UNIT 51

Hand-out 1:

**Inventorying** **the** **intangible** **cultural** **heritage in** **Highland** **Province[[1]](#footnote-1)**

Request for International Assistance from the
Intangible Cultural Heritage Fund

For amounts greater than US$100,000: deadline 31 March

For amounts up to US$100,000: submit at any time

*Instructions for completing the request form are available at:*[*http://www.unesco.org/culture/ich/en/forms*](http://www.unesco.org/culture/ich/en/forms)*.*

*Requests not complying with those instructions and those found below will be considered incomplete and cannot be accepted. States Parties are further encouraged to consult the aide-mémoire for completing a request of international assistance available on the same webpage.*

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| Possibility to request international assistance when nominatingTo nominate an element for inscription on the Urgent Safeguarding List and simultaneously request international assistance to support implementation of its proposed safeguarding plan, use form ICH-01bis. To request international assistance that is not related to a nomination, continue to use form ICH-04. |

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| 1. State(s) Party(ies)
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| For multi-national requests, States Parties should be listed in the order on which they have mutually agreed. |
| Wentapur in South-East Asia |
| 1. Contact person for correspondence
 |
| **2.a. Designated contact person**Provide the name, address and other contact information of a single person responsible for all correspondence concerning the request. If an e-mail address cannot be provided, indicate a fax number.For multi-national requests provide complete contact information for one person designated by the States Parties as the main contact person for all correspondence relating to the request and for one person in each State Party involved. |
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| --- | --- |
| Title (Ms/Mr, etc.): |       |
| Family name: |       |
| Given name: |       |
| Institution/position: | Director, Highland Province Department of Culture |
| Address: |       |
| Telephone number: |       |
| E-mail address: |       |
| Other relevant information: |       |

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| **2.b. Other contact persons (for multi-national files only)***Provide below complete contact information for one person in each submitting State, other than the primary contact person identified above.* |
| n/a  |
| 1. Project title
 |
| *Indicate the official title of the project in English or French that will appear in published material.**Not to exceed 200 characters* |
| Inventorying the intangible cultural heritage in Highland Province [59 characters] |
| 1. Summary of the project
 |
| Provide a brief description of the project for which assistance is requested, including its overall objectives, expected results and main modalities of action. State(s) Party(ies) is/are invited to submit requests that recognize and respect local development agendas in their design and planning.Not fewer than 200 or more than 300 words |
| Highland Province is home to members of seven ethnic communities, two of which are found nowhere else, and has a sizable population from the majority Latang community. The intangible cultural heritage of these communities has contributed, together with that of communities elsewhere in the country, to the creation of a unique and precious national culture that makes Wentapur the envy of its neighbours. The present project seeks to identify and define those expressions, practices and skills that can continue to contribute to building a strong national identity and can serve as inspiration and raw material for transformation by Wentapur’s artists into works of international stature. The Highland Province Department of Culture will undertake a pilot project in inventorying of intangible cultural heritage. As the first among Wentapur’s nine provinces to begin such inventorying, Highland Province will work closely with the Intangible Cultural Heritage Service of the Ministry of Culture to develop appropriate methodologies and approaches and will share its experience with counterparts in other provinces and at the national level. A highlight of the project will come at the end with the declaration of ten Masterpieces of Highland Province Intangible Cultural Heritage, selected on a scientific basis by a prestigious jury, and deemed to represent the most precious and unique expressions found within the province. [218 words] |
| 1. Is this an emergency request that might receive expedited processing?
 |
| *Indicate if this is an emergency request that might warrant expedited examination by the Bureau. For this purpose, an emergency shall be considered to exist when a State Party finds itself unable to overcome on its own any circumstance due to calamity, natural disaster, armed conflict, serious epidemic or any other natural or human event that has severe consequences for the intangible cultural heritage as well as communities, groups and, if applicable, individuals who are the bearers of that heritage. You will be asked to describe the nature and severity of the emergency in section 13.* |
| [x]  emergency request[ ]  non-emergency request |
| 1. Duration of the project
 |
| *Indicate the total number of months required for implementation of the proposed project. Assistance from the Intangible Cultural Heritage Fund can only cover a period of 36 months.* |
| 2016-2018 |
| 1. Previous financial assistance from UNESCO for similar or related activities
 |
| *Has the State Party ever received any international assistance under the Intangible Cultural Heritage Fund of the 2003 Convention to implement related activities in the field of intangible cultural heritage?* |
| [x]  No[ ]  Yes (if so, please provide details below: title, period, contract number and funding source)      |
| 1. Name of the implementing agency (contracting party, if assistance is provided)
 |
| *Indicate the name of the agency, institution or organization responsible for implementing the project; this agency will be contracted by UNESCO if assistance is granted. Indicate also the name and title of the contact person and other relevant contact information.* |
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| Name of the agency: | Department of Culture, Highland Province |
| Name and title of the contact person: | Director, Department of Culture |
| Address: |       |
| Telephone number: |       |
| E-mail address: |       |
| Other relevant information: |       |

