



United Nations
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Organisation
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Organización
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Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Intangible Cultural Heritage

2 COM

Distribution Limited

ITH/07/2.COM/CONF.208/Decisions
Tokyo, 7 September 2007
Original: English/French

**UNITED NATIONS EDUCATIONAL, SCIENTIFIC
AND CULTURAL ORGANIZATION**

**INTERGOVERNMENTAL COMMITTEE
FOR THE SAFEGUARDING OF THE INTANGIBLE CULTURAL HERITAGE**

**Second Session
Tokyo, Japan, 3 to 7 September 2007**

DECISIONS ADOPTED

DECISION 2.COM 2

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/2 Rev.;
2. Adopts the Agenda included in the abovementioned document.

DECISION 2.COM 3

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/3;
2. Adopts the Summary Record of its first extraordinary session included in the abovementioned document.

DECISION 2.COM 4

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/4;
2. Recalling its Decision 1.EXT.COM 4 bis;
3. Decides to invite the Secretariat of the United Nations and the organizations of the United Nations system to attend the Committee sessions as observers;
4. Also decides that States non party to the Convention which are Member States of UNESCO or of the United Nations, Permanent Observer Missions to UNESCO, Associate Members of UNESCO and intergovernmental organizations (other than the United Nations and organizations of the United Nations system) wishing to attend the next session of the Committee as observers, shall make a written request to the Secretariat;
5. Invites States Parties to the Convention to submit names of local, national, regional and international non-governmental organizations, active in the fields covered by the Convention, that could participate as observers in its next session;
6. Requests the Secretariat to establish a provisional list of non-governmental organizations and non-profit-making institutions active in the fields covered by the Convention, in particular Article 2 thereof, in cooperation with States Parties to the Convention, in particular, their Permanent Delegations and, where circumstances are appropriate (and in accordance with the UNESCO Official Correspondence Guide), National Commissions. The Secretariat shall submit this list to the States Members of the Committee and circulate it among the States Parties to the Convention;

7. Further decides to provisionally suspend the applicable sections of Rule 8 of its Rules of Procedure;
8. Authorizes the Chairperson, on an exceptional basis, to request the Director-General to invite such non-governmental organizations and non-profit-making institutions, at least two months in advance, to attend its next session;
9. Requests the Director-General to invite those entities in conformity with paragraphs 4, 5, 6 and 8 above;
10. Further decides to continue to examine at its next session the issue of admission of non-governmental organizations and non-profit-making institutions as observers, with the view to taking a decision on this matter.

DECISION 2.COM 5

The Committee,

1. Taking into consideration Decision 1.EXT.COM 4 bis;
2. Having examined document ITH/07/2.COM/CONF.208/5 Rev.;
3. Welcomes the participation as observers at its second ordinary session of the following States non party to the Convention which are Member States of UNESCO or of the United Nations:

Bahrain	Kuwait
Benin	Poland
Denmark	Slovenia
Indonesia	Switzerland
Italy	Ukraine
Kenya	United States of America

4. Confirms the participation as observers at its second ordinary session of the following non-governmental organizations, which have been invited by the Director-General on the basis of the authorization given to him by the Chairperson of the Committee and upon their written request:

Asia/Pacific Cultural Centre for UNESCO (ACCU)
 Centro UNESCO de Castilla-La Mancha
 Centro UNESCO de Cataluña
 Centro UNESCO de la Ciudad Autónoma de Melilla

Centro UNESCO de Navarra

Centro UNESCO de San Sebastián

Chinese Academy of Arts

Fédération des Associations de Musiques et Danses Traditionnelles (FAMDT)

International Council of Museums (ICOM)

International Council for Traditional Music (ICTM)

Japan Arts Council

Mediterranean Diet Foundation

National Research Institute for Cultural Properties, Tokyo

Nihon Kougeikai

Traditions pour demain

World Martial Arts Union

5. Admits Macao Special Administrative Region of the People's Republic of China as observer at its second ordinary session.

DECISION 2.COM 6

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/6 Rev.;
2. Recalling its Decisions 1.COM 5 and 1.EXT.COM 6, and Resolution 1.GA 7A of the General Assembly;
3. Submits to the General Assembly for approval the provisions of the operational directives for the inscription of intangible cultural heritage on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding as presented in Annex 1, and on the Representative List of the Intangible Cultural Heritage of Humanity as presented in Annex 2 to this Decision.
4. Adopts, on an exceptional basis, the transitional timetable presented in Annex 3 to this Decision for the first inscriptions on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding in 2009.

