## PART 2: THE REQUEST FORMAT AND EXPLANATORY NOTES

This form aims at providing the Committee with the information it will require in order to be able to determine whether the organization requesting accreditation meets the criteria figuring in paragraph 88 of the Operational Directives:

## 88. 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, maintain and transmit intangible cultural heritage;
- e. possess operational capacities, including:
  - 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.

NGOs requesting accreditation should also familiarize themselves with the modalities and procedures for accreditation in paragraphs 89-95 of the Operational Directives, particularly the procedures and documentation requirements detailed in paragraph 94.

#### FORM ICH-09

## 1. Name of the organization

Please provide the full official name of the organization, in its original language as well as in French and/or English.

Artesanato Solidário/ArteSol

Solidary Handicraft/ArteSol

## 2. Address of the organization

Please provide the complete postal address of the organization, as well as additional contact information such as its telephone or fax numbers, e-mail address, website, etc.. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see item 8).

Rua Alves Guimarães 436, Pinheiros - São Paulo/São Paulo Brazil

Phone: 55+11 30828681

e-mail: carmo@artesol.org.br ou difusao@artesol.org.br

www.artesol.org.br

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3. Country or countries in which the organization is active
Please identify the country(ies) in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out activities
⊠ national
☐ international (please specify: )
☐ worldwide
☐ Africa
☐ Arab States
☐ Asia & the Pacific
☐ Europe & North America
Latin America & the Caribbean
Please list the primary country(ies) where it is active:
Brazil
4. Date of its founding or approximate duration of its existence
Please state when the organization came into existence.
The organization came into existence in 2002.
5. Objectives of the organization
Please describe the objectives for which the organization was established, which should be "in conformity with the spirit of the Convention" (Criterion C). If the organization's primary objectives are other than safeguarding intangible cultural heritage, please explain how its safeguarding objectives relate to those larger objectives.
Not to exceed 350 words; do not attach additional information
Artesanato Solidário/ArteSol's mission is to generate work and income in underprivileged locations in Brazil through the valorization of traditional arts and crafts. Besides generating income and a better standard of life for a portion of the population, artisanal creation, which was previously not very profitable and almost abandoned, is revitalized and passed on to younger generations, thereby sponsoring continuity of this knowledge.
The passing on of the artisanal technique by the master artisan is one of the mainstays of the field projects developed by Artesanato Solidário/ArteSol, who among other objectives target increasing the number of artisans that dominate the region's traditional arts and crafts.
Throughout the project, these artisans hold workshops addressing the importance of

## Form ICH-09 (2009) - Request from an NGO for Accreditation

artisanal activity and its insertion in Brazilian culture. Through these workshops, artisans begin to understand the value of their activity, thereby feeling valorized for their commanding of this know-how and also becoming sponsors of Brazilian arts and crafts.

All projects concluded are divulged in the press and in the institution's website, besides the distribution of their catalogs throughout Artesanato Solidário/ArteSol's communication network.

Artesanato Solidário/ArteSol's objective is to promote and divulge traditional know-how. At the end of each project, the group of artisans receives a catalog telling a little about their history, their region, their work with Artesanato Solidário/ArteSol and their products. This material is a record of the group's activities and a tool for divulging their work.

Exhibitions are periodically held at Artesanato Solidário/ArteSol's head offices displaying products developed through its projects. These exhibitions are visited by clients, researchers, students, guests and general public. Last year, Artesanato Solidário/ArteSol's head offices received approximately 1,000 visitors.

Since 2008, Artesanato Solidário/ArteSol has also become a Pontão de Cultura, as part of the Ministry of Culture's Cultural Projects and Programs Department's network. As a Pontão, its objective is to build a network between Points of Culture and associations that work with arts and crafts to exchange experiences and divulge Brazilian culture.

# 6. The organization's activities in the field of safeguarding intangible cultural heritage

Items 6.a. to 6.c. are the primary place to establish that the NGO satisfies the criterion of having "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" (Criterion A).

## 6.a. Domain(s) in which the organization is active

Please check one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, please check "other domains" and indicate which domains are concerned.

oral traditions and expressions
performing arts
social practices, rituals and festive events
☐ knowledge and practices concerning nature and the universe
other domains - please specify:

6.b. Primary safeguarding activities in which the organization is involved
Please check one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, please check "other safeguarding measures" and specify which ones are concerned
identification, documentation, research (including inventory-making)
preservation, protection
⊠ promotion, enhancement
⊠ revitalization
other safeguarding measures - please specify:

## 6.c. Description of the organization's activities

Organizations requesting accreditation should briefly describe their recent activities and their relevant experience in safeguarding intangible cultural heritage. Please provide information on the personnel and membership of the organization, describe their competence and expertise in the domain of intangible cultural heritage and explain how they acquired such competence. Documentation of such activities and competences may be submitted, if necessary, under item 8.c. below.

Not to exceed 750 words; do not attach additional information

Over more than a decade of activities, Artesanato Solidário/ArteSol has developed and perfected its own social technology, which provides direction for the design of field projects. ArteSol's social technology involves different qualification actions and works in several dimensions, which are always applied in all locations. These actions address the following issues: citizenship, nonmaterial heritage and local identity; organization and management of collective labor; pricing of arts and crafts products, and product improvement and development. The project also aims to expand channels for divulging and commercializing arts and crafts through the creation of brand names, labels and a catalog of the group's products, among other support actions.

Since its creation and through its own conception and objectives, Artesanato Solidário/ArteSol has been involved in preservation activities of cultural assets. Through its projects, Artesanato Solidário/ArteSol invests in the improvement and development of traditional arts and crafts, ensuring the continuity of artisanal techniques, the passing down of this know-how to other people and disclosure within the local community and other regions of Brazil and the world.

Several field projects carried out by Artesanato Solidário/ArteSol were developed together with artisans whose trades have been registered as Brazilian nonmaterial heritage. Examples of these are the Paneleiras de Goiabeiras/Espírito Santo, Confecção da viola-de-cocho in Corumbá and Ladário/Mato Grosso, Bonecas do Quilombo da Fazenda São José da Serra/Rio de Janeiro, Renda Irlandesa de Divina Pastora/Sergipe, among others.

