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Regional consultation meetings in preparation of the reflection year on the periodic reporting mechanism of the 2003 Convention

The capacity-building approach for periodic reporting

Presentation by the Secretariat of the 2003 Convention, April and May 2025



The periodic reporting calendar

Between 2017 and 2019, the Committee and General Assembly **adopted decisions and resolutions** to reform periodic reporting on the Convention's implementation and the Representative List.

The reform established a regional cycle of reporting:

- **2021 cycle:** Latin America and the Caribbean (submission of periodic reports on 15 December 2020)
- **2022 cycle:** Europe (submission of periodic reports on 15 December 2021)
- **2023 cycle:** Arab States (submission of periodic reports on 15 December 2022)
- **2024 cycle:** Africa (submission of periodic reports on 15 December 2023)
- **2025 cycle:** Asia and the Pacific (submission of periodic reports on 15 December 2024)
- **2026:** Reflection year (no examination of periodic reports by the Committee)



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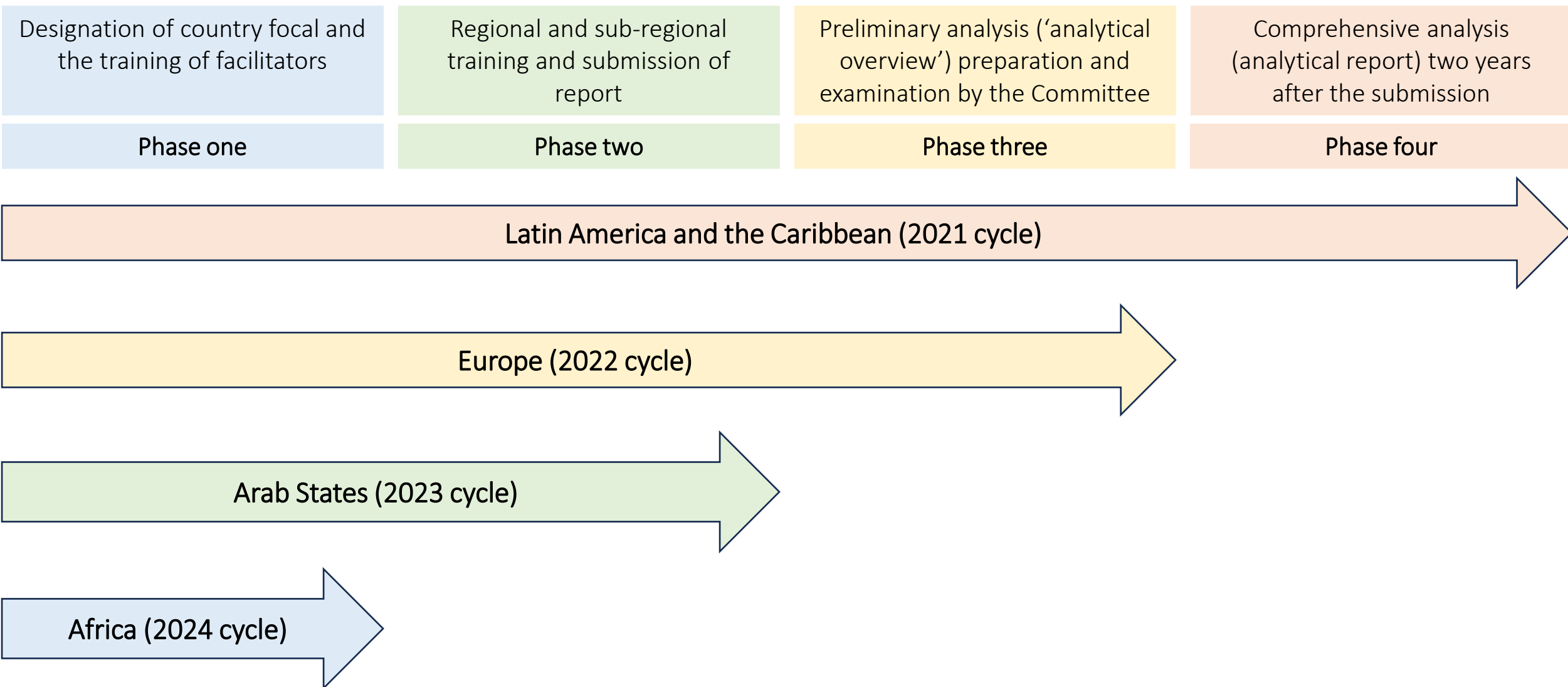
The periodic reporting exercise: a four-phase process