ANNEX 1: Operational directives for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding

The nomination process

1. Submitting States Parties are requested to use the specified nomination format for proposals for inscriptions on the Urgent Safeguarding List and to involve the communities, groups and, where applicable, individuals concerned in the preparation of their nominations.
2. States Parties are encouraged to jointly submit multi-national nominations when an element is found on the territory of more than one State Party.
3. A State Party may withdraw a nomination it has submitted at any time prior to evaluation by the Committee, without prejudice to its right to benefit from international assistance under the Convention.

Examination of nominations

4. With a view to their evaluation by the Committee, nominations shall be examined by preferably more than one advisory organization accredited in conformity with Article 9.1 of the Convention, and/or by public or private bodies and/or private persons with recognized competence in the field of intangible cultural heritage, in conformity with Article 8.4 of the Convention. No nomination will be examined by (a) national(s) of the State(s) submitting the nomination.
5. Each examination shall include assessment of the viability of the element and of the sufficiency and feasibility of the safeguarding plan. It shall also include assessment of the risk of its disappearing, due either to the lack of means for safeguarding and protecting it, or to processes of globalization and social transformation.
6. The reports of these examinations shall include a recommendation to the Committee to inscribe, or not to inscribe, the nominated element.

Evaluation and decision by the Committee for the Safeguarding of the Intangible Cultural Heritage

7. The Secretariat will transmit to the Committee an overview of all nominations including summaries, examination reports, and any reactions thereto by the States Parties concerned. The nomination files and examination reports will also be made available to States Parties for their consultation.
8. After evaluation, the Committee decides whether an element should or should not be inscribed on the Urgent Safeguarding List.

Nominations to be processed on an extremely urgent basis

9. In case of extreme urgency, the Committee may invite submission of a nomination on an accelerated schedule. The Committee, in consultation with the State(s) Party(ies)

	concerned, shall evaluate the nomination as quickly as possible after its submission, in accordance with a procedure to be established by the Committee on a case by case basis.
10.	Cases of extreme urgency may be brought to the attention of the Committee by any State Party, including the State(s) Party(ies) on whose territory the element is located, by the community concerned or by an advisory organization.
Removal of elements from the Urgent Safeguarding List	
11.	An element shall be removed from the Urgent Safeguarding List by the Committee when it determines, after assessment of the implementation of the safeguarding plan, that the element no longer satisfies one or more criteria for inscription on that list.
Transfer from one List to the other	
12.	An element may not simultaneously be inscribed on the Urgent Safeguarding List and the Representative List. A State Party may request that an element be transferred from one List to the other. Such a request must demonstrate that the element satisfies all of the criteria for the List to which transfer is requested, and shall be submitted according to the established procedures and deadlines for nominations.
Updating and publication of the Urgent Safeguarding List	
13.	The nomination files and examination reports of elements inscribed on the List shall be available for consultation at the Secretariat and, to the extent possible, made available on-line for general access.
14.	Upon request of the Committee, the Secretariat publishes the updated Urgent Safeguarding List annually, primarily through the website of the Convention. A printed version will be published every two years, on the occasion of the session of the General Assembly of the States Parties.
15.	Timetable – Overview of procedures
	Phase 1: Preparation and submission
1 September Year 0	Deadline by which preparatory assistance may be requested from the Committee.
31 March Year 1	Deadline by which nominations must be received by the Secretariat. Nominations received after this date will be examined in the next cycle.
1 June Year 1	Deadline by which the Secretariat will have processed the nominations, including registration and acknowledgement of receipt. If a nomination is found incomplete, the State Party will be advised to complete the nomination.

1 September Year 1	Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle.
Phase 2: Examination	
September Year 1	Selection by the Committee of one or more advisory organizations, research institutes and/or experts for examination of each nomination file.
October Year 1 – April Year 2	Examination.
31 March Year 2	Deadline by which States Parties will have submitted supplementary information requested by the examiners for proper review of a nomination.
1 May Year 2	The Secretariat transmits to the nominating States Parties the relevant examination reports.
1 August Year 2	The Secretariat transmits to Committee Members the examination reports. The nomination files and examination reports shall also be available on-line for consultation by States Parties.
Phase 3: Evaluation	
September Year 2	The Committee evaluates nominations and makes its decisions.