Projects developed by Artesanato Solidário/ArteSol greatly contribute to the registration of this heritage, being that these activities strengthen, divulge and stimulate the continuity of traditional arts and crafts. After having been registered as Brazilian nonmaterial heritage, Artesanato Solidário/ArteSol's activities contribute towards the safeguarding of traditional arts and crafts.

The last project is an example of this commitment, "O ofício das ceramistas de Coqueiros" (The ceramics craftsman of Coqueiros city), concluded in April 2009 and carried out in partnership with the Monumenta Program of the National Artistic and Historic Heritage Institute (IPHAN), of the Ministry of Culture, with funding from the Inter-American Development Bank (IDB). With the objective of carrying out qualification activities, pro memoria documentation activities and the publication of a book, the project took place in the Coqueiros district in the Maragogipe municipality in the state of Bahia, and lasted nine months.

During this project, a workshop was held with ceramists from Coqueiros, heritage education workshops with elementary education teachers in the cities of Maragogipe and São Felix, pro memoria documentation activities (individual and group) and the

## Form ICH-09 (2009) - Request from an NGO for Accreditation

preparation and distribution of the book containing the set of materials resulting from the documentation activities.

This project provided considerable notoriety to the ceramist trade in the district of Coqueiros. Elementary teachers in the cities of Maragogipe and São Felix participated in the heritage education workshops addressing the region's heritage, furthering their knowledge about the issue and turning them into agents to spread this knowledge. The book produced based on artisan depositions was distributed to public universities and public schools in the Coqueiros region, cultural institutes, museums and public libraries, as well as researchers and Artesanato Solidário/ArteSol partners and through requests submitted by the general public.

In carrying out projects, administrative and commercial activities, Artesanato Solidário/ArteSol counts on a multidisciplinary and decentralized technical team in the following areas: Field project development and monitoring, communication, fair trade and administration, as well as executive coordination. In order to implement field projects, ArteSol also banks on teams that include regional consultants and local agents.

Through its own conception, Artesanato Solidário/ArteSol's team is constantly involved in activities related to the preservation of cultural assets. Included amongst Artesanato Solidário/ArteSol's collaborators are researchers, third sector professionals, designers, art-educators, anthropologists, historians, administrators, sociologists and architects. Artesanato Solidário/ArteSol's counts on professionals with over 10 years of experience in the area.

Artesanato Solidário/ArteSol partners are representatives of different areas of civil society. They are museum and cultural institution directors, anthropologists, teachers, business people, journalists, artists, architects, sociologists, lawyers and administrators.

Artesanato Solidário/ArteSol has a multidisciplinary team involved in the project: sociologists, anthropologists, administrators, historians, designers, plastic artists, architects, among others.

In charge of the coordination of fieldwork projects, Maria do Carmo de Araújo Góes (Macao Góes) is an example of the dedication and commitment of Artesanato Solidário/ArteSol collaborators. Graduated in art education, Macao has been working in the field of intangible heritage for over 30 years. Among her research activities, she has developed an esteemed collection of traditional toys, built from the work of traditional artists and fieldwork research. In Brasilia, she is a member of the Distrito Federal Cultural Council, contributing to the development and recovery of Brazilian intangible heritage. She is a member of Artesanato Solidário/ArteSol staff for 10 years, following the institutional trajectory.

Another example of Artesanato Solidário/ArteSol team commitment and dedication to the preservation of Brazilian intangible heritage is the regional advisor Maria José Chaves. Member of Artesanato Solidário/ArteSol staff for almost 10 years, Maria José is a sociologist, contributing to several projects to preserve the traditional handicraft, including other institutions and museums in the area.

Also working in the institution for more than eight years, the regional manager Jacqueline Melo is in charge of Brazilian intangible heritage promotion projects. Besides her work at Artesanato Solidário/ArteSol, she has coordinated a program of the government of the state of Piauí in 2005, entitled the Piauian Handicraft Development Program (PRODART), contributing to the promotion of Brazilian handicraft and its

## governmental guidelines.

Together with the team at the headquarters of the institution, there are external advisors that develop projects with Artesanato Solidário/ArteSol aiming to preserve the Brazilian intangible heritage. For instance, the project of promotion and preservation of pottery-making traditions in the city of Maragojipe/BA, also included Daisy Perelmutter, historian with a doctorate in the field of oral memory. As Artesanato Solidário/ArteSol advisor was also the architect Janete Costa, who staged several exhibitions of the Brazilian traditional culture and was involved throughout her life in the Brazilian traditional handicraft promotion, organizing exhibitions, advisement and projects with the Brazilian traditional handicraft.

These partnerships strengthen the commitment of Artesanato Solidário/ArteSol to promote and preserve the Brazilian traditional handicraft, seeking always to have in our team of professionals and collaborators people interested in our cause.

## 7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners

The Committee will evaluate whether NGOs requesting accreditation "cooperate in a spirit of mutual respect with communities, groups and, where appropriate, individuals that create, maintain and transmit intangible cultural heritage" (Criterion D). Please briefly describe such experiences here.

Not to exceed 350 words; do not attach additional information

Artesanato Solidário/ArteSol carries out activities in three dimensions: projects that generate income through the valorization of traditional arts and crafts; commercialization of products made by the project groups; and Pontão de Cultura. These three areas are involved in the preservation of cultural assets.

The investment in rescuing and valuing traditional arts and crafts is permanent. Various groups of artisans with which ArteSol has developed projects, have had their activities registered as nonmaterial Brazilian assets. This strengthens ArteSol's concern and intentions with regards to Brazil's nonmaterial heritage.

All projects developed by Artesanato Solidário/ArteSol valorize, publicize and contribute to Brazil's nonmaterial heritage, whether already the object of study or in initiating research and publicizing the artisanal activity.