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| 1. Scope of the project
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| *Tick only one box.* |
| [x]  local (sub-national)[ ]  national[ ]  sub-regional/regional (more than one country)[ ]  international (including geographically non-contiguous areas) |
| 1. Location of the project
 |
| *Identify and characterize the geographical area(s) in which the project will be carried out.**Not to exceed 100 words* |
| Highland Province is the most important of nine provinces in Wentapur. It is generally mountainous and borders Country B. The administrative seat of Highland Province is the city of Mount Mok. The people of Highland Province are known as good-natured and ready to celebrate any occasion. Among its population, those who come from the national majority Latang are the most industrious, valuing education more than the various minority ethnicities. Perhaps that is why they hold most positions of authority in the local administration, even if they are less than half of the province’s population. [95 words] |
| 1. Purpose of request
 |
| *Tick one box to identify the purpose for which international assistance is requested.**This form is not to be used for requesting preparatory assistance. States Parties wishing to request preparatory assistance for the elaboration of nominations for inscription on the Urgent Safeguarding List should use Form ICH-05, and States Parties wishing to request preparatory assistance for elaborating proposals for the Register of Good Safeguarding Practices should use Form ICH-06.* |
| [x]  safeguarding heritage inscribed on the Urgent Safeguarding List[ ]  safeguarding heritage being nominated for inscription on the Urgent Safeguarding List[ ]  elaboration of inventories[ ]  implementation of programmes, projects and activities for safeguarding |
| 1. Forms of assistance requested
 |
| *Tick one or several boxes to identify the forms that the international assistance will take.* |
| [ ]  studies concerning various aspects of safeguarding [ ]  the provision of experts and practitioners[x]  the training of all necessary staff[ ]  the elaboration of standard-setting and other measures[ ]  the creation and operation of infrastructures[x]  the supply of equipment and know-how[x]  other forms of financial and technical assistance |
| 1. Background and rationale
 |
| Provide a brief description of the current situation and the need that the proposed assistance would address. For emergency assistance requests, describe the nature and severity of the emergency.1. For safeguarding of a particular element, provide a description of the element, its social and cultural functions, its viability in terms of its practice and transmission and why safeguarding measures are required at this time.
2. For programmes or activities not focused on a particular element (e.g., preparation of inventories, strengthening of capacities, awareness-raising, visibility), describe why these programmes or activities are necessary and what gaps exist in other related programmes and activities.