ANNEX 2: Operational directives for inscription on the Representative List of the Intangible Cultural Heritage of Humanity	
The nomination process	
16.	Submitting States Parties are requested to use the specified nomination format for proposals for inscriptions on the Representative List and to involve the communities, groups and, where applicable, individuals concerned in the preparation of their nominations.
17.	States Parties are encouraged to jointly submit multi-national nominations when an element is found on the territory of more than one State Party.
Examination of nominations	
18.	Examination of nominations shall be accomplished by a subsidiary body of the Committee established in accordance with Rule 21 of its Rules of Procedure.

19.	The examination made by the subsidiary body shall include assessment of the nomination's conformity with the inscription criteria.
20.	The examination reports shall include a recommendation to the Committee to inscribe, or not to inscribe, the nominated element.
21.	A State Party may withdraw a nomination it has submitted at any time prior to evaluation by the Committee.
Evaluation and decision by the Committee for the Safeguarding of the Intangible Cultural Heritage	
22.	The subsidiary body will provide to the Committee an overview of all nomination files and a report of their examinations, which will also be made available by the Secretariat to States Parties for their consultation.
23.	After evaluation the Committee decides whether an element should or should not be inscribed on the Representative List.
24.	If the Committee decides that an element should not be inscribed on the Representative List, the nomination may not be resubmitted to the Committee for inscription on this List, before four years have passed.
Removal of items from the Representative List	
25.	An element shall be removed from the Representative List when the Committee determines that it no longer satisfies one or more criteria for inscription on that list.
Transfer from one List to the other	
26.	An element may not simultaneously be inscribed on the Representative List and the Urgent Safeguarding List. A State Party may request that an element be transferred from one List to the other. Such a request must demonstrate that the element satisfies all of the criteria for the List to which transfer is requested, and shall be submitted according to the established procedures and deadlines for nominations.
Updating and publication of the Representative List	
27.	The nomination files and examination reports of elements inscribed on the List shall be available for consultation at the Secretariat and, to the extent possible, made available on-line for general access.
28.	Upon request of the Committee, the Secretariat publishes the updated Representative List annually, primarily through the website of the Convention. A printed version will be published every two years, on the occasion of the session of the General Assembly of the States Parties.
29.	Timetable – Overview of procedures
	Phase 1: Preparation and submission

31 August Year 1	Deadline by which nominations must be received by the Secretariat. Nominations received after this date will be examined in the next cycle.
1 November Year 1	Deadline by which the Secretariat will have processed the nominations, including registration and acknowledgement of receipt. If a nomination is found incomplete, the State Party will be advised to complete the nomination.
15 January Year 2	Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle.
Phase 2: Examination	
May Year 2	Examination by the subsidiary body.
1 July Year 2	The Secretariat transmits to the nominating States Parties the examination reports by the subsidiary body.
1 August Year 2	The Secretariat transmits to Committee Members the examination reports. The nomination files and the examination reports shall also be available on-line for consultation by States Parties.
Phase 3: Evaluation	
September Year 2	The Committee evaluates the nominations for inscription and makes its decisions.

ANNEX 3: Transitional timetable for the first inscriptions on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding	
September 2007	Adoption by the Committee of a transitional timetable for the submission of the first nomination files.
June 2008	Approval by the General Assembly of the Operational Directives, as well as the timetable applicable to the first nomination cycle proposed by the Committee.
31 July 2008	Deadline by which preparatory assistance may be requested for the preparation of nominations.
October 2008	Evaluation of preparatory assistance requests.
15 March 2009	Deadline by which nominations must be received by the Secretariat.

15 April 2009	Deadline by which additional information required to complete the nomination, if any, shall be submitted by the State Party to the Secretariat. Nominations that remain incomplete may be completed for the following cycle.
April 2009	Decision by the Committee on examiners for examination of each nomination file.
April – June 2009	Examination of the nominations by the examiners.
25 June 2009	Deadline by which States Parties will have submitted supplementary information requested by examiners for proper review of the nomination.
1 July 2009	The Secretariat transmits to the nominating States Parties the relevant examination reports.
August 2009	The Secretariat transmits to the Committee Members the examination reports. The nomination files and examination reports shall also be available on-line for consultation by States Parties.
September 2009	Evaluation by the Committee of the nominations for the first inscriptions on the Urgent Safeguarding List.

DECISION 2.COM 7

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/7;
2. Recalling Article 9 of the Convention;
3. Also recalling Resolution 1.GA 7A of the General Assembly and its Decision 1.EXT.COM 10 bis;
4. Adopts the functions of the accredited non-governmental organizations and the procedure for their accreditation set out in the above-mentioned document, as amended;
5. Submits to the General Assembly for approval the operational directives for the accreditation of non-governmental organizations, as annexed to this decision.