Before being registered as nonmaterial heritage by the Brazilian Institute of Cultural and Artistic Heritage (IPHAN), Artesanato Solidário/ArteSol developed projects in the municipality of Corumbá and Ladário/Mato Grosso with the confecção da viola-de-cocho, and in the municipality of Divina Pastora/Sergipe with the renda irlandesa. In these projects, pursuant to the institution's principles, ArteSol contributed to organize the group of artisans, improving production and passing on the artisanal technique. The organizing of this activity contributed to its eventual registration and inventory as nonmaterial heritage.

Besides these examples, ArteSol has developed projects with artisans whose artisanal techniques were recorded and inserted in IPHAN's National Inventory of Cultural References. Examples of these are the production of cuias in Santarém/ Pará; Rio Real ceramics in the state of Bahia and the Candeal ceramics in the state of Minas Gerais.

In 2008, Artesanato Solidário/ArteSol also became a Pontão de Cultura. Its activities include exhibitions held at Artesanato Solidário/ArteSol's head offices showing products produced by groups formed through its incentive. These exhibitions receive approximately 100 visitors a month, are divulged in the media and contribute to promoting and valorizing Brazilian culture.

The Pontão de Cultura also organizes monitored visits with teachers and students from the public school network in São Paulo. During such visits, participants undergo heritage education activities, getting to know more about Brazilian grassroots culture and becoming agents for multiplying this knowledge.

## 8. Documentation of the operational capacities of the organization

The Operational Directives (paragraph 94) require that an organization requesting accreditation shall submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated into French or English whenever possible if the originals are in another language. Please identify supporting documents clearly with the item (8.a, 8.b or 8.c) to which they refer.

## 8.a. Membership and personnel

Proof of the participation of the membership of the organization, as requested under Criterion E (i), may take diverse forms such as a list of directors, list of personnel and statistical information on the quantity and categories of members; a complete membership roster usually need not be submitted.

Please attach supporting documents.

## 8.b. Recognized legal personality

If the organization has a charter, articles of incorporation, by-laws or similar establishing document, a copy should be attached. If, under the applicable domestic law, the organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

Please attach supporting documents.

#### 8.c. Duration of existence and activities

If it is not already clearly indicated from the documentation provided for item 8.b, please submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Please provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in item 6.c. Supplementary materials such as books, CDs or DVDs, or similar publications cannot be taken into consideration and should not be submitted.

Please attach supporting documents.

## 9. Contact person for correspondence

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request. If an e-mail address cannot be provided, the information should include a fax number.

Maria do Carmo Sodré Mineiro

President of Board Director

carmo@artesol.org.br

Phone: 55 (xx) 11 30828681

Rua Alves Guimarães 436 Pinheiros CEP: 05410-000 São Paulo/São Paulo Brazil

## 10. Signature

The application must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

<Signed>Maria do carmo Sodré Mineiro

# 8.Documentation of the operational capacities of the organization 8.a. Membership and personnel

## Artesanato Solidário/ArteSol personnel

Name	Categories	e-mail	
Maria do Carmo abreu Sodré Mineiro	President of Director	carmo@artesol.org.br	
Josiane Masson	General Coordinator	jmasson@artesol.org.br	
Victor Julian Trejos Tapasco	Financial Coordination	victor@artesol.org.br	
Sheila Aparecida Maiorali	Financial Coordination assistant	sheila@artesol.org.br	
Marcela de Paolis	Communication assistant	marcela.paolis@artesol.org.br	
Maria do Carmo de Araújo Goes (Macao)	Projects Coordination	macao@artesol.org.br	
Marcela Hetomi Toguti	Projects Coordination	marcela@artesol.org.br	
Viviane Cristina Pinto	Projects Coordination	viviane@artesol.org.br	
Sílvia Sasaoka	Products Coordination	silvia@artesol.org.br	
Júlio Ledo de Mello (Juçaral)	Regional Manager	julio@artesol.org.br	
Flora Maria Salles (Paraty)	Regional Manager	flora@artesol.org.br	
Elenice Mendez Lezza	Regional Manager	elenice@artesol.org.br	
Jacqueline Freitas Melo Da silva	Regional Manager	jacqueline@artesol.org.br	
Luciana Risolia Navarro Cardoso Vale	Regional Manager	luciana@artesol.org.br	
Juliana Pimenta da Arruda Camargo	Trainee	juliana@artesol.org.br	
Francisleia Batista dos Anjos	Sales		
Fabiana de Jesus Silva	Sales		

## Artesanato Solidário/ArteSol membership

## Name

Name
Adélia Lúcia Borges
Adriana Zarvos de Medicis
Andrea Matarazzo
Antonio Augusto Arantes Neto
Celso Lafer
Ceres Alves Prates
Danilo Santos de Miranda
Elizabeth Therezinha Vargas
Eunice Ribeiro Durham
Evangelina Seiler
Gilberto Velho
Ivaldo Bertazzo
Júlio Sérgio de Maya Pedrosa
Marcelo Cherto
Margarida Cintra Gordinho
Maria Ignez Correa da Costa Barbosa
Maria Lúcia Montes
Maria Luiza Luz do Prado Bresser Pereira
Miguel Giannini
Regina Meyer
Renata Cunho Bueno Mellão
Sérgio Mindlin
Silvia Kuppermann Rodarte
Silvia Popovic
Solange Salva

- 8. Documentation of the operational capacities of the organization
- 8.b. Recognized Legal personality
- 8.c. Duration of existence and activities

## **ACT OF INCORPORATION**

## ASSOCIAÇÃO SEM FINS LUCRATIVOS ARTESANATO SOLIDÁRIO: PROGRAMAS DE APOIO AO ARTESANATO E A GERAÇÃO DE RENDA -CENTRAL ARTESOL

(sic. NONPROFIT ASSOCIATION SOLIDARY HANDICRAFT: HANDICRAFT SUPPORT AND INCOME GENERATION PROGRAMS - CENTRAL ARTESOL)