Not fewer than 750 or more than 1000 words |
| Wentapur is home to some 26 million people (as of the 2015 Census), of whom about two million live in Highland Province. After achieving independence in 1949, the country was faced with the problem of constituting a cohesive national identity in the face of great ethnic diversity, pronounced regional differences and daunting geographical factors. Members of more than 20 minority ethnicities were encouraged to adopt the majority culture and speak the majority Latang language so that they could participate in national life. Certain communities resisted assimilation, unfortunately, but overall the country has made rapid steps towards creating an advanced, modern society based upon science and universal values. Now that we have consolidated our progressive national identity, we can turn our attention back to preserving some of the interesting if quaint traditions of our ancestors and of our different ethnic minorities. Wentapur’s cultural identity is now strong enough that we can select some of the best of those traditions and encourage young people to learn them once again, without the risk of undermining national unity.Since independence, our nation has made great strides in eliminating regional particularities and inequalities, particularly the backward superstitions that posed a threat to development. National cultural policy was to take the rustic village dances and elevate them into ballet spectacles, to replace backwards cottage industries with factories for mass production, and to compose music for ensembles of guitar, accordion and (later) electronic keyboards that could equal the best music of the world. Many unscientific religious practices have been abandoned, foodways that depended on specific local products but provided poor nutrition could be replaced by our thriving agricultural industry, and State law has reached every corner of the county, eliminating the arbitrariness of local customary law and social institutions that preserved the power of feudal aristocracies. Despite this great progress, some communities throughout the country nevertheless continued to practise their own cultural heritage and transmit it to their children and grandchildren, even at the risk of sowing inter-ethnic or inter-regional discord.In 2012, Wentapur ratified the 2003 UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage. The Government and National Assembly were cautious about ratifying the Convention for fear that it might encourage cultural separatism, particularly in parts of the country such as Highland Province where more than half the population is made up of many small ethnicities. And they were concerned about cost: as a Least Developed Country, Wentapur has limited tax revenues and scarce human resources, and fully implementing the Convention would require international assistance as well as time to invest in the capacities of a network of cultural workers at different levels.However, the Minister of Culture reassured the Prime Minister and Council of Ministers that the Convention provided an important opportunity for Wentapur to strengthen its international tourist offer, capitalizing on the country’s scenic natural beauty to attract visitors who could also enjoy a taste of our unique and outstanding national culture. The Ministry of Culture – including both its personnel in the capital and those paid from its budget at the provincial and district levels – was assigned primary responsibility for implementing the Convention. A national, inter-ministerial Council for Intangible Cultural Heritage provides policy-level oversight, and the Ministry of Culture has bilateral working relations with ministries such as agriculture, labour and commerce and with the national Tourism Commission. At the Ministry of Culture, an Intangible Cultural Heritage Service has direct day-to-day responsibility for implementing the Convention.Based upon our knowledge of the Convention, we understood that inventorying intangible cultural heritage is an urgent priority if we wish to take fuller advantage of its revenue-generating potential and identify traditions in different communities that could be developed as contributions to our national culture. However, Wentapur has little experience in this area. During the colonial era, there had been several gazetteer projects, but in the first decades of independence such scientific work was rejected as a vestige of colonialism. The Minister himself considers it urgent that inventorying begin immediately so that researchers from the National University could identify and define what they considered to be the most important and unique part of the intangible heritage of different ethnic groups, in order that it could then be more effectively integrated into national culture.The Minister of Culture and Governor of Highland Province therefore signed an accord under which the provincial Department of Culture will undertake a pilot project in inventorying of intangible cultural heritage. The most important of Wentapur’s provinces because of its strong revolutionary heritage and contributions to national independence, Highland Province is accustomed to piloting various activities that can then be copied by other provinces. The Intangible Cultural Heritage Service of the Ministry of Culture will develop appropriate inventorying methodologies and approaches and will share its experience comprehensively with its personnel assigned to other provinces and at the national level. [813 words] |
| 1. Objectives and expected results
 |
| *Identify in terms as clear and measurable as possible: (i) what medium-term effects would be achieved by the implementation of the project (objectives) and (ii) what kind of positive impacts and concrete accomplishments would be seen after implementing the proposed project (expected results). Both need to be spelled out in detail and linked to the information included under section 15 below (Activities).*Not fewer than 100 or more than 300 words |
| International assistance from the Convention for the Safeguarding of the Intangible Cultural Heritage would be a precious stamp of approval of the good work that our Ministry of Culture has been doing for many decades to develop a progressive national culture. The Ministry would be able to equip itself with modern technology that is now lacking because of scarce financial resources. Indeed, setting up a modern digital video studio will also allow the Ministry to generate user fees in future years to supplement our meagre budget. As a direct objective of the project, we intend to create a list of ten Masterpieces of Highland Province Intangible Cultural Heritage, to be joined soon on a national list with ten Masterpieces from each province. To select the best treasures for inclusion on this list, objective scientific standards will be applied by a jury of national experts, chaired by the Minister of Culture himself. The audio and video recordings collected under the project will also be made accessible to artists, composers and choreographers so that they can gain new sources of inspiration for their creative works. [183 words] |
| 1. Activities
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| What are the key actions to be carried out or work to be done in order to achieve the expected results identified in section 14 (Objectives and expected results)? Activities need to be described in their best sequence, explained in a detailed and narrative manner and their feasibility should be demonstrated. The information included in this section should be consistent with that provided under section 16 (Timetable of the project) and section 17 (Budget). Not fewer than 300 or more than 1000 words |
| 1. **Project inception, purchasing equipment and raising awareness**

In the first three months of the project, the Department of Culture of Highland Province will recruit and appoint a full-time Project Coordinator, to work under the direct supervision of the Director of the Department. Inventorying requires high-quality audio-visual documentation, so the first priority for the pilot inventory project will be to purchase the latest digital cameras, sound recorders and video cameras for the Ministry of Culture. An awareness-raising campaign will be undertaken with the support of the Highland Province Radio and Television.1. **Capacity-building workshop on implementing the 2003 Convention**

A three-day capacity-building workshop will introduce 50 participants to the 2003 Convention and inform them of the inventorying project and its place within the national strategy for implementing the Convention. The workshop will take place in the capital city of the country, so that important dignitaries from the Ministry of Culture and Prime Minister’s Office can speak at the opening ceremony and it can receive wide media coverage.1. **Development of preliminary inventorying framework**

Experts from the Intangible Cultural Heritage Service of the Ministry of Culture will elaborate a preliminary inventorying framework, to ensure that researchers will all ask a set of standard questions and report their findings uniformly. The framework will include questionnaires and guidelines for conducting research and will include scientific criteria for selecting the best Masterpieces from each province.1. **Capacity-building workshop on inventorying ICH**

A seven-day capacity-building workshop will introduce key project participants to the skills and methods required for inventorying ICH. It will involve 18 persons, including Ministry of Culture officers (six persons), province and district officers from Highland Province (nine persons, from culture and other relevant departments) and local community members (three). Participants will be taught how to complete the inventory questionnaires, how to operate the digital documentation equipment and how to apply the criteria for selecting Masterpieces.1. **Inventorying underway in District One**

