**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, Room VIII**

**1 October 2024**

**10 a.m. – 1 p.m.**

**DECISIONS**

**DECISION 19.COM 3.BUR 2**

The Bureau,

1. Having examined document [LHE/24/19.COM 3.BUR/2](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-2_en.docx) and its annex,
2. Adopts the agenda of its third meeting as annexed to this Decision.

**ANNEX**

**Agenda of the third meeting of the 19.COM Bureau**

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| Agenda item | Document |
| 1. | Opening |  |
| 2. | Adoption of the agenda | LHE/24/19.COM 3.BUR/2  |
| 3. | Examination of requests for International Assistance up to US$100,000 | LHE/24/19.COM 3.BUR/3 |
| 4. | Administrative management of International Assistance projects  | LHE/24/19.COM 3.BUR/4  |
| 5. | Adoption of the provisional timetable of the nineteenth session of the Committee  | LHE/24/19.COM 3.BUR/5  |
| 6. | Use of the emblem of the Convention for the Safeguarding of the Intangible Cultural Heritage  | LHE/24/19.COM 3.BUR/6 |
| 7. | Other business1. Statutory meeting dates in 2024
2. Working methods of the nineteenth session of the Committee
3. Nominations under the 2024 cycle *(in private session)*
4. Follow-up on elements inscribed on the Lists of the Convention
5. Other issues
 | LHE/24/Schedule Rev.2 |
| 8. | Closure  |  |

**DECISION 19.COM 3.BUR 3.1**

The Bureau,

1. Recalling Article 23 of the Convention as well as Chapter I.4 of the Operational Directives relating to the eligibility and criteria of International Assistance requests,
2. Having examined document [LHE/24/19.COM 3.BUR/3](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-3_en.docx) as well as International Assistance request no. 02127 submitted by Belize,
3. Takes note that Belize has requested International Assistance for the project entitled **Empowering communities for the safeguarding of Belize’s foodways: a community-based inventory project for sustainable development and disaster resilience**:

To be implemented by the National Institute of Culture and History (NICH), this twenty-four-month project aims to strengthen community capacity and create a comprehensive inventory of foodways in Belize, which faces threats related to globalization, rapid urbanization and climate change. The project will equip community members and cultural officers with the knowledge and skills to document, inventory and safeguard living heritage, with a particular focus on foodways. It aims to result in an inventory of at least eighty food-related elements of living heritage representing the country’s various cultural groups. Through a phased approach, the project will start with consultations among practitioners, bearers and community representatives to review existing food-related intangible cultural heritage and safeguarding efforts. Training workshops focusing on safeguarding and documenting living heritage will be conducted at the national and district levels. Workshop participants will then conduct community-based inventorying focused on traditional knowledge, recipes, preparation techniques, rituals and associated practices related to food. The project also entails producing educational videos and a campaign to raise awareness about the inventoried elements. The project is expected to contribute to sustainable development by safeguarding Belize’s foodways and culinary traditions and to enhance the country’s disaster risk preparedness and resilience.

1. Further takes note that this assistance aims to support a project implemented at the national level, in accordance with Article 20 (c) of the Convention, and that it takes the form of the **provision of a grant**, pursuant to Article 21 (g) of the Convention;
2. Also takes note that Belize has requested an allocation of US$98,600 from the Intangible Cultural Heritage Fund for the implementation of the project;
3. Decides that, from the information provided in file no. 02127, the request responds as follows to the criteria for granting International Assistance given in paragraphs 10 and 12 of the Operational Directives:

**Criterion A.1:** This project was initiated in response to a request from the State Party for technical assistance to prepare an International Assistance request. An expert advised the State Party in developing their request in August 2024. Communities played a central role in the preparation of the request, through their participation in the Belize Intangible Cultural Heritage (ICH) Network (<https://belizelivingheritage.org/>). This network brings together a diverse group of practitioners, researchers, NGOs, civil society and community representatives, including cultural organizations such as the Garifuna National Council, the Kriol National Council, and Maya indigenous associations, among others. The network met on three occasions to reflect on the needs and to make recommendations to prepare the request. The communities’ involvement in all aspects of project planning, implementation, monitoring and evaluation is clearly demonstrated. They will also be represented in the project advisory committee. Finally, women, who play a central role in safeguarding the food heritage of Belize, are adequately represented, demonstrating that gender balance is ensured throughout the project.

**Criterion A.2:** The budget breakdown and the proposed timetable are well structured and in line with the activities described in the request. The amount of assistance requested is deemed appropriate.