On September 25, 2002, the following people met in Assembly at Av. Brigadeiro Faria Lima, 201, Pinheiros, in the city of São Paulo, State of São Paulo: Mrs. Ruth Correa Leite Cardoso, Brazilian, married, bearer of identity document RG #1.255.737 SSP/SP, registered under CPF #031.762.158-00, resident and domiciled at Rua Maranhão, 1019, 14th floor, in the city of São Paulo, SP, Mrs. Maria Thereza Larque de Souza Lobo, Brazilian, divorced, bearer of identity document RG #018.393.13-2 SSP/RJ. registered under CPF #110.404.407-20, resident and domiciled at Rua Negreiros Lobato, 30 apartment #503, in the city of Rio de Janeiro, RJ; Mrs. Elisabeth Therezinha Vargas, Brazilian, single, bearer of identity document RG #7.014.320.589 SSP/RS, registered under CPF #012.571.288-9. resident and domiciled at Rua Teodoro Sampaio, 763 apartment #63, in the city of São Paulo, SP; Mr. Augusto César Antunes de Franco, Brazilian, divorced, bearer of identity document RG #2.145.280 SSP/RJ, registered under CPF #297.839.257-68, resident and domiciled at SHIN QI 8, Conjunto 1, casa 23, Brasilia, DF; Mrs. Ceres Alves Prates, Brazilian, single, bearer of identity document #236.905 SSP/ES, registered under CPF #056.709.358-10, resident and domiciled at SRNTV Centro Empresarial Norte, sala 305, quadra 701, Brasilia, DF; Mrs. Cláudia Marcia Ferreira, Brazilian, divorced, bearer of identity document RG #03.181.530-1/ Instituto Felix Pacheco, registered under CPF #629.076.977-49, resident and domiciled at Rua do Catete, 179, in the city of Rio de Janeiro, RJ; Mrs. Regina Meyer, Brazilian, married, bearer of identity document RG #2.767.703/ Policia Federal, registered under CPF #860.336.118-53, resident and domiciled at Rua Maestro Chifareili. 268, in the city of São Paulo, SP: Mrs. Regina Maria Cordeiro Duniop, Brazilian, married, bearer of identity document RG #8.297/ Ministério das Relações Exteriores, registered under CPF #105.940.517-20, resident and domiciled at SQS 213 -Bloco B apartment #506, Brasilia, DF; Mr. Marcelo Cherto, Brazilian, married, bearer of identity document RG 52.115 OAB/SP, resident and domiciled at Rua Gabriel dos Santos, 729, apartment #21, in the city of São Paulo, SP; Mr. Celso Lafer, Brazilian, married, bearer of identity document RG #1.809.257 SSP/SP, registered under CPF #001.913.298-00, resident and domiciled at Av. Brigadeiro Farm Lima, 1306 10th floor, in the city of São Paulo, SP; Mrs. Regina Faria, Brazilian, widow, bearer of identity document RG #7.460.272 SSP/SP, registered under CPF 566.997.788-20, resident and domiciled at Rua Nazaré Paulista, 163 apartment #61 Bloco 01, in the city of São Paulo, SP, Mrs. Maria do Carmo Campelo de Souza, Brazilian, divorced, bearer of identity document RG #2.096.392 SSP/SP, registered under CPF #378.362.778-87, resident and domiciled at Rua Itacolomi, 379 apartment #111, in the city of São Paulo, SP; Mr. Gilberto Velho, Brazilian, divorced, bearer of identity document RG #188.143-2/ Inst. Felix Pacheco, registered under CPF #095.265.017-72, resident and domiciled at IJFRJ/Museu Nacional Departamento de Antropologia, Rua Quinta da Boa Vista, s/n, in the city of Rio de Janeiro, RJ; Mrs. Maria do Carmo Abreu Sodré Mineiro, Brazilian, married, bearer of identity document RG #2.757.042-3 SSP/SP, registered under CPF #538.069.72&-34, resident and domiciled at Rua Inglaterra, 91, in the city of São Paulo, SP; Mrs. Janete Costa, Brazilian, married, bearer of identity document RG #328.820/ ITB/PE, registered under CPF #049.262.937-49.

resident and domiciled at Rua Haddock Lobo, 708 apartment #11, in the city of São Paulo, SP; Mrs. Maria Lucia Montes, Brazilian, divorced, bearer of identity document RG #2.839.826-9 SSP/SP, registered under CPF #664.546.118-68, resident and domiciled at Largo Santa Cecilia, 62 apartment #73, in the city of São Paulo, SP, and Mrs. Eunice Ribeiro Durham, Brazilian, married, bearer of identity document RG #1.416.688-4 SSP/SP, registered under CPF #001.513.358-34, resident and domiciled at Rua Bijari, 228, Butantã, in the city of São Paulo, SP, initially appointing Mrs. Ruth Correa Leite Cardoso to preside the Assembly and Mr. Marcelo Cherto as Assembly Secretary, hereby directed to direct the undertakings. The present Assembly is hereby installed with the purpose of constituting a nonprofit private association, from hereon called ARTESANATO SOLIDÁRIO: PROGRAMÁS DE APOIO AO ARTESANATO E A GERAÇÃO DE RENDA - CENTRAL ARTESOL, with head offices at Rua Alves Guimarães, 436, in the city of São Paulo, State of São Paulo, constituted for an undetermined period of time, with the corporate purpose of promoting, supporting, monitoring and assessing projects that promote the revitalization of traditional handicraft, generating income and improving the standard of life of low income communities, as well as similar initiatives that, via traditional arts and crafts development, target overcoming poverty and social exclusion. The following are hereby elected as members of the Board of Directors: Mrs. Ruth Correa Leite Cardoso, Mrs. Maria Thereza Larque de Souza Lobo, Mrs. Elisabeth Therezinha Vargas, Mr. Augusto César Antunes de Franco, Mrs. Eunice Ribeiro Durham, Mrs. Cláudia Marcia Ferreira, Mrs. Regina Meyer, Mrs. Regina Maria Cordeiro Dunlop, Mrs. Maria do Carmo Campelo de Souza, Mr. Gilberto Velho, Mrs. Maria do Carmo Abreu Sodré Mineiro, Mrs. Janete Costa and Mrs. Maria Lucia Montes; as members of the Fiscal Committee: Mrs. Cores Alves Prates, Mr. Marcelo Cherto; Mr. Celso Lafer and Mrs. Regina Faria; and, as President of the Association, Mrs. Ruth Correa Leite Cardoso, all of whom undertake an initial mandate of 3 (three) years starting as of this date, with all the above being duly qualified.

