**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.

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**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.

   Kanuri Development Association

   "Lamar Kanuri Hutuye"

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).

   Alhaji Bukar Kuya House, Opposite Aburos Mosque, Fezzan Ward, Fezzan, Maiduguri, Borno State, Nigeria.

   Tel: +234 804 21050 28

   Email: kanuridevelopmentassociation@gmail.com, babaganabubakar2002@yahoo.com
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: Nigeria, Chad, Cameroon and Niger.

4. Date of its founding or approximate duration of its existence

Please state when the organization came into existence.

12 December, 1992

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*

To work on cultural preservation of the Kanuri indigenous communities through the recording and the documentation of practices, expressions, traditional knowledge (traditional medicines) and other skills transmitted from our ancestors many of which are presently not documented in any form, but exist in their oral or unwritten forms and yet they are at risk of decaying over time.
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.

- [x] oral traditions and expressions
- [x] performing arts
- [x] social practices, rituals and festive events
- [x] knowledge and practices concerning nature and the universe
- [ ] traditional craftsmanship
- [ ] 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.

- [x] identification, documentation, research (including inventory-making)
- [x] preservation, protection
- [x] promotion, enhancement
- [x] transmission, formal or non-formal education
- [ ] 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*

<table>
<thead>
<tr>
<th>Our recent activities in safeguarding the Intangible cultural heritage includes raising awareness at the International level on our decaying and diminishing cultural aspects which includes our intangible cultural heritage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In view of the above over the years we have participated and contributed in series of events including the United Nations Permanent Forum on Indigenous Issues, CBD meetings on article 8 (j) and Related provisions and We have just participated at the 14th meeting of the Intergovernmental Committee on Intellectual Property, Genetic Resources and Folklore between 29th June 3rd July 2009 in Geneva, Switzerland among many other relevant meetings.</td>
</tr>
<tr>
<td>Additionally we have recently started documenting our traditional cultural expressions, musics, stories as well as traditional knowledge.</td>
</tr>
<tr>
<td>So far we have around 15 personnel and 440 registered members and all the members are from the Kanuri community and have experiences in diverse intangible cultural heritage protection techniques.</td>
</tr>
</tbody>
</table>

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*

| We are so far cooperating with holders of traditional knowledge in the areas of traditional medicines, performing arts and craft makers in recording, documenting and the preservation of techniques in the areas of intangible cultural heritage. |
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.

Babagana Abubakar, Alhaji Bukar Kuya House, Opposite Aburos, Mosque, Fezzan Ward, Maiduguri, Nigeria
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>
1. Mr. Babagana Abubakar-President
Qualifications: Masters degree Public Administration
Experience in safeguarding cultural Heritage:
   1. Oral tradition and Expression
   2. Social practices
   3. Knowledge and practices concerning nature and universe.

2. Alhaji Mohammed Bashir Umar –Vice President
Qualifications: Diploma in Education and Certificate in Education
Experience in safeguarding cultural Heritage:
   1. Oral tradition and Expression.

3. Mr. Ibrahim Modu Tela-Director Administration
Qualifications: Masters degree Public Administration
Experience in safeguarding cultural Heritage:
   1. Oral tradition and Expression
   2. Social practices

4. Mrs Falmata Dahiru Sadiq-Public Relation Officer
Qualifications: National Certificate of Education (NCE)
Experience in safeguarding cultural Heritage:
   1. Performing arts

5. Mr. Mohammed Ibrahim-Head Traditional Knowledge
Qualifications: Masters degree Public Administration
Experience in safeguarding cultural Heritage:

1. Oral tradition and Expression
2. Social practices

6. Mairo ABUBAKAR
   Qualification: Diploma in Civil Law

Experience in safeguarding cultural Heritage:

1. Performing arts

7. Bana B. KOLO Performing arts
   Qualification: Diploma in Civil Law

Experience in safeguarding cultural Heritage:

1. Performing arts

8. Laila Deribe A.
   Qualification: Diploma in Arabic language

Experience in safeguarding cultural Heritage:

1. Performing arts

9. USMAN BUKAR
   Qualification: QURA’ANIC Education

Experience in safeguarding cultural Heritage:

Traditional craftsmanship
10. KOLO MOHAMED
    Qualification: QURANIC EDUCATION

Experience in safeguarding cultural Heritage:

1. Traditional craftsmanship

11. Kaumi Bukar
    Qualification: Bachelor of Science degree in Physics

Experience in safeguarding cultural Heritage:

1. Traditional craftsmanship
2. Knowledge and practices concerning nature and universe.

12. Amina Bukar
    Qualification: SENIOR School leaving Certificate of Education

Experience in safeguarding cultural Heritage:

1. Traditional craftsmanship
2. Oral tradition and Expression
3. Social practices
4. Performing arts

13. Malum KA’A
    Qualifications: QURANIC EDUCATION

Experience in safeguarding cultural Heritage:

1. Traditional craftsmanship
14. Ali Abubakar

Qualifications: HND Accounting

Experience in safeguarding cultural Heritage:

Social practices

15. Bana Kura

Qualifications: MPA

Experience in safeguarding cultural Heritage:

Social practices

1. Social practices
2. Knowledge and practices concerning nature and universe.

In addition we also receive numbers of volunteers coming to assist us as at when due.
LOST OF VITAL DOCUMENTS

This is to inform the general public that the following documents belonging to Alhaji Babu Rufai are declared missing:

1. Original Alocio Certificate for Plot No 6 Close Maitama with file No. BA88
2. Registration Receipt for Plot No. 1603 Zone A/10 Area 1A (ASA) with file No. MBG 1682 and also
3. Original Acknowledgement Slip with file No. BB1224 at

Gwarinpa Estate with file name Ibrahim Gajami.

I am leaving this message without prejudice to the findings of the missing document to be declared.

I found please contact the nearest Police Station.

LOST OF DOCUMENT

The general public is hereby informed that the original copy of acknowledgement letter with file No. MFCT LAGOS/KW 1756 belonging to MRS BIMPE ROSDI is declared missing while in transit to Abuja.

All efforts made to trace the missing document proved abortive. I therefore request the owner or the nearest Police Station.

KGIS and general public should take note.

This Space Is For Sale

This Space Is For Sale

This Space Is For Sale

For Home/Office Delivery of Daily/Weekly/Sunday & Aminiyi in Llagi

Please Call: 0803-595-6351
1. Official Name:

KANURI DEVELOPMENT ASSOCIATION

2. Objectives

1) To work on indigenous, cultural and human rights issues in respect of promoting preserving and protecting the Kanuri indigenous community.

2) To create awareness about the need to preserve the natural habitat of the Kanuri community.

3) To educate the Kanuri community on the implications of desert encroachment and other environmental hazards that might be detrimental to their community.

4) To generate and implement short, medium and long term interventions that would address the problem of desertification and other arising environmental threats.

5) To identify and explore un-harnessed environmental resources within the Kanuri territories for the benefit of the Kanuri community.

3. Membership

(1) Membership is open to all the indigenous persons from the Kanuri indigenous community.

(2) The person should not be, under 18 years of age and on satisfying the Committee responsible for registration.

(3) The intending member should submit application with two referees.

(4) The enrolment fees should be N150.00 (Naira).

4. Meeting of the Association (Period)

(a) There should be a monthly meeting of this body on the second Thursday of every month.

(b) The meeting of the association should always take place at the secretariat.

   The time for the commencement of the meetings is 12 noon prompt within 15 minute grace.

   Where situation or circumstance necessitates an emergency of the executive or general meeting, the president or his vice community president on alerting the circular bearer should immediately notify all members.

   NB that the emergency meeting shall not replace the standing of general meeting.

5. Annual General Meeting

(a) The annual general meeting of the association shall normally be held on the second Thursday of February the proceeding year.

(b) Written annual reports shall normally be received from serving officers at the annual general meeting particularly the president, secretary and financial Secretary. The association shall however accept a joint report from the executive in lieu of individual reports; such a joint reports shall be signed by the officer concerned.