A staff of 12 will carry out inventorying over the course of 14 months throughout the district. The project staff will be divided into four teams of three persons, with each team including one provincial cultural officer and one district cultural officer; the third member of each team will either be a community representative, an NGO representative or an officer from the district’s Office of Tourism, Agriculture or Industry. Each team will be responsible for inventorying, from the field research and collecting phase, through the description and organization of documents (including photos and recordings) for archiving at the Ministry of Culture, to the preparation of nomination files for the Masterpieces programme.1. **Inventorying underway in Districts Two and Three**

Inventorying will be extended to the two remaining districts of Highland Province, according to the same approach already in use in District One: four teams of three persons will be constituted in each district, and they will carry out the inventorying work throughout the district over the course of 14 months.1. **Mid-term assessment of implementation in Districts One, Two and Three**

After five months of inventorying in Districts Two and Three (and nine months in District One), an assessment of progress will be carried out by collecting self-evaluation questionnaires from all of the 36 field-level staff as well as the directors of the Cultural Service in each of the districts. Any necessary mid-course corrections will be made so that the remaining months of inventorying can benefit from the experiences of all those involved. A brief written report will serve as the first evaluation of the project.1. **Selection of Masterpieces**

When all of the inventorying has been completed in the three districts, the provincial Department of Culture will begin to analyse the Masterpieces nominations that have been prepared by each of the teams. Since only ten can be selected for the entire province, this will be a highly selective process. The Department will call upon experts from the Ministry of Culture, the Party Ideology Committee and the National University to ensure that the highest scientific standards are applied and that the elements chosen as Masterpieces are truly consistent with the finest values of national identity and can provide ample raw material to inspire the country’s artists and creative workers.1. **Assessment of lessons learnt from project implementation**

Following the completion of project inventorying in all three districts, the evaluation team and other officers of the Ministry of Culture will carry out an extensive assessment of the project’s activities, including field visits to each district to speak both with inventorying team members and others who were not directly involved as project personnel. The evaluators will provide a comprehensive report on the implementation of the project from its beginning, drawing lessons that can be taken into account in future inventorying efforts by Wentapur.1. **National workshop on inventorying in Wentapur**

A two-day workshop will be convened in the capital so that the evaluation team and key project personnel can report on the achievements of the project and the lessons learnt. Participants will include the members of the inter-ministerial Council for Intangible Cultural Heritage as well as high-level officials of concerned ministries and governors or vice-governors of all nine provinces. The highlight of the workshop will be the declaration of ten Masterpieces of Highland Province Intangible Cultural Heritage, which will certainly be of interest to the national media.1. **Project reporting and close-out**

The final three months of the project will be dedicated to synthesizing the results of the project, particularly the final national workshop, and to the final financial reporting; a narrative report will be submitted to UNESCO to close the project.1. **Project management and coordination**