ANNEX: Operational directives for the accreditation of non-governmental organizations	
Criteria for accreditation	
1.	Non-governmental organizations shall have proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging to one or more specific domains such as specified, inter alia, in Article 2.2.
2.	Non-governmental organizations shall also: a. have a local, national, regional or international nature, as appropriate; b. have objectives that are in conformity with the spirit of the Convention and, preferably, statutes or bylaws that conform with those objectives c. cooperate in a spirit of mutual respect with communities, groups, and, where appropriate, individuals that create, maintain and transmit intangible cultural heritage; d. 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;
Modalities and review of accreditation	
3.	The Committee asks the Secretariat to receive requests from non-governmental organizations and submit recommendations to it with regard to accrediting them and with regard to maintaining or terminating relations with them.
4.	The Committee submits its recommendations to the General Assembly for decision, in conformity with Article 9 of the Convention. In receiving and reviewing such requests, the Committee shall pay due attention to the principle of equitable geographical representation based on information provided to it by the Secretariat. Accredited non-governmental organizations should abide by applicable domestic and international legal and ethical standards.
5.	The Committee reviews the contribution and the commitment of the advisory organization, and its relations with it, every four years following accreditation, taking into account the perspective of the non-governmental organization concerned.
6.	Termination of relations may be decided at the time of the review if the Committee deems it necessary. If circumstances require, relations may be suspended with the organization concerned until a decision regarding termination of these relations is taken.

Advisory functions	
7.	Accredited non-governmental organizations may be invited by the Committee to provide it, inter alia, with reports of examinations as a reference for the Committee to evaluate: a. nominations for the Urgent Safeguarding List; b. the programmes, projects and activities mentioned in Article 18 of the Convention; c. requests for international assistance; d. the effects of safeguarding plans for elements inscribed on the Urgent Safeguarding List.
Procedure for accreditation	
8.	A non-governmental organization requesting accreditation to act in an advisory capacity to the Committee shall submit to the Secretariat the following information: a. a description of the organization, including its full official name; b. its main objectives; c. its full address; d. its date of founding or approximate duration of its existence; e. the name of the country or countries in which it is active; f. documentation showing that it possesses operational capacities, including proof of: 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; g. its activities in the field of safeguarding intangible cultural heritage; h. a description of its experiences cooperating with local communities, groups and intangible cultural heritage practitioners.
9.	Requests for accreditation should be sent to the Secretariat at least three months before an ordinary session of the Committee, preferably by e-mail to: ***@unesco.org, or by postal mail to: UNESCO Section of Intangible Cultural Heritage NGOs 1, rue Miollis 75732 Paris cedex 15 France Tel.: +33 (0)1 4568.....
10.	The Secretariat shall register the proposals and keep up to date a list of non-governmental organizations accredited to the Committee.

DECISION 2.COM 8

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/8;
2. Recalling its decision 1.EXT.COM 10 bis;
3. Further recalling the overarching objectives of the Convention and its pertinent articles, in particular Articles 1, 2, 8, 11, 15 and 18;
4. Reaffirms and emphasizes the crucial role that communities, groups and, where appropriate, individuals play in the safeguarding of the intangible cultural heritage, as well as the importance of their participation and that of experts, centres of expertise and research institutes in the implementation of the Convention;
5. Requests the Secretariat to consult the States Parties on the possible modalities for the participation of communities or their representatives, practitioners, experts, centres of expertise and research institutes in the implementation of the Convention;
6. Decides to create a subsidiary body, in conformity with Article 21 of its Rules of Procedure, to prepare, on the basis of comments provided by the States Parties, a document for the next session on possible modalities for the participation of communities or their representatives, practitioners, experts, centres of expertise and research institutes in the implementation of the Convention;
7. Elects one Member per electoral group to constitute the subsidiary body: Algeria (Group V(b)), Belgium (Group I), Japan (Group IV), Peru (Group III), Romania (Group II) and Senegal (Group V (a)).

DECISION 2.COM 9

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/9;
2. Recalling Articles 25.4 and 7 (c) of the Convention;
3. Recommends to the General Assembly, for possible adoption, the draft guidelines for the use of the resources of the Intangible Heritage Special Account, as annexed to this decision.