(c) An audit account report of the association’s account for the proceeding calendar year shall normally be presented at the general meetings. Election of officers shall be held every two calendar years by vote casting.
7 (a) A regular meeting of the association including the annual general meetings
and the Executive meetings the following shall form the quorum.

(c) In executives, at least seven members including the President, Vice
President and the secretary.

(d) In general meetings at least 20 members including the President, Vice
President, the general Secretary and the Financial Secretary.

8. THE OFFICERS OF THE ASSOCIATION

The President, Vice President, general Secretary, assistant general secretary, financial secretary,
treasurer, publicity/social secretary. Three secular bearers, the provosts, legal adviser, Taskforces,
Auditors, Board of Trustee, Patrons and three advisers to the President. They automatically become the
executives' officers.

Functions of the Association

i. THE PRESIDENT
The President shall be one of the association's trustees. He shall be the association's
spokesman. He shall have powers to fine a misbehaved member. He shall pick his advisers.
He shall preside over the general meetings. He directs over the convening of emergency
meetings. He shall have power of giving a ruling over matter under discussion after having
taken a trend of opinion into consideration. He shall authorize all payment out of the
association's funds with consent of the executive committees. The President shall have
power of voting in any matter under voting and in the event of a tie, i.e. two parties having
equal votes, he can exercise discretionary power of ruling in favour of one or neither of
the two parties. As the head of the administrations the President shall have the, knowledge of
important cases, countersigned outgoing correspondences and the vouchers must be signed
by the President. Lastly the President shall not lord over members.

ii. THE VICE PRESIDENT
The Vice President shall carry out the duties of the President and exercise his power when
the latter is absent. He shall assist the President as the President shall from time to time
direct. The Vice President shall direct the affair of the executives.

iii. THE GENERAL SECRETARY
The general secretary shall be responsible for the administrative duties of the
association, be covering the minutes of the meetings and attending to in-coming and
out-going correspondences in accordance with the directives of the association. In
case of emergency, he shall after consultation with the president or the executive
committees attend to all matters requiring urgent attentions. He shall on the day of
meeting draw agenda. He shall prepare and present annual report at general annual meetings as provided by the article 6 above.

**THE ASSISTANT SECRETARY**
The assistant general secretary shall carry out the duties and functions and exercise the power of the General Secretary in the event the latter is absent. He shall also carry out such duties which the general secretary will assign to him.

**FINANCIAL SECRETARY**
The financial secretary shall collect all moneys, and dues, payable to the association and shall pay them to the treasurer within 48 hours of receipt. He shall keep accurate account of the receipts and payment supported by vouchers. He shall prepare and present annual report of finance to the association as provided in article 5 (a) above. He shall perform any other duties expected of the financial secretary of the association.

**THE TREASURER.**
The treasurer shall be the chief custodian of all the association funds. He shall deposit all the moneys of the association within 48 hours of receipt in bank accounts specified by the association. He shall keep an imp rest amount of not more than N300.00 (three hundred naira). He shall be one of the trustees of the association.

**CIRCULAR BEARERS**
The circular bearers are to carry out all the association's messages. The acicular bearers shall be at least two in number or more when the need arises.

(a) The provost shall help the President to enforce discipline at meetings.
(b) They shall help to deliver messages if and when the need arises.

**LEGAL ADVISERS**
They should advice the association on the legal matters.

**AUDITORS**
Their responsibility is to examine the way the association's money was being kept and spent and report back their findings to the association.

**BOARD OF TRUSTEES.**
The board of trustees shall not comprise less than three members at any given time, but the executive committee has the power to determine the numbers when the need to do so arises. They shall be in charged of depositing and withdrawing of the association's money from the bank. They shall be holder of this association.

**PATRON/MATRON**
Their duty is to coordinate the various organs of the association to give parental advices to the association and see that sense of unity is maintained among members. They should attend meetings regularly. They should be chosen by the President himself.

**THE EXECUTIVES COMMITTEE MEMBERS**

For the purpose of the good administration of the association there shall be an executive committee comprising the officers and a few unofficial members chosen from the floor.