The timetable and budget include an overall activity of management and coordination that extends from the beginning of the project to its end. The arrangements for managing project implementation are detailed below in section 19. [971 words] |
| 1. Timetable of the project
 |
| *Attach a month-by-month timetable for the proposed activities, preferably using the ICH-04 Timetable and Budget form. The information provided should be in conformity with that in section 6 (Duration of the project) as well as in conformity with the detailed activities and their sequences as included under section 15 (Activities) and in the budget overview in section 17. Please note that the activities can only begin approximately three months after approval of the request at the earliest. [[2]](#footnote-2)* |
| 1. Budget
 |
| *Attach a detailed budget breakdown in US dollars of the amount requested, by activity and type of cost (e.g. personnel, travel, supplies, equipment, etc.) with enough specificity and detail so as to provide sufficient justification and to allow actual expenses to be matched directly against the projections. This budget breakdown shall be provided as an attachment to this form, preferably using the* ***ICH-04 Timetable and Budget*** *form. The budget should reflect only the activities and expenses described above and be prepared in a rigorous and transparent way, fully reflecting all sources of support.**In each section of the budget, clearly distinguish the amount requested from the Intangible Cultural Heritage Fund from the amount to be contributed by the State Party or other sources. The State Party contribution includes local and national government allocations as well as in-kind contributions; ‘other sources’ can include NGOs, community organizations, foundations or private donors.**It is also crucial that the budget breakdown should correspond exactly to the detailed narrative description provided under section 15 (Activities) and to the timetable attached for section 16.*Provide below the budget overview, being certain that the figures are identical to those provided in the **ICH-04 Timetable and Budget** form.[[3]](#footnote-3) |
| **Overview:**Amount requested from the Fund: US$362,400State Party contribution: US$23,425Other contributions (if any): US$0Total project budget: US$385,825 |
| 1. Community involvement
 |
| *Identify clearly the community(ies), group(s) or, if appropriate, individuals concerned with the proposed project, including the role of gender. Describe the mechanisms for fully involving them in the preparation of the request as well as in the implementation of all the proposed activities and in their evaluation and follow-up. This section should describe not only the participation of the communities as beneficiaries of the project and of financial support, but also their active participation in the project design; their perspectives and aspirations should be fully reflected in the proposed project.*Not fewer than 300 or more than 500 words |
| The pilot project aims to reach all three of the districts in Highland Province and the diverse communities residing there. Highland Province’s two million residents include members of seven ethnic communities, two of which are found nowhere else, among them a sizable population from the majority Latang community. During the course of the project, inventorying will be conducted in selected localities, to be identified by each of the three district-level project teams.The district-level inventorying teams, as explained above, will include one national cultural officer, one local cultural officer, and one community member, NGO member or staff from a district office other than culture (e.g., Tourism, Agriculture or Industry). The community members or NGO representatives involved as parts of the inventorying teams will be recruited and selected by the district Office of Culture, both for their stature within the community and for their prior service to the nation (for instance, as former military, teachers or retired officials). Given the importance of gathering and processing data, fluency in the official language of Wentapur will be a job requirement. Project staff will include both women and men, in line with the country’s policy of gender equity in government service.Obviously, the inventorying effort can only succeed if community members are willing to participate. The initial awareness-raising effort will focus on the message that such participation is a citizen’s obligation, as each person’s contribution to national identity. Since the project enjoys the support of the Minister of Culture and Director of the provincial Department, we fully anticipate that community members will be eager to assist. However, in case community members are reluctant to contribute time and information to the inventorying work, the help of village chiefs and district leaders will be enlisted to convince them to cooperate as their civic duty.Since the particular communities to be inventoried will only be identified after the project has begun, it is obvious that community members at the local level have not been involved directly in the preparation of the present request. [337 words] |
| 1. Implementing organization and strategy
 |
| Describe the background, structure, mission and relevant experience, etc. of the implementing organization or body indicated under section 8 that will be responsible for carrying out the project. Identify the human resources available for implementing it and indicate their division of tasks. Describe how it will manage the project implementation.Not fewer than 150 or more than 500 words |
| The pilot inventorying project will be implemented by the Department of Culture of Highland Province, under the direct supervision of its director, and with continuous support from the Intangible Cultural Heritage Service of the Ministry of Culture. The project will also enjoy the personal attention of the Governor of Highland Province.Within the decentralized administrative structure of Wentapur, a provincial department operates under the direct authority of the respective Governor, but receives funding, direction and support from the national ministry, in this case the Ministry of Culture. Similarly, the corresponding ‘office’ at the district level (see section 20 below) has parallel responsibilities and structures to those at the province ‘department’, but operates under the direct authority of the District Chief.The Highland Province Department of Culture numbers twelve professional staff and an equal number of administrative and support staff. Its director holds a master’s degree in Cultural Management from the National University and other professional staff are generally holders of bachelor’s degrees. The Department’s professional staff is not divided into units but instead organized into topical teams: the Cultural Heritage Team leader and two other professionals are involved full time with heritage issues, while three other professionals are part-time members of that team. The Department of Culture also includes one professional staff member responsible for its website and for data management; she will provide technical support to the project.A full-time Project Coordinator will be appointed to assume day-to-day responsibility for the project from beginning to end. He or she will work under the direct supervision of the Department Director and in close coordination with the team leader of the Cultural Heritage Team. The time that each permanent staff member allocates to the project is detailed in the attached budget, averaged over the 30-month life of the project. Each will work more intensively at certain stages, and may not be involved at other stages. [315 words] |
| 1. Partners
 |
| Describe, if applicable, coordination arrangements with any other partners and their responsibilities in the implementation of the project. Identify human resources available in each of the entities involved.Not more than 500 words |