**Criterion A.3:** The request is clearly structured and presents ten activities that relate to: research and documentation; awareness raising and the production of communication materials; capacity-building training and community-based inventories; and monitoring and evaluation, among others. The activities are clearly identified and correspond to the objectives and expected results outlined in the request. They seem feasible for the proposed project duration.

**Criterion A.4:** The activities appear to ensure the sustainability of the project outcomes through three key mechanisms: (a) capacity building and the acquisition of equipment to enable communities to continue documenting, inventorying and safeguarding their foodways and other elements of living heritage; (b) the creation of an online and open-access digital inventory, which will serve as a sustainable resource for research, education and additional community-based initiatives; and (c) strengthening the Belize Intangible Cultural Heritage Network to continue to function as a platform for collaboration, knowledge sharing and advocacy, for the safeguarding and promotion of Belize’s cultural heritage. Finally, the project is expected to contribute to sustainable development by safeguarding foodways and their associated culinary traditions, while promoting cultural pride and enhancing disaster preparedness and resilience.

**Criterion A.5:** The requesting State Party will contribute 38 per cent (US$60,437) of the total amount of the project budget (US$159,037). Consequently, International Assistance is requested from the Intangible Cultural Heritage Fund for the remaining 62 per cent of the total amount of the project.

**Criterion A.6:** Capacity building will primarily benefit community members and bearers, including women and young people. The project aims to establish a sustainable and robust network of individuals committed to safeguarding living heritage, with a focus on community ownership and empowerment. In addition, it will build the capacity of the focal point and of 140 community members in safeguarding and inventorying intangible cultural heritage. It will also provide training to at least fifteen coordinators from the ‘Houses of culture’ and to state representatives at the district level, equipping them with the skills to continue the inventorying and developing safeguarding measures for foodways. Finally, the equipment acquired during the project will be made available to communities for future inventorying activities in the country.

**Criterion A.7:** Belize has benefitted from the Fund through the two multinational International Assistance projects.[[1]](#footnote-1)

**Paragraph 10(a):** The project is national in scope and involves partners such as the Belize Intangible Cultural Heritage Network, the Institute for Social and Cultural Research, the Institute of Archaeology, the Institute for Creative Arts, and the Museum of Belize and Houses of culture.

**Paragraph 10(b):** The project focus on food security, which is inherent to sustainable development and disaster resilience, could attract new partnerships with and support from agencies working in these areas, such as the National Emergency Management Organization and the Sustainable Development Unit of the Government of Belize. Furthermore, the Belize Intangible Cultural Heritage Network will be reinforced and enlarged with trained members who can actively participate in festivals and cultural exchanges, at national and international levels. The project is also expected to contribute to creating opportunities for knowledge sharing and collaboration with other communities and organizations.

1. Approves the International Assistance request from Belize for the project entitled **Empowering communities for the safeguarding of Belize’s foodways: a community-based inventory project for sustainable development and disaster resilience**,and grants the amount of US$98,600 for the implementation of this project;
2. Notes with appreciation that the current request addresses the training needs of communities, identified during the implementation of an ongoing extra-budgetary project[[2]](#footnote-2) as indicated in the [periodic report](https://ich.unesco.org/doc/download.php?versionID=63291) submitted by the State Party in 2022;
3. Notes with interest the project’s focus on the inventorying of foodways and their safeguarding and encourages the State Party to share its experience gained from the project, in particular on the ways in which living heritage related to foodways could contribute to disaster resilience and food security;
4. Requests that the Secretariat reach an agreement with the requesting State Party on the technical details of the assistance, paying particular attention to ensuring that the budget and the work plan of the activities to be covered by the Intangible Cultural Heritage Fund are detailed and specific enough to provide a sufficient justification of all the expenditures;
5. Invites the requesting State Party to use Form ICH-04-Report to report on the use of the assistance granted.

**DECISION 19.COM 3.BUR 3.2**

The Bureau,

1. Recalling Article 23 of the Convention as well as Chapter I.4 of the Operational Directives relating to the eligibility and criteria of International Assistance requests,
2. Having examined document [LHE/24/19.COM 3.BUR/3](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-3_en.docx) as well as International Assistance request no. 02147 submitted by Equatorial Guinea,
3. Takes note that Equatorial Guinea has requested International Assistance for the project entitled **Implementation of a plan for the safeguarding of the intangible cultural heritage in Equatorial Guinea: training and pilot inventory of traditional dances**:

To be implemented by the Cultural Heritage Department of the Ministry of Culture, Tourism and Handicraft Promotion, this twenty-one-month project aims to build national capacity for safeguarding intangible cultural heritage in Equatorial Guinea and to establish a pilot inventory. The project involves a series of training workshops on the principles of the 2003 Convention, inventorying and safeguarding. It also entails carrying out safeguarding and awareness-raising activities and conducting a participatory pilot inventory. The inventory will focus on traditional dances and their associated elements, given their multi-ethnic and nationwide scope. Regional workshops will be coordinated in collaboration with neighbouring communities and villages, to ensure the participation of diverse social and ethnic groups, as well as gender equality. They will also provide information about the viability and transmission of the elements to be included in the inventory and contribute to the communication materials, including brochures and audiovisual materials. The project is expected to generate interest in living heritage among bearers, communities and cultural associations, among others. It is also expected to result in further safeguarding activities, such as the organization of local traditional dance festivals and the development of safeguarding plans.