**FUNCTIONS OF EXECUTIVES**

The executives are to exercise powers conferred to or on it by the association on matters specially delegated to it. To deliberate and take decisions on matters referred to it by the assembly or association. To take decision on emergency matters requiring urgent attention and take action as expedient and necessary where it is not possible to convene a meeting of the general House or association, to formulate policy on policies for the audience welfare and progress of the association and recommend to the general house for notification.

**FINANCE**

**SOURCE OF INCOME**

The association shall derive her income from such sources as membership registration fees, monthly dues, levies, donation, etc. and any other legitimate sources deemed appropriate.

**EXPENDITURE**

No money of the association shall be spent without the knowledge and approval of the executive committee or the general meeting.

**TREASURING AND BANKING**

All money of the association shall be deposited in the bank account approved by the association.

All withdrawals on behalf of the association shall be made on the signature of any three of the following officers.

1. The president in the absence of the president the vice president
2. The treasurer
3. One person from the floor; but in the absence of one of the three trustees two can also sign out money.

The treasurer shall deposit all money collected or received on behalf of the association into the approved bank account within 48 hours of its collection on receipt.

The treasurer shall however, at each time have in his/her possession, an imprest amount not exceeding N300.00.

The association finances shall be audited by appointed auditors at least once in each calendar year running from January to December, two or three auditors. Who shall be designated, joint auditors, shall
be appointed in November of each year to audit the association account for the proceeding year. The auditors report at the annual general meeting shall be presented in February of each year.

RULES AND REGULATIONS

These rules and regulations are meant to be practical guide to the relevant parts of the provision of this constitution. As such if any interpretation of these rules and regulation will contradict any interpretation of the constitution, the later interpretation shall prevail.

DISCIPLINE

Discipline shall be strictly enforced within the association and any member who commits an offence will be liable to punishment as provided in this constitution offences against the association shall include as follows:

(I) Flouting the constitution of the association, example, assuming any office to which one was not elected or appointed.
(II) Behaving in a manner likely to bring the name of the association to ridicule or contempt.
(III) Being noticeably drunk before attending meetings.
(IV) Carrying about false propaganda likely to infuse the reputation of the association or its members.
(V) Defrauding the association or its members.
(VI) Using vulgar and indecent language at the meetings or social functions of the association.
(VII) Irregular attendance at meetings.
(VIII) Any acts of commission or omission which in the view of the association at a general assembly can be constituted to construe an offence.

ABUSE OF AN OFFICE

The following punishment may be inflicted on erring member and the form of punishment adopted shall depend on the seriousness of particular case:

a. Fine
b. Censure
c. Caution and discharge: fraud
d. Expulsion: expulsion being the highest form of punishment shall sparingly be used.

Fines for familiar offenders like lateness, absenteeism, distraction/disturbances at meetings, etc. shall from time to time be fixed at general meeting.

FOR THE PRESENT

These shall be the standard fines for the following offences:

- Lateness: 50k
- Absence: 50k
- Using abusive language: 2.00k
- Talking without permission: 50k
- Rowdy behaviors: 50k
- Social function: 5.00k
- Drunkenness: 10.00 noticeably
Fighting in the meeting - ₦20.00 for guilty member
Dereliction of duty - ₦10.00 during social activities

The association shall organize, promote or sponsor such social activities as visits to areas (villages, farms, flooded places etc.), dances, concerts, film shows exhibition centers, debates, plays and other similar performances whenever deemed fit. Such activities shall be for purpose of social interactions among members of the community coming from various areas and for the promotion of the Kanuri indigenous community.

DEATH OF A MEMBER

In case a member dies, all association members shall honour the dead member by assembling in his/her residence on the date deemed fit by the executives.

The association shall give the sum of ₦200.00 or as decided by the Executive committee to the bereaved family and shall provide drinks. Penalty for absenteeism to the association members is ₦100.00.

CASES

If a member of the association is involved in any court case in connection with his roles during advocacies or performing his official duties, he should try as quickly as possible to inform the association. If the person is detained the association will try to seek for a bill provided the person involved will give a strong surety. In satisfying the condition above the case should be referred to the welfare committee for study and recommendations.

AMENDMENTS

This constitution is subject to review amendment when the need arises.