| The Highland Province Department of Culture will depend on cooperation with partners within the Ministry of Culture and the respective Offices of Culture in the three districts. It will also work closely with other concerned departments, notably the Highland Province Radio and Television and provincial Tourism Service.At the ministry level, the Intangible Cultural Heritage Service will be the primary partner. Assigned overall responsibility for national implementation of the 2003 Convention and the 2011 Law on Safeguarding Intangible Cultural Heritage, the Service includes a full-time professional staff of five. As described above (section 15), the Service will have key responsibilities for elaborating a draft framework for inventorying and criteria for the selection of Masterpieces (activity 3), for leading the different workshops (activities 2, 4 and 10), and for assessing the project’s implementation (activities 7 and 9). The director of the Intangible Cultural Heritage Service will also sit as Chairperson of the jury to select the ten Masterpieces of Highland Province ICH (activity 8), the project’s high point. Other experts within her service will be involved from time to time in the planning, training and evaluation activities. At the end of the pilot project, all of the documentation equipment (video cameras, digital cameras and audio recorders) will revert to the Ministry of Culture for use in its media studio.Because the ICH Service is still small, the national representative on each of the 12 inventorying teams (activities 5 and 6) will also be drawn from other services within the Ministry such as the services for Fine Arts, Mass Culture and Moral Guidance. This will have to be determined later, if the international assistance is approved.At the province level, the Department of Culture will rely upon the provincial Radio and Television to assist with an initial awareness-raising campaign (activity 1). In addition, technical staff from that office will provide training to district-level inventorying teams in the operation of recording equipment and cameras, as part of the workshop on inventorying (activity 4) and as needed during the inventorying itself (activities 5 and 6).The three Offices of Culture at the district level are also key partners upon whom the success of the project depends. Directly responsible to the District Chief, their staffs are nevertheless accustomed to working closely with and receiving direction and support from the Highland Province Department of Culture, which is also responsible for providing their budget. They will be essential to the inventorying (activities 5 and 6). Personnel of a district office are equipped at a minimum with a secondary school diploma; increasingly, they hold bachelor’s degrees or are pursuing such degrees.All of the government personnel involved in the project benefit from regular in-service training offered by the Civil Service Administration and the Party Higher School of Theory. This provides an assurance that they are fully aware of the current policies of the government and are properly imbued with the values of patriotism and national identity. [488 words] |
| 1. Monitoring, reporting and evaluation
 |
| Describe how the implementing organization indicated under section 8 and described under section 19 plans to carry out monitoring, reporting and evaluation of the project and how the communities will be involved in this mechanism. For larger or more complex projects, external monitoring and evaluation are preferable.Not fewer than 50 or more than 250 words |
| A mid-term assessment once the work is well underway in all three districts will allow each to learn from the others and to make any necessary corrections in the time remaining. An overall assessment of the project’s implementation at the end will provide a basis for the Ministry of Culture to develop a national strategy for inventorying and to extend the experience of Highland Province to the country’s other eight provinces. This schedule of evaluations will also support regular reporting to officials of the Ministry of Culture, the national Council for Intangible Cultural Heritage and UNESCO.Evaluations will be carried out by personnel from the Ministry of Culture, based primarily on questionnaires with the project team members. At each assessment, the results will also be reported at face-to-face workshops.[129 words] |
| 1. Capacity-building
 |
| Describe how the project may contribute to building up capacities or strengthening existing resources in the field of safeguarding intangible cultural heritage. Special emphasis should be placed on the capacities of the communities described in section 18 in safeguarding their intangible cultural heritage. Describing the impact on the capacities of the implementing organization may also be relevant.Not fewer than 100 or more than 300 words |
| The present project reflects the circumstance that the country does not yet have adequate resources – human, institutional or financial – to meet its inventorying obligations. The acquisition of high-quality digital cameras, audio recorders and video recorders will constitute a major strengthening of the capacities of the Ministry of Culture to carry out its work, not only in the field of intangible cultural heritage but in the larger cultural sphere.The project also includes capacity building of government personnel from different levels and of community members and non-governmental organizations. Activities 2 and 4 (in section 15 above) are specifically dedicated to strengthening the capacities of those involved in the present project, while activity 10 will also make an important contribution to the capacities of those who may later be responsible for inventorying in other districts.The agreement between the Minister of Culture and the Governor of Highland Province that gave birth to the present pilot project also assigned responsibility for implementing it to the provincial Department of Culture. The aim was to strengthen the capacities of that department and the province more generally through their management and implementation of the project, under the watchful eye of the Ministry and with its full support. This ‘learning through doing’ is fully in line with the country’s decentralization policies and also ensures that adequate support and assistance are available to the provincial personnel from higher-level officers. Human and institutional capacities will thus be strengthened at the district, province and national levels. [248 words] |
| 1. Sustainability after the assistance ends
 |
| Describe how the results and benefits of the project are expected to last beyond the end of the project. If the mechanisms established by the project will continue functioning after the implementation of the project, describe how and which would be the responsible body in charge.Not fewer than 50 or more than 250 words |
| The project is designed to create a network of local officials and others within Highland Province who will have the skills and experience to continue inventorying the intangible cultural heritage in the province. However, given the country’s limited financial resources, we cannot expect the project to continue in the same manner or on the same ambitious scale after completion of the present International Assistance. Within Highland Province, the work of inventorying intangible cultural heritage will therefore be integrated into the ongoing responsibilities of the Department of Culture.One important source of ongoing support for future work of the Ministry of Culture in the field of intangible cultural heritage will come from ongoing use of the digital documentation equipment in the Ministry’s audio-visual studio. By charging outside users a small user fee, the studio can generate revenues that can contribute to future inventorying work elsewhere. [144 words] |
| 1. Multiplier effects
 |
| Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere.Not fewer than 50 or more than 250 words |
| International Assistance from the Intangible Cultural Heritage Fund will cover only 94% of the project budget. If it is made available, it will immediately unlock additional in-kind resources from the annual programme budgets of the Ministry of Culture, Highland Province Department of Culture, and district-level Offices of Culture. The Ministry will also explore the possibility of finding corporate sponsors for the national Masterpieces programme, among civic-minded firms that may wish to be associated with such an illustrious honour. [79 words] |
| 1. Signature(s) on behalf of the State Party(ies)
 |
| The request should conclude with the signature of the official empowered to sign it on behalf of the State Party, together with his or her name, title and the date of submission.In the case of multi-national requests, the document should contain the name, title and signature of an official of each State Party submitting the request. |
|

