**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 5 of the Provisional Agenda:  
Utilization of the funds allocated for ‘other functions of the Committee’  
under the Plan for the use of the resources of the Intangible Cultural Heritage Fund**

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| **Summary**  The Plan for the use of the resources of the Intangible Cultural Heritage Fund approved by the General Assembly for the period of 1 January 2012 to 31  December 2013 provides that a share of the resources are allocated to ‘other functions of the Committee’ as described in Article 7 of the Convention and the Operational Directives.  The present document presents a specific proposal prepared by the Secretariat for the utilization of these funds for the period beginning 1 July 2012. Exercising the authority delegated by the Committee, the Bureau is invited to decide upon the utilization of the funds allocated under this category on the basis of this specific proposal. The Bureau is asked to take its decision through electronic consultation.  **Decision required:** paragraph 16 |

1. **INTRODUCTION**
2. At its fourth session, the General Assembly is to adopt a Plan for the use of the resources of the Fund and budget for the period 1 January 2012 to 31 December 2013 (Resolution 4.GA 7) which allocates a portion of the budget under line 3 for ‘Other functions of the Committee’, as described in Article 7 of the Convention and in the Operational Directives. Such ‘other functions’ aim, in particular, at promoting the objectives of the Convention and encouraging and monitoring its implementation through strengthening institutional and community capacities for effectively safeguarding intangible cultural heritage, raising awareness of such heritage and its significance, and disseminating information about best safeguarding practices. This support has been instrumental to supplement the Regular Programme and Budget of the Organization. It is of particular importance under the present financial situation.
3. In its Decision 6.COM 20, the Committee decided to continue with the mechanism set in place in previous sessions for authorizing expenditures in this category. In that Decision, the Committee ‘delegates to its Bureau the authority to decide upon the utilization of the funds allocated under item 3 of the Plan, on the basis of specific proposals to be prepared by the Secretariat’.
4. The total amount to be allocated for the biennium under this budget line will be decided by the General Assembly during its fourth session and is unknown at the time of writing. Two options are presented in the annexes to its Document 4.GA 7: the total available under budget line 3 for ‘other functions of the Committee’ is either US$1,107,811 (Annex I: Plan submitted by the Committee) or US$923,176 (Annex II: Alternative plan proposed by the Secretariat).
5. The Secretariat would now like to request the Bureau’s approval for a specific proposal, as annexed to this document and described in part III below, to use the amount of US$594,000 for the period beginning 1 July 2012. The Bureau previously approved the amount of US$210,663 for use during the period 1 January 2012 to 30 June 2012 (see its Decision 6.COM 2.BUR 4 of 24 November 2011); these funds have almost been exhausted. The Secretariat will return to the Bureau in mid-2013 with a proposed spending plan for the balance remaining during the biennium under this line of Plan for the use of the resources of the Fund. The US$594,000 requested here thus represents 54% of the total allocation for the biennium under the Committee’s proposal or 64% of the total allocation for the biennium under the Secretariat’s alternative.
6. **RESULTS FROM PREVIOUS EXPENDITURES FOR ‘OTHER FUNCTIONS OF THE COMMITTEE’**
7. As shown in document ITH/12/4.GA/INF.7.1, almost 90% of the funds allocated by the General Assembly to ‘Other functions of the Committee’ for the period of 1 January 2010 to 31 December 2011 were spent, showing the highest execution rate of any budget line within the 2010-2011 Plan for the use of the resources of the Fund. Three-fourths of the resources supported the development of capacity-building materials and the implementation of the first phase of the global capacity-building strategy, including the organization of a series of six regional training of trainers workshops to provide intensive training on these materials to a network of sixty-five experts from all regions. Two regional capacity-building workshops were organized for African and Latin American NGOs active in the field of safeguarding intangible cultural heritage. The remaining one-fourth supported awareness-raising activities, information sharing and knowledge management. Detailed reports on the progress of implementation and the use of the funds can be found in documents ITH/10/5.COM 2.BUR/4 Rev and ITH/11/6.COM 2.BUR/4.
8. To date, more than 90% of the funds allocated to ‘Other functions of the Committee’ for the period of 1 January to 30 June 2012 have also been committed or spent in line with the plan approved in Decision 6.COM 2.BUR 4.
   1. For the four priority curricula for capacity building (ratification, implementing the Convention at the national level, community-based inventorying and elaborating nominations to the Urgent Safeguarding List) content development has been completed in English and much of the material has already been translated into French. (Additional translation into Arabic, Portuguese, Russian and Spanish is accomplished within the framework of capacity-building projects financed by extra-budgetary sources.) Efforts continue to consolidate and expand the network of facilitators who were trained in 2011 and who are now conducting capacity-building workshops on priority themes all over the world. In April 2012, using these resources, staff from the School of African Heritage (EPA) in Benin were trained on the main concepts and mechanisms of the Convention as were several African university lecturers in the field of heritage in close cooperation with the Centre for Heritage Development in Africa (CHDA).
   2. Paragraph 118 of the Operational Directives provides that ‘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 register of programmes, projects and activities that best reflect the principles and objectives of the Convention’. The Committee published a printed leaflet in English and French on the elements inscribed on the Representative List and the Urgent Safeguarding List and the Best Safeguarding Practices selected by the Committee in 2011. It also published brochures on the 2010 and 2011 Representative List, Urgent Safeguarding List and Register of Best Practices in electronic format. The Secretariat is working closely with a Brazilian non-governmental organization to produce information materials on Fandango’s Living Museum which was selected by the Committee as a best safeguarding practice in November 2011.
   3. Using the funds allocated for knowledge management, the Secretariat has significantly enhanced the system at different levels: core navigation functions of the internal interface have been updated for improved data management by the Secretariat; an online tool for the registration of participants for statutory meetings has been successfully launched in May 2012, resulting in highly improved functionalities for almost 500 participants; online interfaces have been developed for an online calendar and directory of events undertaken within States on the occasion of the 10th anniversary of the Convention. The management of requests to use the ICH emblem will be automated within the coming weeks, which will greatly facilitate the submission and processing of requests by States Parties and the Secretariat.