1. Further takes note that this assistance aims to support a project implemented at the national level, in accordance with Article 20 (c) of the Convention, and that it takes the form of the **provision of a grant**, pursuant to Article 21 (g) of the Convention;
2. Also takes note that Equatorial Guinea has requested an allocation of US$100,000 from the Intangible Cultural Heritage Fund for the implementation of the project;
3. Decides that, from the information provided in file no. 02147, the request responds as follows to the criteria for granting International Assistance given in paragraphs 10 and 12 of the Operational Directives:

**Criterion A.1:** This project was initiated in response to a request from the State Party for technical assistance to prepare its first International Assistance request. In April 2024, a Spanish-speaking expert undertook a mission to the requesting State Party, during which the national authorities convened a workshop involving over thirty participants who shared their safeguarding needs and gave their consent to participate in the project. A variety of stakeholders, including dancers, artists, students, officials and community representatives, contributed to these discussions. It was agreed that the request should focus on the safeguarding of traditional dances, which are at risk of disappearance and therefore need to be revitalized. Communities will participate in the planning, monitoring and follow-up of the project.

**Criterion A.2:** The budget is well structured, and the project costs are clearly explained. The amount of assistance requested is deemed appropriate for the implementation of the proposed activities.

**Criterion A.3:** The request presents five main activities: (a) the establishment of project coordination bodies; (b) capacity building workshops; (c) community-based inventorying; (d) the implementation of safeguarding projects; and (e) awareness raising. The activities are presented in a logical sequence and correspond to the objectives and expected results outlined in the request.

**Criterion A.4:** The project will have lasting results, as it illustrates the commitment of the State Party to give greater visibility to living heritage and, more broadly, to cultural heritage. Through a wide range of activities, it will contribute to promoting cultural tourism, raising public awareness about the importance of safeguarding traditional dances, and mobilizing financial resources from national authorities to support these practices. The State Party’s decision to start with a pilot inventory of traditional dances, a practice deeply rooted throughout the territory, aims to enhance social cohesion and promote the cultural diversity of all communities.

**Criterion A.5:** The requesting State Party will contribute 12 per cent (US$13,541) of the total amount of the project budget (US$113,541). Consequently, International Assistance is requested from the Intangible Cultural Heritage Fund for the remaining 88 per cent of the total amount of the project.

**Criterion A.6:** The specific objective of the request is to build national and local capacities to safeguard intangible cultural heritage. The project has two training components. The first is a training of trainers that will form a solid group of thirty resource persons in the field of intangible cultural heritage. These trainers will come from the Ministry of Culture, Tourism and Handicraft Promotion, universities, and cultural institutions and they will conduct training workshops throughout the country. The second component consists of a series of eight workshops to train communities, bearers, youth and staff from local associations on the key principles of the 2003 Convention and on community-based inventory methodologies. A total of 200 participants will take part in these workshops. The project will contribute to the dissemination of knowledge to community members in the provinces and support the development of future inventories at the local and national levels.

**Criterion A.7:** The requesting State Party has not previously received any financial assistance from UNESCO under the Intangible Cultural Heritage Fund of the 2003 Convention to implement activities in the field of intangible cultural heritage.

**Paragraph 10(a):** The project is national in scope and involves national and local partners, including the Ministry of Culture, Tourism and Handicraft Promotion, the National Commission to UNESCO, and provincial and local authorities.

**Paragraph 10(b):** The project is expected to contribute to raising awareness on the importance of safeguarding intangible cultural heritage, particularly traditional dances. Furthermore, the pilot inventory and the communication materials developed during the project will contribute to raising awareness among communities about the importance of safeguarding their living heritage. They may also encourage similar initiatives for the inventorying of intangible cultural heritage in Equatorial Guinea.