ANNEX: Draft guidelines for the use of the resources of the Intangible Heritage Special Account	
1.	The resources of the Intangible Heritage Special Account shall be used primarily for granting international assistance as described in Chapter V of the Convention.

2.	The resources may further be used: a. for the replenishment of the Reserve Fund mentioned in Article 6 of the Financial Regulations; b. to support other functions of the Committee as described in Article 7 including, inter alia, proposals under Article 18 of the Convention; c. for the costs of participation in the sessions of the Committee of representatives of developing States Members of the Committee, but only for persons who are experts in intangible cultural heritage; and, if the budget allows, for the costs of participation of representatives who are experts in intangible cultural heritage, from developing countries that are Parties to the Convention but not Members of the Committee; d. for the costs of participation of public or private bodies, as well as private persons, notably members of communities and groups, that have been invited by the Committee to its meetings to be consulted on specific matters; e. for the costs of advisory services to be provided, at the request of the Committee, by non-governmental and non-profit-making organizations, public or private bodies and private persons.
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DECISION 2.COM 10

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/10;
2. Recalling Article 7 (c) of the Convention;
3. Requests the Secretariat to prepare a budget proposal for the second session of the General Assembly, to be structured in accordance with the Plan for the use of the resources of the Fund, it being understood that the figures are indicative and may be revised if required at a later date by the Committee. Further, the Committee suggests that in preparation of the budget proposal, at least 70% of the available resources be allocated to item 1.1. (International assistance), to be distributed, inasmuch as possible, in equal parts to sub-paragraphs 1.1.a. through 1.1.d.;
4. Submits to the General Assembly for approval a Plan for the use of the resources of the Fund, as annexed to this Decision.

ANNEX: Plan for the use of the resources of the Fund	
1.	For the period 1 July 2008 to 31 December 2009, as well as for the period 1 January 2010 to 30 June 2010, the resources of the Intangible Heritage Fund may be allocated for the following purposes: 1. International assistance, comprising: a. the safeguarding of the heritage inscribed on the Urgent Safeguarding List; b. the preparation of inventories, where South-South cooperation could be encouraged; c. support for programmes, projects and activities; d. preparatory assistance; 2. Emergency assistance; 3. Other functions of the Committee as described in Article 7 of the Convention; 4. The participation in the sessions of the Committee of experts in intangible cultural heritage representing developing countries that are States Members of the Committee; 5. The participation in the sessions of the Committee of experts in intangible cultural heritage representing developing countries that are Parties to the Convention but not Members of the Committee; 6. The participation of public or private bodies, as well as private persons, notably members of communities and groups, that have been invited by the Committee to its meetings to consult them on specific matters; 7. The costs of advisory services to be provided, at the request of the Committee, by non-governmental and non-profit-making organizations, public or private bodies and private persons.
2.	At least 5% shall be used to build up the Reserve Fund referred to in Article 6 of the Fund's Financial Regulations.
3.	The remaining resources shall be allocated to any or all of the abovementioned purposes.
4.	Budget that has not been committed at the end of the biennium can be carried over to the next financial period and shall be used primarily for the replenishment of the Reserve Fund.
5.	For the period 1 January 2010 to 30 June 2010, one third of the amount established for the eighteen month period July 2008 to December 2009 should be allocated. This may be readjusted and reviewed during the General Assembly to be held in mid 2010.

DECISION 2.COM 11

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/11+Corr.;
2. Recalling the articles of the Convention concerning international assistance, in particular Article 7 (g)(ii) and Articles 19 to 24;
3. Further recalling Resolution 1.GA 7A of the General Assembly;
4. Submits to the General Assembly for approval the operational directives on international assistance as annexed to this Decision, and recommends that the General Assembly decide that the deadlines for submission of requests for preparatory assistance for the purpose of the first inscriptions on the Urgent Safeguarding List (2009) shall be the deadlines set out in the transitional timetable adopted by the Committee in its Decision 2.COM 6;
5. Adopts the Format for requesting international assistance as annexed to this Decision.