The remaining members to take part in the remaining departments of the Association will be admitted via Board of Directors decision pursuant to the Articles of Association.

It is hereby unanimously agreed to adopt the following Articles to provide for the Association

LISTA DE PRESENÇA NA ASSEMBLÉIA DE CONSTITUIÇÃO DA ASSOCIAÇÃO SEM FINS LUCRATIVOS ARTESANATO SOLIDÁRIO: PROGAMAS DE APOIO AO ARTESANATO E A GERAÇÃO DE RENDA — CENTRAL ARTESOL

Ruth Correa Leite Cardoso
Presidente

Maria Thereza Larque de Souza Lobo

Maria Thereza Larque de Souza Lobo

Elisabeth Therezinha Vargas

Augusto César Antunes de Franco

Ceres Alves Prates

Cláudia Marcia Ferreira

Regina Neyer

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Regina Maria Cordeiro Dunlop
Desir
Marcelo Cherto
Lu. of m
Celso Lafer /
Donacia /
Regina Farja
Melactruja
Maria do Carmo Campelo de Souza
Allu Aully Gilberto Velho
Al Mode Hirein
Maria do Carmo Sodré Mineiro

Janete Costa

Maria Lucia Montes

**Eunice Ribeiro Durham** 

## EXTRAORDINARY MEETING MINUTES

## ASSOCIAÇÃO SEM FINS ECONOMICOS ARTESANATO SOLIDÁRIO: PROGRAMAS DE APOIO AO ARTESANATO E A GERAÇÃO DE RENDA -CENTRAL ARTESOL CNPJ #05.354.529/0001-27

(sic. NONPROFIT ASSOCIATION FOR SOLIDARY HANDICFRAT: HANDICRAFT SUPPORT AND INCOME GENERATION PROGRAMS - CENTRAL ARTESOL)

On December 19, 2003, the following people met in Assembly at Av. Brigadeiro Faria Lima, 201, Pinheiros, in the city of São Paulo, State of São Paulo: Mrs. Ruth Correa Leite Cardoso, Brazilian, married, bearer of identity document RG #1.255.737 SSP/SP, registered under CPF #031.762.158-00, resident and domiciled at Rua Maranhão, 1019, 14th floor, in the city of São Paulo, SP, Mrs. Maria Thereza Larque de Souza Lobo, Brazilian, divorced, bearer of identity document RG #018.393.13-2 SSP/RJ. registered under CPF #110.404.407-20, resident and domiciled at Rua Negreiros Lobato, 30 apartment #503, in the city of Rio de Janeiro, RJ; Mrs. Elisabeth Therezinha Vargas, Brazilian, single, bearer of identity document RG #7.014.320.589 SSP/RS, registered under CPF #012.571.288-9. resident and domiciled at Rua Teodoro Sampaio, 763 apartment #63, in the city of São Paulo, SP; Mr. Augusto César Antunes de Franco, Brazilian, divorced, bearer of identity document RG #2.145.280 SSP/RJ, registered under CPF #297.839.257-68, resident and domiciled at SHIN QI 8, Conjunto 1, casa 23, Brasilia, DF; Mrs. Ceres Alves Prates, Brazilian, single, bearer of identity document RG #236.905 SSP/ES, registered under CPF #056.709.35810, resident and domiciled at SRNTV Centro Empresarial Norte, sala 305, quadra 701, Brasilia, DF; Mrs. Cláudia Marcia Ferreira, Brazilian, divorced, bearer of identity document RG #03.181.530-1/ Instituto Felix Pacheco, registered under CPF #629.076.977-49, resident and domiciled at Rua do Catete, 179, in the city of Rio de Janeiro, RJ; Mrs. Regina Meyer, Brazilian, married, bearer of identity document RG #2.767.703/ Policia Federal, registered under CPF #860.336.118-53, resident and domiciled at Rua Maestro Chifareili. 268, in the city of São Paulo, SP: Mrs. Regina Maria Cordeiro Duniop, Brazilian, married, bearer of identity document RG #8.297/ Ministério das Relações Exteriores, registered under CPF #105.940.517-20, resident and domiciled at SQS 213 -Bloco B apartment #506, Brasilia, DF; Mr. Marcelo Cherto, Brazilian, married, bearer of identity document RG 52.115 OAB/SP, resident and domiciled at Rua Gabriel dos Santos, 729, apartment #21, in the city of São Paulo, SP; Mr. Celso Lafer, Brazilian, married, bearer of identity document RG #1.809.257 SSP/SP, registered under CPF #001.913.298-00, resident and domiciled at Av. Brigadeiro Faria Lima, 1306 10th floor, in the city of São Paulo, SP; Mrs. Regina Faria, Brazilian, widow, bearer of identity document RG #7.460.272 SSP/SP, registered under CPF 566.997.788-20, resident and domiciled at Rua Nazaré Paulista, 163 apartment #61 Bloco 01, in the city of São Paulo, SP, Mrs. Maria do Carmo Campelo de Souza, Brazilian, divorced, bearer of identity document RG #2 096.392 SSP/SP, registered under CPF #378.362.778-87, resident and domiciled at Rua Itacolomí, 379 apartment #111, in the city of São Paulo, SP; Mr. Gilberto Velho, Brazilian, divorced, bearer of identity document RG #188.143-2I Inst. Felix Pacheco, registered under CPF #095.265.017-72, resident and domiciled at IJFRJ/Museu Nacional Departamento de Antropologia, Rua Quinta da Boa Vista, s/n, in the city of Rio de Janeiro, RJ; Mrs. Maria do Carmo Abreu Sodré Mineiro, Brazilian, married, bearer of identity document RG #2.757.042-3 SSP/SP, registered under CPF #538.069.728-34, resident and domiciled at Rua Inglaterra, 91, in the city of São Paulo, SP; Mrs. Janete Costa, Brazilian, married, bearer of identity document RG #328.820/ ITB/PE, registered under CPF #049.262.937-49, resident and domiciled at Rua Haddock Lobo, 708 apartment #11, in the city of São Paulo, SP; Mrs. Maria Lucia Montes, Brazilian, divorced, bearer of identity document RG #2.839.826-9 SSP/SP, registered under CPF #664.546.118-68, resident and domiciled at Largo Santa Cecilia, 62 apartment #73, in the city of São Paulo, SP, and Mrs. Eunice Ribeiro Durham, Brazilian, married, bearer of identity document RG #1.416.688-4 SSP/SP, registered under CPF #001.513.358-34, resident and domiciled at Rua Bijari, 228, Butantã, in the city of São Paulo, SP, initially appointing Mrs. Ruth Correa Leite Cardoso to preside the Assembly