1. Approves the International Assistance request from Equatorial Guinea for the project entitled **Implementation of a plan for the safeguarding of the intangible cultural heritage in Equatorial Guinea: training and pilot inventory of traditional dances**,and grants the amount of US$100,000 for the implementation of this project;
2. Notes with interest the plan to provide two microgrants as a potential mechanism of supporting communities in safeguarding living heritage and encourages the State Party to provide detailed feedback on the effectiveness of this initiative when reporting on the use of the assistance granted;
3. Requests that the Secretariat reach an agreement with the requesting State Party on the technical details of the assistance, paying particular attention to ensuring that the budget and the work plan of the activities to be covered by the Intangible Cultural Heritage Fund are detailed and specific enough to provide a sufficient justification of all the expenditures;
4. Invites the requesting State Party to use Form ICH-04-Report to report on the use of the assistance granted.

**DECISION 19.COM 3.BUR 3.3**

The Bureau,

1. Recalling Article 23 of the Convention as well as Chapter I.4 of the Operational Directives relating to the eligibility and criteria of International Assistance requests,
2. Having examined document [LHE/24/19.COM 3.BUR/3](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-3_en.docx) as well as International Assistance request no. 02344 submitted by The Gambia,
3. Takes note that The Gambia has requested International Assistance for the project entitled **Building capacities on intangible cultural heritage inventorying, safeguarding and awareness raising activities in The Gambia**:

To be implemented by the National Centre for Art and Culture, this two-year project aims to build the capacities of communities and practitioners and to promote the safeguarding and transmission of The Gambia’s intangible cultural heritage. The project has a particular focus on the safeguarding of the Kankurang, Manding initiatory rite, an element inscribed in 2008 on the Representative List of the Intangible Cultural Heritage of Humanity (originally proclaimed in 2005 as part of the Masterpieces of the Oral and Intangible Heritage of Humanity). The project involves: (a) supporting community-based safeguarding activities; (b) conducting awareness-raising activities such as radio talk shows, broadcasts and inter-school competitions; (c) updating The Gambia’s intangible cultural heritage catalogue, which was created during a pilot project carried out in 2022–2023, and adapting it to an online format for regular updating by community representatives; and (d) upgrading and rehabilitating the Kankurang cultural centre, furnishing its education room and constructing a performance stage. Activities will also include the coordination of capacity-building workshops on the 2003 Convention and a community-based inventorying of ninety elements of intangible cultural heritage, in addition to thirty elements already inventoried during the above-mentioned pilot project. The request places a particular focus on women-led elements in the Central River region. The community festivals associated with the project will generate income and facilitate the transfer of knowledge and skills to younger generations.

1. Further takes note that this assistance aims to support a project implemented at the national level, in accordance with Article 20 (c) of the Convention, and that it takes the form of the **provision of a grant**, pursuant to Article 21 (g) of the Convention;
2. Also takes note that The Gambia has requested an allocation of US$99,930 from the Intangible Cultural Heritage Fund for the implementation of the project;
3. Decides that, from the information provided in file no. 02344, the request responds as follows to the criteria for granting International Assistance given in paragraphs 10 and 12 of the Operational Directives:

**Criterion A.1:** The current request builds on the positive results of the intangible cultural heritage project[[3]](#footnote-3) implemented from 2022 to 2023. During this project, a series of meetings and training workshops were held to raise awareness among government officials and other relevant stakeholders about the 2003 Convention, the importance of safeguarding intangible cultural heritage as well as its contribution to the achievement of the Sustainable Development Goals. The representatives from eighteen communities involved in the pilot project expressed their wish for more comprehensive training, followed by a more detailed inventorying exercise. While the proposal was initiated by the National Centre for Art and Culture, community members and representatives from various organizations were involved in the preparation of the request. The request clearly demonstrates the involvement of communities in all the activities foreseen in the project.

**Criterion A.2:** The budget is well structured, and the project costs are clearly explained. The amount of assistance requested is deemed appropriate for the proposed activities.

**Criterion A.3:** The objectives and results of the project are well defined and appear achievable. The project consists of five main activities that align with the objectives of the request: (a) capacity-building workshops; (b) community-based inventories; (c) awareness-raising activities; (d) rehabilitation of the Kankurang centre; and (e) monitoring and evaluation.

**Criterion A.4:** The project is expected to equip a significant number of individuals and community members with the expertise and knowledge required to develop plans for the safeguarding of intangible cultural heritage throughout the country. Furthermore, the awareness-raising campaign, including on social networks, and the production of communication materials, would promote the results of the project among civil society, youth and various stakeholders. The activities aimed at enhancing the visibility of the element ‘Kankurang, Manding initiatory rite’ could raise awareness about the importance of safeguarding intangible cultural heritage at local and national levels.

**Criterion A.5:** The requesting State Party will contribute 20 per cent (US$24,984) of the total amount of the project budget (US$124,914). Consequently, International Assistance is requested from the Intangible Cultural Heritage Fund for the remaining 80 per cent of the total amount of the project.