- **Phase 1** (first year) is the initiation of the exercise, involving the designation by States Parties of country focal points for the periodic reporting exercise and the training of facilitators to accompany the country focal points, using dedicated training materials developed by UNESCO.
- **Phase 2** (second year) involves the training of country focal points at the regional, sub-regional and, in some cases, at the country level, as well as the preparation and online submission of reports.
- **Phase 3** (third year) involves the preliminary analysis, by a team established by the Secretariat, of the reports submitted, presented as an 'analytical overview' for examination by the Committee in the year following the submission.
- **Phase 4** (fourth year) involves a comprehensive analysis of data extracted from the reports submitted, to be presented in the form of an 'analytical report' two years after the submission of the reports.

Capacity-building activities

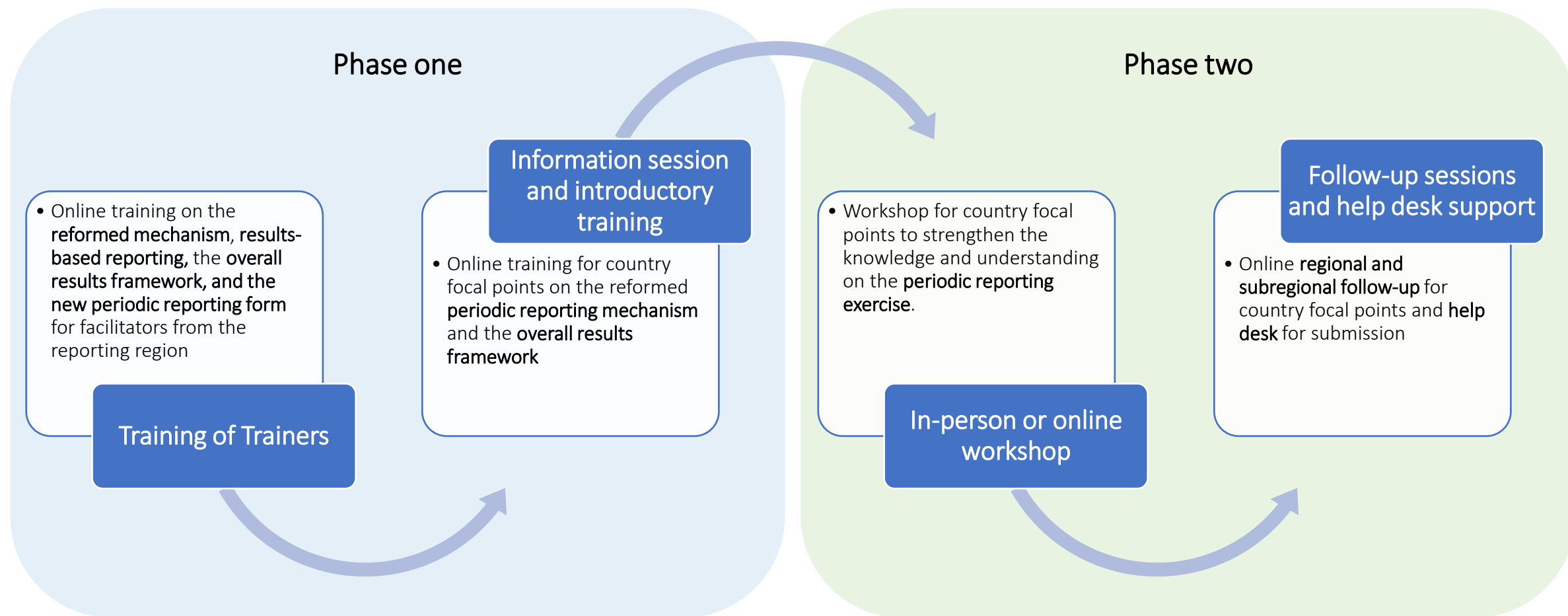


The periodic reporting exercise: overlapping cycles



The capacity-building approach: overall structure

Capacity-building for periodic reporting encompassed different stages, with **regional and sub-regional training activities, both online and face-to-face**, implemented across the first two years of the periodic reporting exercise in each region.