and Mr. Marcelo Cherto as Assembly Secretary, hereby directed to direct the undertakings. The present Assembly is hereby installed with the purpose of constituting a nonprofit private association, from hereon called ARTESANATO SOLIDÁRIO: PROGRAMAS DE APOIO AO ARTESANATO E A GERAÇÃO DE RENDA - CENTRAL ARTESOL, with head offices at Rua Alves Guimarães, 436, in the city of São Paulo, State of São Paulo, pursuant to the requirements of Law #10.406/02.

It is hereby unanimously resolved to alter the Statute, adjusting it to the provisions of Law 10.406 dated January 10, 2002, from here on in effect under the following terms:

LISTA DE PRESENÇA NA ASSEMBLÉIA EXTRAORDINÁ DA ASSOCIAÇÃO SEM FINS LUCRATIVOS ARTESANATO SOLIDÁRIO: PROGAMAS DE APOIO AO ARTESANATO E A GERAÇÃO DE RENDA - CENTRAL ARTESOL, DATADA DE 19/DEZEMBRO/2003

7. SÉTIMO OFICIAL DE REGISTRO CIVIL DE PESSOA JURÍDICA DA CAPUTAR

Dr. Jose Intonio Michaluat Oficial

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## ARTICLES OF ASSOCIATION

# ARTESANATO SOLIDÁDRIO: PROGRAMAS DE APOIO AO ARTESANATO E A GERAÇÃO DE RENDA

## Chapter I

## NAME, HEAD OFFICES AND RELATED ITEMS

Art. 1. Artesanato Solidário: Programas de apoio ao artesanato e geração de renda — Central ArteSol, herein simply called Central ArteSol, is a nonprofit civil association with head offices and forum in the city of São Paulo, located at Rua Alves Guimarães, 436, CEP 05410-001.

Art. 2. Central ArteSol is established for an undetermined period of time, targeted at promoting, supporting, monitoring and assessing projects that promote the revitalization of traditional arts and crafts, generate income and improve living standards on low-income communities, as well as similar initiatives, which, through the development of traditional arts and crafts, are targeted at overcoming poverty and social exclusion.

## Art. 3. Central ArteSol's objectives:

- I Contribute to the revitalization of traditional arts and crafts in low-income communities.
- II Favor the insertion of artisanal products originating from low-income communities into the consumer market, supported by social programs and projects targeted at generating employment and income.
- III Create new markets for the insertion of traditional arts and crafts products, targeted at generating income for underprivileged communities.
- IV Intermediate, in a nonprofit manner, the development of longer lasting relationships between artisans and consumers of artisanal products.
- V Experiment, in a nonprofit manner, new social-productive models and alternative systems for production, trade, employment and income.
- VI Create distribution channels for artisanal products, targeting the optimization of production logistics and market insertion.
- VII Promote and divulge traditional arts and crafts products originating from low-income communities, seeking to add value through their social and cultural features.

- VIII Develop and foster initiatives that promote increased income and the improvement of quality-of-life of low income communities.
- IX Promote the improvement, formation and qualification of artisans.
- X Undertake surveys and studies on specific issues connected to nonmaterial Brazilian heritage, on traditional arts and crafts and innovative alternatives for the generation of income, within the statutory objectives context, for public and private organizations, via conventions, contracts and in terms of partnerships.
- XI Develop actions that strengthen the development of associativism within artisanal production, commercialization and improvement of the quality of the products made by traditional artisanal communities.
- XII Promote events such as fairs and expositions to support commercialization of arts and crafts products, targeting increased income of poor communities.
- XIII Foster the publication of informative literature, folders, magazines and books that divulge traditional arts and crafts in Brazil.

Sole Paragraph – Central ArteSol does not distribute eventual operational surpluses, gross or net dividends, bonuses, participations, or portions of its equity amongst its partners or associates, counselors, directors, employees or donors. Amounts accrued during the exercise of its activities are invested in their entirety in the consecution of Central ArteSol's corporate objective.

Art. 4. During the development of its activities, Central ArteSol will observe the principles of legality, detachment, morality, publicity, reasonableness and efficiency and will not undertake any discrimination of race, color, gender or religion.

## **Sole Paragraph** – **Central ArteSol** dedicates itself to its activities through:

- a) the direct execution of its programs and projects that support the insertion of low income communities that produce traditional arts and crafts into different consumer markets, through the donation of physical, human and financial resources;
- b) the rendering of intermediary support services to other nonprofit organizations and other public organizations that work in similar areas.

Art. 5. Central ArteSol will have Internal Regulations that, once approved by the General Assembly, will discipline its operation.

Art. 6. In order to fulfill its purpose(s), Central ArteSol will organize itself in as many units as deemed necessary, which will be governed by statutory provisions.

## Chapter II

## THE PARTNERS

Art. 7. Central ArteSol's partnership composition is made up of an unlimited number of partners (individuals) accepted in General Assembly to carry out rights and duties under equal conditions.

## Art. 8. Partners are distributed throughout the following categories:

- a) founding partners: are those that participated in the foundation Assembly of the partnership, signing the respective act and committing themselves to its purposes;
- b) effective partners: are those that were incorporated through the approval of 2/3 (two thirds) of the General Assembly, based on nominations submitted by the majority of the founding or effective partners;
- c) collaborating partners: individuals who, identify with the objectives of the Association, request ingress and contribute pursuant to criteria provided by the Board of Directors;
- d) meritorious partners: individuals who, identify with the objectives of the Association, request ingress and contribute to the institution through voluntary work as provided by the Board of Directors;
- e) honorary partners: individuals or companies who stand out in defense of social assets or rights through work with arts and crafts, and are recognized for the defense of social rights.
- Art. 9. The following are the rights of the founding and effective partners who are square with their social obligations:
  - I vote and be voted for, for elective positions;
  - II take part in General Assemblies;
  - III propose the admission of new partners.