**Criterion A.6:** The project has a clear focus on capacity building at local and national levels. During the training workshops, fifty community members and representatives from local and regional authorities will be introduced to the principles of the 2003 Convention, the development of safeguarding plans and community-based inventorying. It is expected that approximatively 400 individuals from 30 communities will participate in the inventory exercises. The request clearly describes the participation of women, both as trainers and trainees (for instance, by involving female social media influencers, comedians, rappers and radio presenters in the awareness-raising campaigns, the project intends to convey female voices not only within the communities but also to a broader audience). Overall, the project may contribute to the establishment of a sustainable framework for the safeguarding of intangible cultural heritage in The Gambia.

**Criterion A.7:** The requesting State Party has not previously received any financial assistance from UNESCO under the Intangible Cultural Heritage Fund of the 2003 Convention to implement activities in the field of intangible cultural heritage.

**Paragraph 10(a):** The project is national in scope and involves national partners such as the Ministry of Tourism and Culture, local authorities, NGOs, cultural associations and journalists.

**Paragraph 10(b):** The requesting State Party will have resource persons trained in the field of intangible cultural heritage, beyond the completion of the project. Furthermore, communities will be encouraged to develop similar initiatives in other regions of The Gambia.

1. Commends the State Party on the submission of an International Assistance request that builds on the results, successes and achievements of a recently completed project that was financed with earmarked funds under the 2003 Convention;
2. Approves the International Assistance request from The Gambia for the project entitled **Building capacities on intangible cultural heritage inventorying, safeguarding and awareness raising activities in The Gambia** and grants the amount of US$99,930 for the implementation of this project;
3. Requests that the Secretariat reach an agreement with the requesting State Party on the technical details of the assistance, paying particular attention to ensuring that the budget and the work plan of the activities to be covered by the Intangible Cultural Heritage Fund are detailed and specific enough to provide a sufficient justification of all the expenditures;
4. Invites the requesting State Party to use Form ICH-04-Report to report on the use of the assistance granted.

**DECISION 19.COM 3.BUR 3.4**

The Bureau,

1. Recalling Article 23 of the Convention as well as Chapter I.4 of the Operational Directives relating to the eligibility and criteria of International Assistance requests,
2. Having examined document [LHE/24/19.COM 3.BUR/3](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-3_en.docx) as well as International Assistance request no. 02125 submitted by Sao Tome and Principe,
3. Takes note that Sao Tome and Principe has requested International Assistance for the project entitled **Development of a national inventory of intangible cultural heritage in Sao Tome and Principe**:

To be implemented by UNESCO in collaboration with the Ministry of Education, Culture and Sciences, this sixteen-month project aims to strengthen national capacities, raise awareness about intangible cultural heritage among bearers, practitioners and the public, and support community-led safeguarding efforts. It is the first project of its kind in Sao Tome and Principe and will provide the country with an inventory framework and build the technical capacities of safeguarding actors. The activities, which will be carried out in an inclusive and participatory manner, entail: (a) capacity-building workshops on the 2003 Convention and training on inventory processes; (b) community-based inventorying, including the compilation and analysis of collected data; and (c) communication and awareness raising on intangible cultural heritage. This project was designed in collaboration with the communities concerned in the two main islands. Its implementation will be based on a dynamic partnership between these communities and the district authorities, academics and researchers, cultural associations, NGOs, and national and local media. The project is expected to lay a sustainable foundation for safeguarding living heritage and conducting routine inventorying activities.

1. Further takes note that:
2. This assistance is to support a project implemented at the national level, in accordance with Article 20 (c) of the Convention;
3. The State Party has requested International Assistance that will take the form of services from the Secretariat to the State; and
4. The assistance therefore takes the form of the **provision of services from UNESCO** (100 per cent of the financial transactions are to be managed by UNESCO), pursuant to Article 21 (b) and (g) of the Convention;
5. Also takes note that Sao Tome and Principe has requested assistance in the amount of US$99,916 from the Intangible Cultural Heritage Fund for the implementation of this project, which will be implemented by the UNESCO’s Multisectoral Regional Office for Central Africa, in close cooperation with the Intangible Heritage Directorate of the Ministry of Education, Culture and Sciences of Sao Tome and Principe;
6. Understands that UNESCO’s Multisectoral Regional Office for Central Africa will be responsible for the management of the total amount requested from the Intangible Cultural Heritage Fund, while the requesting State will be responsible for co-managing the project by: (a) providing human capacities and ensuring project monitoring activities; (b) supporting the communities throughout the project; (c) organizing the capacity-building workshops and the inventorying exercises; (d) ensuring media coverage of the project; and (e) providing logistical and technical support in the implementation of project’s activities.
7. Decides that, from the information provided in file no. 02125, the request responds as follows to the criteria for granting International Assistance given in paragraphs 10 and 12 of the Operational Directives:

**Criterion A.1:** The request was prepared as part of the technical assistance requested by the State Party for the preparation of the request for International Assistance. During this mission in August 2023, a Portuguese-speaking expert met with the communities of the two islands of the country, who agreed to participate in the project. They expressed their need to safeguard ‘Tchiloli’, a theatre tradition, which was inventoried in March 2024, and also made known their wish to participate in the elaboration of a more exhaustive inventory of living heritage on the two islands. Representatives from the six districts of Sao Tome and from the autonomous region of Principe will play an active role in the implementation of the activities foreseen in the request.

**Criterion A.2:** The budget is well-structured, with sufficient details regarding the cost of the proposed activities. The amount of assistance requested is therefore deemed appropriate for the implementation of the proposed activities.

**Criterion A.3:** The project consists of twelve activities covering: the establishment of project management structures; the purchase of equipment; capacity building on participatory, community-based inventorying and related fieldwork exercises; documentation; awareness-raising; and project monitoring. The activities are presented in a logical sequence and correspond to the objectives and expected results outlined in the request.

**Criterion A.4:** The long-term objective of the project is to capitalize on its achievements to reinforce the national policy of safeguarding intangible cultural heritage in Sao Tome and Principe. This will be achieved by conducting regular community-based inventorying with the support of the network of people trained as part of the project. The project is expected to contribute to positioning living heritage as a strategic catalyst in the implementation of the country’s Cultural Policy Charter, which is currently being revised through ongoing country-wide consultations.

**Criterion A.5:** The requesting State Party will contribute 16 per cent (US$18,830) of the total amount of the project budget (US$118,746). Consequently, International Assistance is requested from the Intangible Cultural Heritage Fund for the remaining 84 per cent of the total amount of the project.

**Criterion A.6:** The request describes how the project will significantly contribute to capacity building in various ways. It will equip the staff of the Ministry of Culture with the necessary knowledge and skills to identify, inventory and safeguard intangible cultural heritage, while allowing them to gain an in-depth understanding of best practices in safeguarding living heritage. They will also be able to develop effective policies and programmes that facilitate the transmission of these practices to future generations, while respecting the rights and needs of local communities. Furthermore, a core team of approximately thirty trainers will be established, representing government institutions, universities, NGOs and cultural associations. These individuals will conduct community-based inventories and supervise inventory teams. At the community level, the capacity-building workshops will use an inclusive approach to ensure the widest possible participation of all relevant stakeholders. The workshops will introduce the basic concepts of the 2003 Convention and strengthen the role of communities in inventorying, promoting and safeguarding their intangible cultural heritage.

**Criterion A.7:** The requesting State Party has not previously received any financial assistance from UNESCO under the Intangible Cultural Heritage Fund of the 2003 Convention to implement activities in the field of intangible cultural heritage.

**Paragraph 10(a):** The project is national in scope and involves partners such as the Ministry of Education, Culture and Sciences, the National University and its department of social sciences, cultural associations and NGOs working in the field of intangible cultural heritage.

**Paragraph 10(b):** The national inventory and the communication materials to be developed during the project will contribute to raising awareness among communities about the importance of safeguarding their living heritage. Furthermore, it is expected that living heritage will be the subject of academic research, leading to the integration of living heritage in university curricula.

1. Approves the International Assistance request from Sao Tome and Principe for the project entitled **Development of a national inventory of intangible cultural heritage in Sao Tome and Principe** and grants the amount of US$99,916 for the implementation of this project according to the modality described in paragraphs 5 and 6;
2. Notes with interest the process of revising the Cultural Policy Charter and the ongoing national consultations, which could contribute to the inclusion of intangible cultural heritage in the new policy;
3. Requests that the Secretariat reach an agreement with the requesting State Party on the technical details of the assistance, paying particular attention to ensuring that the budget and the work plan of the activities to be covered by the Intangible Cultural Heritage Fund are detailed and specific enough to provide a sufficient justification of all the expenditures;
4. Invites the requesting State Party to use Form ICH-04-Report to report on the use of the assistance granted.

