coordinate, monitor and evaluate the results, with the active collaboration of the Department of Culture, under the Principal Secretary of the Ministry of Tourism, Wildlife and Culture. The Department of Culture will supervise the implementation of the activities in collaboration with specific officers from the division of Museums and Arts and Crafts of the same Department. Other organizations such as Mzuzu University and the National Youth Council will be also involved in the project. Within the scope of seven months, several preparatory meetings will be organized with the involvement of the communities concerned. Then three community trainings will be organized in three districts of North Malawi, followed by field research and documentation for each district. In the end a community-based inventory of the region will be developed.

1. Decides that, from the information provided in file 00609, **Development of an inventory of intangible heritage of Malawi** responds as follows to the criteria for international assistance in Paragraph 12 of the Operational Directives and to the additional considerations in Paragraph 10:

A.1 The clear involvement of communities in the implementation of the activities has been highlighted, supported by evidence that local officers and researchers were involved in the preparation of the request; local community youth identified through the National Youth Council will be the primary researchers in the project;

A.2 The budget is well conceived and clearly detailed with an overview of the financial contribution of the State and the unit costs; the amount of assistance appears to be appropriate;

A.3 The proposed activities are well conceived, methodical and feasible, presented in a logical step-by-step procedure, and there is consistency between the activities planned, the timetable and the budget; monitoring and evaluation of the programme are built in;

A.4 There is a clear demonstration that the project will have lasting results as it is part of an integrated action of ICH inventorying carried out by the national institutions involved in ICH safeguarding, built upon previous experiences in inventorying; nevertheless greater attention could have been given in the request to plans for updating the inventory as a safeguarding measure;

A.5 The support requested from the Intangible Cultural Heritage Fund constitutes 87.2% of the total, with the remaining costs (12.8%) to be borne by Malawi; substantial additional in-kind support of Malawi government personnel will be provided, even if its value is not calculated;

A.6 Financial assistance will be used for training of various organizations, groups and individuals, focusing on youth and practitioners to enhance their capacities to safeguard their intangible cultural heritage;

A.7 The submitting State has not previously received any international assistance from the Intangible Cultural Heritage Fund; although representatives of the State have participated in a capacity-building workshop activity of training of trainers organized within the framework of the UNESCO/Flanders Funds-in-Trust Project to strengthen national capacities for the implementation of the 2003 Convention in 2012.

10(a) The project will be carried out at the national and sub-national level;

10(b) The project will contribute to a national inventory of the intangible cultural heritage of Malawi that will be further carried out by the Department of Culture; the request identifies and details private and public possible financial and technical contributions that might be stimulated.

1. Approves, as authorized body, the international assistance request from Malawi for ‘Development of an inventory of intangible heritage of Malawi’ for an amount of US$24,947.23;
2. Requests the Secretariat to reach agreement with the requesting party on the technical details of the assistance.