ANNEX 1: Operational directives for international assistance	
Purposes and forms of international assistance	
1.	International assistance provided to States Parties for the safeguarding of intangible cultural heritage is supplementary to national efforts for safeguarding (Article 24.2).
2.	The Committee may receive, evaluate and approve requests for any purpose and for any form of international assistance mentioned in Articles 20 and 21 of the Convention respectively, depending on the available resources. Priority is given to requests for international assistance concerning: a. the safeguarding of the heritage inscribed on the Urgent Safeguarding List (Article 20 (a)); b. the preparation of inventories in the sense of Articles 11 and 12 (Article 20 (b)); c. support for programmes, projects and activities carried out at the national, subregional and regional levels aimed at the safeguarding of the intangible cultural heritage (Article 20 (c)).
3.	International assistance as described in Articles 20 and 21 may be granted on an emergency basis as mentioned in Article 22 of the Convention (<i>Emergency assistance</i>).
4.	The Committee may also receive, evaluate and approve requests for preparatory assistance aimed to help the elaboration of requests for inscription on the Urgent Safeguarding List referred to in Article 17 of the Convention and for proposals as referred to in Article 18 (<i>Preparatory assistance</i>).

Eligibility and selection criteria	
5.	All States Parties are eligible to request international assistance.
6.	When evaluating requests for international assistance, the Committee shall take into account the principle of equitable geographical distribution and the special needs of developing countries. The Committee may also take into account whether: a. the request implies cooperation at the bilateral, regional and/or international levels; b. the assistance may have a multiplier effect and may stimulate financial and technical contributions from other sources.
7.	The Committee's decisions on granting assistance will be based on the following criteria: a. The community(ies)/group(s) and/or individual(s) concerned were involved in the preparation of the request and will be involved in the implementation of the proposed activities, and in their evaluation and follow-up; b. The amount of assistance requested is appropriate; c. The proposed activities are well conceived and feasible; d. The project may have lasting results; e. The beneficiary State Party shares the cost of the activities for which international assistance is provided (Article 24.2 of the Convention), within the limits of its resources; f. The assistance aims at building up or reinforcing capacities in the field of safeguarding intangible cultural heritage; g. The beneficiary State Party has implemented previously financed activities, if any, in line with all regulations and any conditions applied thereto.
Procedure for the submission of international assistance requests	
8.	States Parties may submit to the Committee requests for international assistance. Such requests may also be jointly submitted by two or more States Parties.
9.	Requests for international assistance have to be submitted to the Secretariat by using the application form presented in Annex *** of these Operational Directives.
10.	Requests for preparatory assistance should be received by the Secretariat by 1 September two years before the envisaged evaluation by the Committee of requests for inscription on the Urgent Safeguarding List foreseen under Article 17 of the Convention, or by 1 September one year before the envisaged evaluation by the Committee of proposals of programmes, projects and activities as foreseen under Article 18.
11.	The Secretariat shall assess the completeness of the request and may ask for additional information. It shall inform the requesting State(s) Party(ies) about the

	possible evaluation dates of the request.			
12.	The Secretariat shall seek examination for complete requests over USD 25 000.			
13.	The Secretariat shall submit complete requests to the relevant authority for evaluation and approval: <i>(In the table below "Other assistance" refers to all assistance other than emergency or preparatory assistance.)</i>			
Budget		Deadline for submission		Authority for approval
Less than USD 25 000		Emergency assistance	At any time	Bureau of the Committee
		Preparatory assistance	1 September	
		Other assistance	Any time	
USD 25 000 or more		Emergency assistance	At any time	Committee
		Other assistance	1 May	
14.	The Secretariat shall communicate the decision concerning the granting of assistance to the requesting party(ies) within two weeks following the decision. The Secretariat shall reach agreement with the requesting party(ies) on the details of the assistance.			
15.	The assistance will be subject to monitoring, reporting and evaluation, as appropriate.			

ANNEX 2: Format for requesting international assistance

- States Parties submitting requests for international assistance are encouraged to consult the Secretariat during the preparation of their request. The Secretariat may provide examples of successful international assistance requests.

UNESCO Intangible Heritage Section
 International Assistance Requests
 1, rue Miollis
 75732 Paris cedex 15
 France
 e-mail: ich-assistance@unesco.org
 Tel.: +33 (0) 1456 8xxxx

- If possible, complete this form online and submit it to the abovementioned e-mail address. Send in any case a signed paper copy to the postal address above.
- Please indicate whether the request concerns:

A	<u>Emergency assistance</u> , as indicated in Article 22 of the Convention	<i>Fill out sections 1, 2, 3 and 7 of this format. The information required in the other sections can be submitted at a later stage, if relevant.</i>
B	<u>Preparatory assistance</u> for nominations to the Urgent Safeguarding List or for the proposals referred to in Article 18 of the Convention	<i>Fill out sections 1, 2 and 7 of this format. The information required in the other sections can be submitted at a later stage, if relevant.</i>
C	<u>Other assistance</u> , including requests concerning heritage inscribed on the Urgent Safeguarding List, the preparation of inventories and other safeguarding activities.	<i>Fill out all sections of this format.</i>