DECISION 19.COM 3.BUR 4

The Bureau,

1. Having examined document [LHE/24/19.COM 3.BUR/4](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-4_EN.docx),
2. Recalling Articles 22 to 24 of the Convention as well as Chapter I.4 of the Operational Directives concerning the admissibility and selection criteria for requests for international assistance,
3. Takes note of the existing practice within the Secretariat to approve budget reallocation requests by up to 5% of the total amount of International Assistance, regardless of whether the assistance was granted initially by the Bureau or the Committee,
4. Decides that requests to modify budget allocations for International Assistance projects may be dealt with as follows, while respecting the terms and conditions of the contracts concerned:

Requests that modify the budget allocations by more than 5% and up to 10% of the total amount of International Assistance projects are to be approved by the Chairperson of the Bureau of the Committee, if the assistance was granted initially by the Bureau. The decisions of the Chairperson will be communicated to the beneficiary State(s) Partie(s) and the implementing agency in a timely manner.

The total amount of the budget approved for the project must remain unchanged, and the changes must not modify the overall aims and objectives of the project.

1. Requests that the Secretariat regularly inform the Bureau of all requests to modify budget allocations that have been examined by its Chairperson and report on the outcomes of such consultations;
2. Encourages beneficiary States Parties to carefully prepare realistic budget allocations, to the extent possible, when submitting International Assistance requests to minimize the need for modifications of budget allocations.

DECISION 19.COM 3.BUR 5

The Bureau,

1. Having examined document [LHE/24/19.COM 3.BUR/5](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-5_EN_2.docx) and its annex,
2. Takes note of the provisional agenda of the nineteenth session of the Committee;
3. Submits to the Committee the provisional timetable of its work for examination at its nineteenth session (2 to 7 December 2024, Asunción, Republic of Paraguay).

**ANNEX**

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| --- |
| **Monday, 2 December 2024** |
| As of 8.30 a.m. | Registration of participants |
| 9.30 a.m. – 12.30 p.m. | 1. | Opening |
|  | 2. | Adoption of the agenda |
|  | 3. | Observers |
|  | 4. | Adoption of the summary records of the eighteenth session of the Committee |
|  |  | Report by the Chairperson of the Committee on the Bureau activities |
|  | 5. | Report by the Secretariat on its activities (January to June 2024) |
| 12.30 – 2.30 p.m. | Break |
| 2.30 – 5.30 p.m. | 5. | Report by the Secretariat on its activities (January to June 2024) |
|  | 6. | Periodic reporting |
|  | 6.a | Examination of the reports by States Parties on the current status of elements inscribed on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding |
|  | 6.b | Examination of the reports of the regional cycle of periodic reporting on the implementation of the Convention and on the current status of elements inscribed on the Representative List of the Intangible Cultural Heritage of Humanity by States Parties in Africa |
| **Tuesday, 3 December 2024** |
| 9.00 – 9.30 a.m. |  | Meeting of the Bureau |
| 9.30 a.m. – 12.30 p.m. | 6.c | Update on the regional cycles of the Convention’s periodic reporting |
|  | 7. | Report of the Evaluation Body on its work in 2024 (Part I) |
| 12.30 – 2.30 p.m. | Break |
| 2.30 – 5.30 p.m. | 7.a | Examination of nominations for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding |
|  | 7.b | Examination of nominations for inscription on the Representative List of the Intangible Cultural Heritage of Humanity |
| **Wednesday, 4 December 2024** |
| 9.00 – 9.30 a.m. |  | Meeting of the Bureau |
| 9.30 a.m. – 12.30 p.m. | 7.b | Examination of nominations for inscription on the Representative List of the Intangible Cultural Heritage of Humanity |
| 12.30 – 2.30 p.m. | Break |
| 2.30 – 4.30 p.m. | 7.b | Examination of nominations for inscription on the Representative List of the Intangible Cultural Heritage of Humanity |
| **Thursday, 5 December 2024** |
| 9.00 – 9.30 a.m. |  | Meeting of the Bureau |
| 9.30 a.m. – 12.30 p.m. | 7.b | Examination of nominations for inscription on the Representative List of the Intangible Cultural Heritage of Humanity |
|  | 7.c | Examination of requests for transfer of elements from one list to the other |
| 12.30 – 2.30 p.m. | Break |
| 2.30 – 5.30 p.m. | 7.d | Examination of proposals to the Register of Good Safeguarding Practices |
|  | 7. | Report of the Evaluation Body on its work in 2024 (Part II) |
|  | 8. | Follow-up on elements inscribed on the Lists of the Convention |
| **Friday, 6 December 2024** |
| 9.00 – 9.30 a.m. |  | Meeting of the Bureau |
| 9.30 a.m. – 12.30 p.m. | 9. | Report on International Assistance from the Intangible Cultural Heritage Fund |
|  | 10. | Broader implementation of Article 18 of the Convention |
| 12.30 – 2.30 p.m. | Break |
| 2.30 – 5.30 p.m. | 11. | Thematic initiatives on living heritage and sustainable development |
|  | 12. | Intangible Cultural Heritage Fund: voluntary supplementary contributions and other issues |
|  | 13. | Report of the non-governmental organizations forum |
| **Saturday, 7 December 2024** |
| 9.00 – 9.30 a.m. |  | Meeting of the Bureau |
| 9.30 a.m. – 12.30 p.m. | 14. | Establishment of the Evaluation Body for the 2025 cycle (Part I) |
|  | 15. | Number of files submitted for the 2024 and 2025 cycles and number of files that can be treated in the 2026 and 2027 cycles |
|  | 16. | Date and place of the twentieth session of the Committee |
| 12.30 – 2.30 p.m. | Break |
| 2.30 – 5.30 p.m. | 17. | Election of the members of the Bureau of the twentieth session of the Committee |
|  | 14. | Establishment of the Evaluation Body for the 2025 cycle (Part II) |
|  | 18. | Other business |
|  | 19. | Adoption of the list of decisions |
|  | 20. | Closure |