|  |  |
| --- | --- |
| Name: |       |
| Title: |       |
| Date: |       |
| Signature: |       |

 |
| *Name(s), title(s) and signature(s) of other official(s) (For multi-national requests only)* |
|       |

#### Annex

#### REQUEST FOR VENDOR CREATION FORM

In order that we may proceed quickly to establish a contract once the Bureau or Committee has made its decisions, please fill in this Vendor Creation Form with the bank information of the implementing organization indicated under section 8 of the Form.

Thank you for your co-operation.

|  |
| --- |
| **VENDOR INFORMATION** |
| Title (Mr, Mrs, Ms, Organization, etc.) |       |
| Name / Company name |       |
| Date and place of birth |             |
| Nationality |       |
| Profession / Area of expertise |             |
| Street name / House number |             |
| Postal code / City  |             |
| P.O. Box  |       |
| Country |       |
| Telephone |       |
| Fax |       |
| Email |       |
| Language of correspondence  |       |
| Tax code 1 / Tax code 2 (if applicable) |             |
| Contact 1 |       |
| Contact 2 |       |
| **BANK INFORMATION (please attach copy of bank details which you should obtain from your bank)** |
| Full bank name  |       |
| Full agency name  |       |
| Full bank address  |       |
| Bank postal code / Bank city  |       |
| Bank country |       |
| SWIFT/BIC code  |       |
| IBAN |       |
| Bank code & branch code  |             |
| Bank account number  |       |
| Control key (if applicable) |       |
| Account holder name  |       |
| Account currency  |       |
| Intermediary bank (if applicable) |       |
| Additional banking information : (i.e. CHIPS UID, ABA, PayThru, etc…) |       |
| **ADDITIONAL INFORMATION (Please add any comment that may facilitate your identification)** |
|       |