Section 1: Project title and basic information

1.1	<u>Project title:</u> <i>If the request concerns part of a larger project, indicate for which part/phase of the project assistance is requested.</i>
1.2	<u>Beneficiary State(s) Party(ies):</u>
1.3	<u>Beneficiary community(ies), group(s) or, if appropriate, individuals.</u>
1.4	<u>Proposed implementing agency(ies):</u> <i>Provide the name(s) and contact details of the agency(ies) that may be responsible for implementing the project.</i>
1.5	<u>Time frame:</u> <i>Indicate the starting and ending dates of the project. The time frame may also be expressed in terms of duration only.</i>
1.6	<u>Location(s) of the activity(ies):</u>
1.7	<u>Co-funding sources, if any:</u>
1.8	<u>Total amount requested:</u>
1.9	<u>Previous support from UNESCO or other donors for the same or a closely related purpose, if any:</u>
1.10	<u>Scope of the activity(ies):</u>

	<i>Specify: local, national, subregional, regional or international</i>
1.11	<u>Other support:</u> <i>Indicate any partners providing additional financial or technical assistance, if any</i>
1.12	<u>Executive summary:</u> <i>Describe in about 200 words the actual situation, the objectives, the activities and the main expected results.</i>
Section 2: Justification and description of activities	
2.1	<u>Objectives:</u> <i>Describe in 250 words maximum the long-term objectives and the specific short-term objectives to which the proposed activity will contribute.</i>
2.2	<u>Activities:</u> <i>Describe in 250 words maximum the key activities to be carried out in order to produce the expected results.</i>
2.3	<u>Expected results:</u> <i>Describe in 150 words maximum the expected results.</i>
Section 3: Project management and implementation	
3.1	<u>Community involvement:</u> <i>Describe the involvement of the community(ies) or its/their representatives in the preparation and implementation of the project.</i>
3.2	<u>Partners:</u> <i>Describe, if applicable, co-ordination arrangements with any other partners and their responsibilities in the implementation of the project.</i>
3.3	<u>Reporting and evaluation:</u> <i>Describe by whom, when and how reporting and evaluation of the project will be carried out. Standard formats for reporting and evaluation are available from the Secretariat.</i>
Section 4: Visibility of the project	
4.1	<u>Visibility:</u> <i>Describe the means for ensuring the visibility of the project.</i>
Section 5: Capacity building	
5.1	<u>Capacity building:</u> <i>Describe how the project may contribute to building up capacities or strengthening</i>

	<i>existing resources, for instance in the communities and/or in the implementing agency(ies) concerned.</i>
Section 6: Sustainability of the project	
6.1	<u>Sustainability:</u> <i>Describe how the results and benefits of the project will last beyond the end of the project.</i>
Section 7: Work plan and budget	
7.1	<u>Work plan:</u> <i>Provide a timetable for the proposed activities</i>
7.2	<u>Budget:</u> <i>(a) Provide a detailed budget breakdown in USD of the amount requested, by type of cost (e.g. equipment, personnel, etc.) or by activity;</i> <i>(b) Indicate the contribution by the beneficiary State Party, if any;</i> <i>(c) When the overall project benefits from contributions of other funding sources, specify those contributions in a separate table.</i>

DECISION 2.COM 12

The Committee,

1. Having examined document ITH/07/2.COM/CONF.208/12;
2. Recalling Resolution 1.GA 7A, whereby the General Assembly requested the Committee to submit to it for approval inter alia draft operational directives and selection criteria at its second ordinary session;
3. Submits to the General Assembly for approval the provisions of the operational directives for implementing Article 18 of the Convention, as annexed to this decision.

ANNEX: Operational directives for programmes, projects and activities that best reflect the principles and objectives of the Convention for the purposes of promotion and dissemination

The proposal and selection process

1. States Parties are encouraged to propose national, subregional or regional programmes, projects and activities for safeguarding intangible heritage to the Committee for selection and promotion as best reflecting the principles and objectives of the Convention (Article 18.1).