9. **PROPOSED EXPENDITURES FOR ‘OTHER FUNCTIONS OF THE COMMITTEE’ BEGINNING 1 JULY 2012**
10. The requested funds would be used for several statutory purposes (see Annex), consistent with the Operational Directives, the resolutions of the General Assembly and the decisions of the Committee. The primary use (43%) will remain for implementing the global capacity-building strategy that the Committee launched in 2010. The Secretariat also proposes that 28% of funds be used for publishing information materials on the Convention and its mechanisms, 21% for improving the performance of the knowledge management system and its public face, namely the Intangible Cultural Heritage website, and 8% for developing information material on Best Safeguarding Practices.
11. Following the first phase of the capacity-building strategy and the many workshops that have been held as part of it, the present spending plan (see Annex, item A.1) requests US$65,000 for developing content on other topics requested by beneficiaries, namely the elaboration and planning of safeguarding measures and the contributions of intangible cultural heritage to sustainable development. An additional amount of US$90,000 is requested for design and packaging of the existing training curricula so that they meet the specific needs of both facilitators and trainees regarding pedagogical effectiveness and ease of handling and reproduction (Annex, item A.2).
12. Now that a significant number of facilitators have been actively engaged in conducting capacity-building workshops, the Secretariat is planning to organize stock-taking meetings to bring them together to exchange experiences to date and offer suggestions both on curriculum revision and on training methods that have proven to be effective or not. The category 2 centre in China will host one such workshop in 2012; a second workshop is proposed here for Latin America or Africa that would provide a valuable opportunity to refresh knowledge and ensure that facilitators remain up to date on the latest developments within the Convention. The Secretariat proposes to allocate US$80,000 to this purpose (Annex, item A.3).
13. Seizing the occasion of the seventh session of the Committee to be held in Grenada from 25 to 30 November 2012, the Secretariat proposes to organize a youth forum that will bring together about 25 to 30 participants from youth organizations who are active in the field of culture, coming from different Caribbean SIDS. It will introduce them to the core concepts of the Convention and provide them with a substantial understanding of its mechanisms and their role in the safeguarding of the intangible cultural heritage, thereby reinforcing their capacities to play the crucial role that the Convention anticipates for youth. After the three-day forum, participants will have the opportunity to take part as assistants and observers in the Committee session. The Secretariat requests US$20,000 from the Intangible Cultural Heritage Fund (Annex, item A.4), to supplement the generous contribution from Bulgaria.
14. As specified in paragraph 42 of the Operational Directives, ‘the Committee shall encourage research, documentation, publication and dissemination’ of the national, sub-regional and regional programmes, projects and activities that it considers best reflect the principles and objectives of this Convention. The Secretariat proposes to allocate US$50,000 to develop information materials about two or three best practices among those that have already been selected by the Committee or that will be selected at its seventh session in November 2012 (Annex, item B). These activities aim at encouraging research on the safeguarding measures included in these programmes and making available information about them and experiences gained.
15. At its fourth session, the General Assembly is expected to amend the Operational Directives for the Implementation of the Convention (Resolution 3.GA 5), therefore necessitating publication of an updated version of the Basic Texts of the Convention. The Secretariat proposes to allocate US$90,000 (Annex, item C.1) to publishing an updated version of the Basic Texts in the six working languages of the Convention (Arabic, Chinese, English, French, Russian and Spanish). A total of 16,700 copies will be printed (1,000 in Arabic, 700 in Chinese, 7,000 in English, 5,000 in French, 1,000 in Russian and 2,000 in Spanish).
16. As noted in paragraph 7 above, the Committee published a leaflet in English and French on the 2011 inscriptions. However, the funds available only allowed a limited print run, and therefore the Secretariat proposes to reprint the 2011 leaflet. Funds are requested in the amount of US$37,000 (Annex, item C.2) for reprinting 7,000 additional copies of the 2011 leaflet (4,000 in English and 3,000 in French) and publishing the 2012 leaflet in a print edition of 9,000 copies (5,000 in English and 4,000 in French). The Secretariat proposes to allocate US$17,000 to the initial pre-production costs of the 2012 and 2013 cumulative brochures (Annex, item C.3), which will be completed in late 2013 and early 2014 under future spending plans. The Secretariat also proposes to allocate US$20,000 to cover the costs related to the distribution of the Basic Texts and leaflets among its main partners, and in particular stakeholders involved in the capacity-building strategy (Annex, item C.4).
17. Finally, as explained in document ITH/12/4.GA/INF.4.3, managing the huge quantity of information associated with the work of the Committee and General Assembly is made possible only through the Intangible Cultural Heritage Section’s purpose-built knowledge management system, supported entirely through extra-budgetary funds, including the Intangible Cultural Heritage Fund. Considering the importance of this daily working tool to facilitating the work not only of the statutory organs (the Secretariat, the States Parties, the Committee and its advisory bodies) but also of other actors such as the capacity-building facilitators who now have their dedicated web area, and the lack of prospects that the Regular Programme can meet these needs, the Secretariat proposes that the spending plan allocate US$125,000 to support the maintenance and development of the knowledge management system, in particular in order to provide enhanced on-line functionalities such as personalized access for States Parties to follow more closely the status of on-going files, better monitoring and visibility of international assistance granted, and the possibility of on-line submission of reports, requests and nominations.
18. The Bureau is reminded that, in order to avoid interruptions or delays in execution, the Committee decided (Decision 6.COM 20) to authorize the Director-General to make transfers between approved activities under this line of the Plan for the resources of the Fund up to a cumulative amount of US$25,000. The Secretariat would then inform the Bureau in writing, at the session following such action, of the details and reasons for these transfers. As decided by the Committee, any transfers larger than that amount would require the Bureau’s prior approval of a revised plan of expenditure.
19. The Bureau is asked to evaluate and decide on this proposed spending plan through electronic consultation, as provided in Rule 12.3 of the Rules of Procedure of the Committee. The Bureau of the Committee may wish to adopt the following decision:

**DRAFT DECISION 7.COM 3.BUR 5**

The Bureau,

1. Having examined document ITH/12/7.COM 3.BUR/5 and its annex,
2. Recalling Resolution 4.GA 7 and Decision 6.COM 20,
3. Authorizes the expenditures specified in that document and its annex;
4. Requests the Secretariat to report on the progress of implementation and the way the funds are spent;
5. Invites the Chairperson of the Committee to bring this decision to the attention of the Committee at its seventh session.

**ANNEX**

**Spending plan for the funds allocated for other functions of the Committee  
under the Plan for the use of the resources of the Fund**

| **Activity** | **Description** | **Amount** |
| --- | --- | --- |
| **A. Capacity-building** | | **$255,000** |
| **A.1 Content development of new capacity-building materials: development of safeguarding plans, intangible cultural heritage and sustainable development** | |  |
| Content development for trainers and trainees manuals | Professional services for content development | $65,000 |
| **A.2 Production of existing capacity-building materials: national implementation, inventorying, elaboration of files** | |  |
| Pre-production | Professional services for translation, copy-editing, graphic design, layout, proofreading | $90,000 |
| **A.3 Stock-taking workshop for trained facilitators** | |  |
| Workshop for 10 to 15 facilitators | Travel and subsistence of participants, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment | $80,000 |
| **A.4 First Caribbean Youth Forum on Safeguarding Intangible Cultural Heritage** | |  |
| Forum on the implementation of the 2003 Convention | Travel and subsistence of participants, trainers' services and expenses, meeting facilities and equipment, reproduction costs, local travel, hospitality, communications, shipment | $20,000 |
| **B. Promotion and dissemination of Best Safeguarding Practices** | | **$50 000** |
| Research, documentation, publication and dissemination of best practices | Professional services for content development, text preparation, translation, design and layout in English and French | $50,000 |
| **C. Communication and Visibility** | | **$164,000** |
| **C.1 Publication of Basic Texts as amended by the fourth session of the General Assembly (Arabic, Chinese, English, French, Russian and Spanish)** | |  |
| Pre-production and printing of 2012 edition | Printing costs, professional services for translation, copy-preparation, graphic design, layout and proofreading | $90,000 |
| **C.2 Publication of leaflets of Urgent Safeguarding and Representative Lists and the Register of Best Safeguarding Practices (English and French)** | |  |
| Re-printing of 2011 leaflets, pre-production and printing of 2012 leaflets | Printing costs, professional services for drafting, editing, translation, copy-preparation, graphic design, layout and proofreading | $37,000 |
| **C.3 Publication of brochures of the 2012 & 2013 Urgent Safeguarding and Representative Lists and the Register of Best Safeguarding Practices (English and French)** | |  |
| Pre-production | Professional services for drafting, editing, translation, copy-preparation, graphic design, layout, proofreading | $17 000 |

| **Activity** | **Description** | **Amount** |
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| **C.4 Distribution of printed materials** | |  |
| Shipment | Shipping costs to Field Offices, National Commissions and other stakeholders | $20 000 |
| **D. Knowledge management services** | | **$125 000** |
| Development of on-line functionalities and dedicated webpages | Professional services for management of the knowledge system and software development | $125 000 |
| **TOTAL** | | **$594 000** |