The capacity-building approach: main objectives of each stage

Training of Trainers (online)

- Introduced facilitators to the **reformed periodic reporting mechanism** and the **2003 Convention's overall results framework**, while it strengthened their capacities on **results-based reporting** and facilitated **peer-to-peer learning and networking at the regional level**.

Information session and introductory training (online)

- Introduced the **periodic reporting mechanism**, the **periodic reporting form ICH-10** as well as the facilitators team to country focal points.
- Gather first **feedback on the periodic reporting form ICH-10** from country focal points.

Workshop on periodic reporting (online or in presence)

- Covered a wide range of aspects related to **undertake the periodic reporting exercise at the country level**, such as the importance of results-based reporting and the periodic reporting exercise, the roles of different actors, stakeholders' engagement and data collection and management, as well as the filling out of the periodic reporting form ICH-10.

Follow-up sessions (online)

- Fostered **peer-to-peer learning and experience sharing** among country focal points through sub-regional working groups and regional plenary sessions.
- **Addressed queries to facilitators** and **obtain guidance** on questions related to the periodic reporting form.

Help desk for the submission of periodic reports

- **Solved technical issues** that country focal points faced when submitting the periodic reporting form through the dedicated online platform.



The capacity-building approach: actors engaged

Category 2 centres under the auspices of UNESCO

- Category 2 centres actively supported capacity building by hosting and supporting training across all reporting regions.

Facilitators

- The global facilitators' network of the 2003 Convention facilitated and supported country focal points across all regions in preparing and submitting periodic reports through sub-regional and regional follow-up sessions.

UNESCO field offices

- UNESCO field offices contributed to ensure the participation of country focal points throughout the capacity-building process by maintaining a constant dialogue while identifying timely solutions to arising challenges.

Donors

- The capacity-building process was also supported by extrabudgetary resources which allowed strengthening and expanding capacity-building efforts (e.g. during the 2024 cycle – Africa).

Category 2 Centres involved in the periodic reporting exercise

Regional Centre for the Safeguarding of Intangible Cultural Heritage in Africa (CRESPIAF)

Regional Centre for the Safeguarding of the Intangible Cultural Heritage in South-Eastern Europe

International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region (CRIHAP)

Regional Centre for the Safeguarding of the Intangible Cultural Heritage of Latin America (CRESPIAL)

International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (ICHCAP)

International Centre for Capacity-Building in Intangible Cultural Heritage in the Arab States



The capacity-building approach: a continuous improvement

The Secretariat systematically worked on **strengthening the capacity-building approach** by integrating the lessons learned from one reporting cycle into the following cycle (e.g. increased use of the form ICH-10 during training, development and use of new handouts, development and use of the graphic of the overall results framework).



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The capacity-building approach in figures

Throughout the first regional cycle of periodic reporting (2021-2025), capacity-building for periodic reporting engaged the following stakeholders:

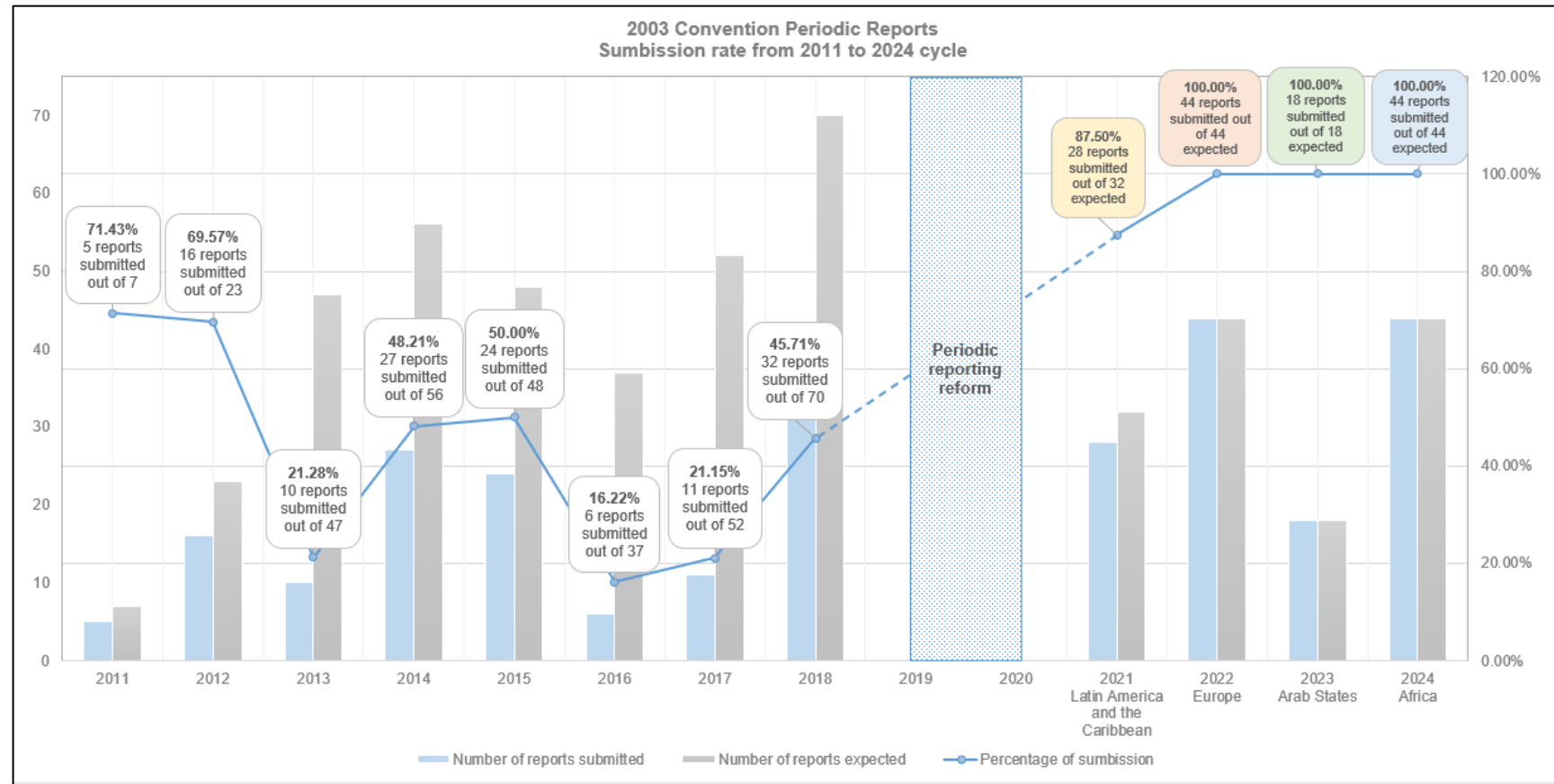
- More than **600 focal points and other national stakeholders**
- **42 facilitators** from the UNESCO global capacity-building network
- **24 UNESCO field offices** in all regions



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Results of capacity-building for periodic reporting

- The capacity-building programme was rolled out by the Secretariat with **category 2 centres**.
- **Boosted submission rates** in the first regional reporting cycle.
- Enabled **skills development, knowledge sharing and peer learning** within reporting regions.



Recommendations and possible improvements

Throughout the first regional cycle of reporting, a series of recommendations on how to further strengthen the capacity-building approach were gathered, and are summarized below:

Overall recommendations

- Start the capacity building **early and allow enough time for meaningful training**.
- Promote **reporting as a collaborative effort** involving stakeholders across the State Party, not a competitive process.
- **Build capacity beyond focal points** – include diverse actors.
- Encourage **regional focal point networks** for exchange and support.

Recommendations on the training sessions

- More time to work on **the online reporting form** during the training.
- Include **more group exercises**, especially during in-person sessions.
- Provide **tools** and **methods** to support focal points in data **collection and stakeholder engagement**.
- Set aside time to **clarify key concepts** (e.g. inclusivity, diversity, sustainable development).
- Allow time to discuss **inventory reporting** in depth.