*ICH-04 Timetable and Budget Form (extracts)*

**Inventorying the intangible cultural heritage in Highland Province**

**TIMETABLE[[4]](#footnote-4)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1:**  | **Year 2:**  | **Year 3:**  |
| **Activities** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. Project inception, purchasing equipment and raising awareness |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2. Capacity-building workshop on implementing the 2003 Convention (Date subject to availability of VIPs for opening ceremony) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3. Development of preliminary inventorying framework |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4. Capacity-building workshop on inventorying ICH (Date subject to availability of VIPs for opening ceremony) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5. Inventorying underway in District One (15 months) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6. Inventorying underway in Districts Two and Three (14 months) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7. Mid-term assessment of implementation in Districts One, Two and Three |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8. Selection of Masterpieces |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9. Assessment of lessons learnt from project implementation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10. National workshop on inventorying in Wentapur (Date subject to availability of VIPs for opening ceremony) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11. Project reporting and close-out |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12. Project management and coordination |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **OVERALL TOTAL AMOUNT (in US$):** | **362 400,00**  | **23 425,00**  | **0,00**  | **385 825,00**  |
|  | Percentage of the total amount | *94%* | *6%* | *0%* | *100%* |
| **Activity:** *(indicate the activity and the type of expenditure)* | **Description:** *(give full details of calculations)* |  **ICH Fund (in US$)**  |  **State Party (in US$)**  |  **Others (in US$)**  |  **Total (in US$)**  |
| **I. Project management, coordination and reporting** | ***Sub-total:*** | **24 000,00**  | **12 300,00**  | **0,00**  | **36 300,00**  |
| a. Coordinator  | 30 months  | 24 000,00  | 0,00  | 0,00  | **24 000,00**  |
| b. Director, Highland Province Dept. of Culture | 30 months  | 0,00  | 3 000,00  | 0,00  | **3 000,00**  |
| c. Chief, Highland Province Cultural Heritage Team | 10% time | 0,00  | 2 550,00  | 0,00  | **2 550,00**  |
| d. Director, ICH Service, Ministry of Culture |   | 0,00  | 3 000,00  | 0,00  | **3 000,00**  |
| e. Meetings of national Council for ICH | 5 meetings @ $750 | 0,00  | 3 750,00  | 0,00  | **3 750,00**  |
| **II. Project inception, purchasing equipment and raising awareness** | ***Sub-total:*** | **31 300,00**  | **0,00**  | **0,00**  | **31 300,00**  |
| a. High-quality digital video camera  |   | 7 500,00  | 0,00  | 0,00  | **7 500,00**  |
| b. High-quality DVCAM recorder |   | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| c. Digital video editing console |   | 7 500,00  | 0,00  | 0,00  | **7 500,00**  |
| d. Tripod, lights, cases, batteries |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| e. Field documentation equipment | digital camera @ $350; digital audio recorder @ $200; video recorder @ $750 @ 6 sets | 7 800,00  | 0,00  | 0,00  | **7 800,00**  |
| f. Awareness-raising (Provincial Radio and Television) |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| **III. Capacity-building workshops on implementing the Convention and on inventorying** | ***Sub-total:*** | **27 800,00**  | **1 500,00**  | **0,00**  | **29 300,00**  |
| a. Fees to international facilitators |   | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| b. Fees to national facilitators |   | 2 000,00  | 0,00  | 0,00  | **2 000,00**  |
| c. International travel (2 persons) and per diem |   | 3 000,00  | 0,00  | 0,00  | **3 000,00**  |
| d. Participant travel and per diem | 10 for first workshop, 12 for second- at $250/person average | 5 500,00  | 0,00  | 0,00  | **5 500,00**  |
| e. Fieldwork travel, lodging and meals |   | 500,00  | 0,00  | 0,00  | **500,00**  |
| f. Fees for participants | 68 people $100 | 6 800,00  | 0,00  | 0,00  | **6 800,00**  |
| g. Meeting rooms (donated) |   | 0,00  | 1 500,00  | 0,00  | **1 500,00**  |
| h. Development of preliminary inventorying framework |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| i. National experts (honoraria)  |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| **IV. Inventorying underway in District One** | ***Sub-total:*** | **89 000,00**  | **2 875,00**  | **0,00**  | **91 875,00**  |
| a. Trainers and coordinators |   | 0,00  | 2 875,00  | 0,00  | **2 875,00**  |
| b. Inventory research team fees  | 4 teams of 3 persons; $25/day  | 45 000,00  | 0,00  | 0,00  | **45 000,00**  |
| c. Per diem (lodging, meals & incidentals)  | 12 persons @ 150 days | 27 000,00  | 0,00  | 0,00  | **27 000,00**  |
| d. Fieldwork travel  | $1000/month | 15 000,00  | 0,00  | 0,00  | **15 000,00**  |
| e. Research supplies (memory cards, DV cassettes) |   | 2 000,00  | 0,00  | 0,00  | **2 000,00**  |
| **V. Inventorying underway in Districts Two and Three** | ***Sub-total:*** | **166 400,00**  | **5 750,00**  | **0,00**  | **172 150,00**  |
| a. Trainers and coordinators |   | 0,00  | 5 750,00  | 0,00  | **5 750,00**  |
| b. Inventory research team fees | 8 teams of 3 persons; 140 days | 84 000,00  | 0,00  | 0,00  | **84 000,00**  |
| c. Per diem (lodging, meals & incidentals) |  24 persons @ $15/days | 50 400,00  | 0,00  | 0,00  | **50 400,00**  |
| d. Fieldwork travel | $1000/month | 28 000,00  | 0,00  | 0,00  | **28 000,00**  |
| e. Research supplies (memory cards, DV cassettes) |   | 4 000,00  | 0,00  | 0,00  | **4 000,00**  |
| **VI. Mid-term assessment of implementation in Districts One, Two and Three** | ***Sub-total:*** | **1 850,00**  | **0,00**  | **0,00**  | **1 850,00**  |
| a. National experts (honoraria)  |   | 1 700,00  | 0,00  | 0,00  | **1 700,00**  |
| b. Communications, postage |   | 150,00  | 0,00  | 0,00  | **150,00**  |
| **VII. Selection of Masterpieces** | ***Sub-total:*** | **7 550,00**  | **0,00**  | **0,00**  | **7 550,00**  |
| a. Fees to jury members  | 10 persons @ $500 | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| b. Expenses of jury meeting (room, hospitality, travel) |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| c. Certificates  |   | 50,00  | 0,00  | 0,00  | **50,00**  |
| **VIII. Assessment of lessons learnt from project implementation** | ***Sub-total:*** | **4 000,00**  | **0,00**  | **0,00**  | **4 000,00**  |
| a. National experts (honoraria)  |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| b. Communications, postage |   | 1 500,00  | 0,00  | 0,00  | **1 500,00**  |
| **IX. National workshop on inventorying in Wentapur** | ***Sub-total:*** | **10 500,00**  | **1 000,00**  | **0,00**  | **11 500,00**  |
| a. Participant travel and per diem | 20 provincial participants at $250/person average | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| b. Masterpieces community representatives, travel and per diem | 10 Masterpieces | 500,00  | 0,00  | 0,00  | **500,00**  |
| c. Fees for participants  | 50 people @ $50/person | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| d. Meeting rooms (donated) |   | 0,00  | 1 000,00  | 0,00  | **1 000,00**  |
| e. Masterpieces award banquet |   | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |

1. . This sample request is based on the ICH-form updated on 3 June 2016. For a more recent version please refer to http://www.unesco.org/culture/ich/en/forms [↑](#footnote-ref-1)
2. . Extracts of the ICH-04 Timetable and Budget Form are attached to this request [↑](#footnote-ref-2)
3. . Extracts of the ICH-04 Timetable and Budget Form are attached to this request [↑](#footnote-ref-3)
4. . Timetable based on the assumption that the Committee approves the project in December of the preceding year [↑](#footnote-ref-4)