DECISION 19.COM 3.BUR 6

The Bureau,

1. Having examined document [LHE/24/19.COM 3.BUR/6](https://ich.unesco.org/doc/src/LHE-24-19.COM_3.BUR-6_EN.docx),
2. Recalling 34C/Resolution 86 and the Graphical Standards and Logo Toolkit (2021) as well as sub-chapter IV (especially paragraphs 133 and 139) of the Operational Directives,
3. Further recalling Resolutions [2.GA 9.bis](https://ich.unesco.org/en/Resolutions/2.GA/9Bis), [9.GA 13](https://ich.unesco.org/en/resolutions/9.GA/13) and [10.GA 10](https://ich.unesco.org/en/resolutions/10.GA/10), and Decisions [1.EXT.COM 8](https://ich.unesco.org/doc/src/00192-EN-PDF.pdf), [2.COM 13](https://ich.unesco.org/en/Decisions/2.COM/13) and [7.COM 13.d](https://ich.unesco.org/en/Decisions/7.COM/13.d),
4. Taking note of regular requests from communities, groups and individuals wishing to use of the emblem of the Convention to safeguard and promote their intangible cultural heritage, particularly regarding elements inscribed on the Urgent Safeguarding List or the Representative List,
5. Considers that the experiences gained through the communication campaigns undertaken in the framework of the Convention’s twentieth anniversary in 2023 and the first International Day of Intangible Cultural Heritage provide valuable examples of ‘in support of’ logos that include the emblem of the Convention;
6. Encourages the Secretariat to further explore ways to enhance the accessibility of the emblem of the Convention and requests that progress on the matter be reported to a future meeting of the Bureau.
1. [‘Capacity building for community leaders and public managers to safeguard the living heritage of Afro-descendant communities in the SICA region and Cuba](https://ich.unesco.org/en/assistances/capacity-building-for-community-leaders-and-public-managers-to-safeguard-the-living-heritage-of-afro-descendant-communities-in-the-sica-region-and-cuba-02010)’ (Phase I) (US$99,986; February 2023 – August 2024) and ‘[Exchange of experiences and cultural dialogues for the safeguarding of the intangible cultural heritage of Afro-descendant peoples through the preparation of inventories in the SICA region and Cuba](https://ich.unesco.org/en/assistances/exchange-of-experiences-and-cultural-dialogues-for-the-safeguarding-of-the-intangible-cultural-heritage-of-afro-descendant-peoples-through-the-preparation-of-inventories-in-the-sica-region-and-cuba-02229)’ (Phase II) (US$99,990; June 2024 – contract under establishment). [↑](#footnote-ref-1)
2. ‘[Capacity building for safeguarding intangible cultural heritage in emergencies in Small Island Developing States (SIDS) in the Pacific and the Caribbean](https://ich.unesco.org/en/projects/capacity-building-for-safeguarding-intangible-cultural-heritage-in-emergencies-in-small-island-developing-states-sids-in-the-pacific-and-the-caribbean-00478)’ funded by the government of Japan (US$500,000 for five countries (Bahamas, Belize, Fiji, Tonga and Vanuatu), April 2022 – April 2025). [↑](#footnote-ref-2)
3. The project, entitled ‘[Capacity-building for safeguarding intangible cultural heritage and contributing to sustainable development](https://ich.unesco.org/en/projects/capacity-building-for-safeguarding-intangible-cultural-heritage-and-contributing-to-sustainable-development-00475)’, was funded by France (01 December 2021—01 December 2023; US$135,722). [↑](#footnote-ref-3)