Art. 10. All collaborating partners who are square with their obligations pertaining to the Association, as well as honorary partners, have the right to be made aware of the projects and undertakings under development.

## **Art. 11.** The following are the duties of all partners:

- I comply with the statutory and regimental provisions;
- II accept General Assembly decisions;
- III contribute to the consecution of the entity's objectives and zeal for its name and integrity.

Art. 12. Partners do not answer for, not even in a subsidiary fashion, for the association's overhead.

## Art. 13. Status as partner is removed through:

- I. exclusion;
- II. resignation;
- III. Central ArteSol's extinction as provided in Art. 47 of the Statute.

## Art. 14. The following are reasons for a partner's exclusion:

- I Engage in act(s) damaging to **Central ArteSol's** interests and purposes, or that can cause it dishonor or negatively affect it.
- II Intentionally violate **Central ArteSol's** statutes and regulations and noncompliance with the social obligations that they impose.
- III Repeated nonpayment of the contribution by the collaborating partners after noncompliance following prior warning by the Board of Directors.

**Sole Paragraph:** A partner's exclusion will take place following the approval of two-thirds of the General Assembly.

Art. 15. In those cases provided in Art. 14, the accused party will be given full guarantee of defense, and will be given 10 (ten) days warning to present his/her defense to the General Assembly dealing with his or her exclusion.

Art. 16. Once the exclusion has been deliberated under the terms provided in Art. 14, only the General Assembly can readmit the excluded partner and only with the approval of two-thirds of the General Assembly.

Art. 17. Any partner can resign from Central ArteSol, and to do so only needs to submit a written resignation declaration to the Board of Directors.

## **Chapter III**

## ADMINISTRATION, ORGANIZATION AND COMMITTEES

## Art. 18. Central ArteSol operative bodies are:

- I General Assembly;
- II Board of Directors;
- III Fiscal Committee; and
- IV Consultation Committee
- Art. 19. Central ArteSol will not remunerate its directors under any circumstances.
- Art. 20. The procedures of Central ArteSol's internal management and audit systems will be disciplined by the Internal Regulations mentioned in Art. 5 of this statute.

## **Chapter IV**

## **GENERAL ASSEMBLY**

- Art. 21. The General Assembly, sovereign body of the Associates, is made up of partners pursuant to their statutory rights.
- Art. 22. General Assembly attributes:
  - I elect and dismiss the Board of Directors and the Fiscal Committee;
  - II elect and dismiss the President;
  - III admit and exclude associates;

- IV decide on Statute reforms pursuant to the absolute majority of its participants as provided by Art. 48;
  - V institute and alter codes of conduct and the internal regulations;
- VI decide upon the convenience of selling, condescend, mortgage or exchanging equity assets;
  - VII decide as to the extension of the Association under the terms of Article 47.

**Sole Paragraph:** the destitution of administrators will depend on the vote of two-thirds of those present at the Assembly especially convened for that purpose; with the absolute majority of the associates necessarily present in the first convening and more than 1/3rd in the following ones.

- Art. 23. The General Assembly will normally take place once a year to:
- I approve the proposal for the Association's annual programming submitted by the Board of Directors;
- II appreciate and approve the annual management report submitted by the Board of Directors;
- III discuss and ratify the accounts and balance approved by the Fiscal Committee pertaining to the year that just ended.
- Art. 24. The General Assembly will take place on an extraordinary basis when convened:
- I by the Board of Directors;
- II per requisition presented by  $1/5^{th}$  of the associates square with the social obligations.
- III by the president.
- Art. 25. General Assemblies will be convened by letter, fax or any other means of communication with receipt confirmation, sent to all partners with at least 20 (twenty) days notice, and will be installed with a "quorum" of at least 1/3rd (one third) of partners for the first convening and, whatever number present for the second convening.
- Art. 26. General Assembly decisions will be taken by simple majority of those present, observing the limits provided in this statute.

Art. 27. Central ArteSol will adopt the necessary and sufficient administrative and management practices to restrain individual or collective obtainment of personal benefits or advantages by the entity's directors, their spouses, companions, collateral relatives or similar up to three time removed and also by companies of which the above-mentioned are controllers of or have more than 10% ownership participation.

## Chapter V

## **BOARD OF DIRECTORS**

Art. 28. The Board of Directors will be elected by the General Assembly with a 03 (three) year mandate, with the possibility of mandate renewal, and besides the minimum position of President, will have the number of positions and functions necessary for each administration, to be defined by the General Assembly.

## Art. 29. Board of Directors' attributes:

- I prepare and submit an annual programming proposal for the institution to the General Assembly;
- II contract and dismiss the institution's Executive Coordination, supervising and assessing annual programming activities execution, delegating to it the powers provided in articles 30 to 34;
- III prepare and present the annual report to the General Assembly;
- IV meet with public and private institutions for mutual collaboration within common interest activities;
- V regulate the General Assembly's Normative Orders and issue Executive Orders to discipline the Institution's internal operation;
- VII establish conventions, contracts and partnership terms with public and private national and international entities, targeting the implementation of programs and projects that cater for the objectives of interest to **Central ArteSol**.
- Art. 30. The members of the Board of Directors will deliberate as a group, meeting as many times as necessary, when summoned by the Central ArteSol President or by the majority of its members.

## Art. 31. The President's attributes:

- I actively and passively, judicially and extrajudicial represent Central ArteSol;
- II contract and de-contract, open, move and close banking accounts;
- III comply with and enforce this Statute and the Internal Regulations;
- IV preside over the General Assembly;
- V convene and preside Board of Directors and General Assembly meetings;
- VI appoint legal representation for special purposes in name of Central ArteSol.

## **Chapter VI**

## FISCAL COMMITTEE

- Art. 32. The Fiscal Committee will be made up of 03 (three) members and their respective substitutes, elected by the General Assembly.
- Paragraph 1. The Fiscal Committee's mandate will coincide with the Board of Directors' mandate.
- **Paragraph 2.** In the case of a vacancy, the mandate will be taken on by the respective substitutes until the end of that mandate.

## Art. 33. Fiscal Committee attributes:

- I examine the Association's books;
- II render opinions on the balance sheets and financial and accounting performance reports and equity operations undertaken, issuing said opinions to the entity's highest bodies;
- III at any time, request from the Treasurer of proof documentation of financial-economic operations undertaken by the Institution;
- IV monitor the work of eventual external independent auditors.
- **Sole Paragraph** The Fiscal Committee will normally meet every 12 (twelve) months and, extraordinarily, whenever necessary.

## **Chapter VII**

## **CONSULTATION COMMITTEE**

Art. 34 – The purpose of the Consultation Committee is to provide orientation, prepare reports and render opinions on programs and issues of interest to Central ArteSol submitted by any of its deliberative instances.

Sole Paragraph – The Committee will be made up by people invited by the members of the Board of Directors, and can be partners or non partners and, once nominated by the Board, there powers and attributions are approved by the General Assembly.

## **Chapter VIII**

## **EXECUTIVE COORDINATION**

Art. 35 – The Executive Coordination is a professional structure instituted by the Board of Directors for the execution of activities pertaining to Central ArteSol operational, financial and administrative management.

Sole Paragraph. The Executive Coordination will be composed of hired and remunerated personnel pursuant to market standards, by the Association and will be afforded attributes in accordance with the needs for the execution of the plans, projects and actions developed by Central ArteSol.

Art. 36. The Executive Coordination will be directed by one General Coordinator and exercise administration duties via power of attorney, including representing the Association in instances of justice and others, contracting and dismissal, and the usage and closing of banking accounts.

## Art. 37. General Coordinator attributes:

- I contract and organize necessary personnel for the execution of Central ArteSol's plans and projects;
- II detail and execute the annual programming of activities approved by the Board of Directors;

III – account for jobs undertaken and financial management under his or her administration to the Board of Directors and the Fiscal Committee;

IV – via delegation of powers authorized by President, open and use bank accounts, order check books, issue checks, authorize the transfer of amounts via letter, authorize financial investments using available funds and, also endorse checks and payment orders domestically and abroad, to be deposited in **Central ArteSol** bank accounts.

**Art. 38 Central ArteSol** Financial Coordination will be carried out by a Treasurer contracted by the General Coordinator of the Executive Coordination.

## Art. 39 Treasurer Attributes:

- I Supervise the undertakings and oversee Treasury work and accounting services, oversee the daily and transparent control of the Institution's accounts;
- II Collect and account for associate contributions, income, aide and donations, maintaining the Institution's books up to date;
- III Pay accounts authorized by the President;
- IV Present works pertaining to income and expenses whenever requested;
- V Present the Institution's bookkeeping including financial performance and accounting reports pertaining to equity operations carried out to the Fiscal Committee
- VI Present the Executive Coordination's annual accounting to the Fiscal Committee for its approval;
- VII Maintain all documents pertaining to the treasury under its care and responsibility.

## Chapter IX

## **FUNDS**

## Art. 40 Funds necessary for Central ArteSol's maintenance may be obtained via:

- I Partnership Terms, Conventions and Contracts signed with the Public Power for the financing of projects within its area of activities;
- II Contracts and agreements signed with national and international companies and agencies;
- III Donations, endowments and inheritances;
- IV Income from the financial investment of its financial assets and others, pertaining to equity under its administration;
- V Income originating from the commercialization of arts and crafts sold for the purpose of raising funds for the Association;

VI Associate contribution;

VIII Receipt of authorship rights, etc.

## Chapter X

## **EQUITY**

## Art. 41. Central ArteSol equity will be composed of:

- I donation of assets and rights;
- II assets and rights originating from equity income;
- III assets and rights originating from activities carried out by the Association;
- IV property and assets, vehicles, stocks and securities.
- V other equity sources.
- Art. 42. All Central ArteSol equity and income must be invested in the objectives inherent to this Association, with the exception of the necessary assets and expenditure for its administrative operation.
- Art. 43. In the case of Central ArteSol dissolution, the respective net equity will be transferred to another authorized company under the terms of Law 9.790/99, which preferably has the same corporate purpose.
- Art. 44. In the case of Central ArteSol obtaining and later losing the qualification instituted by Law 9.790/99, its available equity holdings, acquired with public funding throughout the period in which said qualification was in effect, it will be assessed and accounted for and transferred to other qualified company under the terms of the same Law, which preferably has the same corporate purpose.

## **Chapter XI**

## **ACCOUNTING**

## Art. 45. Central ArteSol's accounting will be annual and will at least observe:

I- fundamental accounting standards and the Brazilian Accounting Standards;

- II- publication at the end of the fiscal year, via any effective means, of the report of the entity's activities and financial balance sheets including tax clearance certificates for the INSS and FGTS, and make these available for examination by the general public;
- III- an audit, including audits by external independent auditors if necessary, of the usage of the eventual funds object of the Partnership Term, as provided by regulation;
- IV- accounting for all funds and assets of public origin received will be carried out pursuant to the Sole Paragraph of Art. 70 of the Federal Constitution.

## **Chapter XII**

## **GENERAL PROVISIONS**

- Art. 46. Central ArteSol's corporate year will coincide with the calendar year, ending on December 31, each year.
- Art. 47. The extinction of Central ArteSol will only be possible via Extraordinary General Assembly decision, specially convened for this purpose, and with the agreement of two-thirds of its members.
- Art. 48. The present Statute may be reformulated, at any time, pursuant to the decision of the absolute majority of its partners, in General Assembly a specially convened for this purpose, and will be placed into effect as of date of its notary office registration.
- Art. 49. Cases not covered herein will be resolved by the Board of Directors and sanctioned by General Assembly.
- **Art. 50.** The Forum of São Paulo SP is hereby elected to resolve any issues originating from this Statute.