2.	In its selection and promotion of safeguarding programmes, projects and activities, the Committee shall pay special attention to the needs of developing countries and the principle of equitable geographic distribution, while strengthening South-South and North-South-South cooperation.
3.	Such programmes, projects and activities may be completed, in progress, or planned at the time they are proposed to the Committee for selection and promotion.
4.	States Parties may submit proposals individually or jointly. The Committee encourages the submission of subregional or regional programmes, projects and activities as well as those undertaken jointly by States Parties in geographically discontinuous areas.
5.	States Parties may request preparatory assistance for the elaboration of such proposals (Article 18.3) in accordance with the provisions concerning international assistance, i.e. Articles 20-24.
6.	Submitting States Parties are requested to use the proposal format presented in Annex ***. A proposal shall be submitted by 1 March of the year in which the Committee is requested to evaluate it.
7.	Initial examination of proposals will be accomplished by a working group of the Committee to be established by it during a session. The working group shall provide the Committee with its opinion of the merits of proposals and a summary recommendation.
8.	The Committee decides whether or not to select a programme, project or activity.
9.	At each session the Committee may explicitly call for proposals: a. characterized by international cooperation as mentioned in Article 19 of the Convention, and b. focusing on specific priority aspects of safeguarding.
Criteria for selection and promotion	
10.	From among the programmes, projects or activities proposed to it, the Committee shall select those that best satisfy all of the following criteria: a. The programme, project or activity involves safeguarding, as defined in Article 2.3 of the Convention. b. The programme, project or activity promotes the coordination of efforts for safeguarding intangible cultural heritage on regional, subregional and/or international levels. c. The programme, project or activity reflects the principles and objectives of the Convention. d. If already completed, the programme, project or activity has demonstrated effectiveness in contributing to the viability of the intangible heritage concerned. If still underway or planned, it can reasonably be expected to contribute substantially to the viability of the intangible heritage concerned. e. The programme, project or activity has been or will be implemented with the

	participation of the community, group or, if applicable, individuals concerned and with their free, prior and informed consent. f. The programme, project or activity may serve as a subregional, regional or international model, as the case may be, for safeguarding activities. g. The proposing State(s) Party(ies), implementing body(ies), and community, group or, if applicable, individuals concerned are willing to cooperate in the dissemination of best practices, if their programme, project or activity is selected. h. The programme, project or activity features experiences that are susceptible to an assessment of their results. i. The programme, project or activity is primarily applicable to the particular needs of developing countries.
Promotion and dissemination	
11.	The Committee shall encourage research, documentation, publication and dissemination of good practices and models with international cooperation in generating safeguarding measures and creating favourable conditions for such measures that have been evolved by States Parties in the implementation of selected programmes, projects and activities, with or without assistance.
12.	The Committee shall establish, keep up to date, and publish a register of programmes, projects and activities that it has selected as best reflecting the principles and objectives of the Convention.
13.	The Committee shall encourage States Parties to create favourable conditions for the implementation of such programmes, projects and activities.
14.	In addition to the register of selected programmes, projects and activities, the Committee shall compile and make available information about the measures and methodologies used or to be used, and experiences gained, if any.
15.	The Committee shall encourage research on and evaluation of the effectiveness of safeguarding measures included in the programmes, projects and activities that it has selected and shall promote international cooperation in such research and evaluation.
16.	On the basis of experiences gained and lessons learned in these and other safeguarding programmes, projects and activities, the Committee shall provide guidance on best practices and make recommendations on measures for safeguarding intangible heritage (Article 7(b)).

DECISION 2.COM 13

The Committee,

1. Recalling Articles 1, 7 (a) and 7 (d) of the Convention, and Articles 13 and 14 (a);
2. Further recalling its Decision 1.EXT.COM 8;
3. Having examined document ITH/07/2.COM/CONF.208/13;
4. Adopts the guidelines relating to the graphic design of an emblem for the Convention, as presented in Annex 1 to this Decision;
5. Establishes a subsidiary body and adopts its terms of reference as presented in Annex 2 to this Decision, in accordance with Rule 21 of its Rules of Procedure;
6. Elects Algeria (Group V(b)), Bolivia (Group III), Bulgaria (Group II), France (Group I), India (Group IV) and Nigeria (Group V(a)) as members of this subsidiary body;
7. Decides to launch a competition under the conditions established by the present decision and in accordance with the terms of reference of the subsidiary body, with a view to the design of an emblem that best reflects the purposes and spirit of the Convention;
8. Requests the Secretariat to submit to its next session a document concerning the principles governing the use of the emblem of the Convention.

ANNEX 1: Guidelines for the graphic design of an emblem for the Convention	
The emblem should:	
a.	reflect clearly and simply the purposes of the Convention as set out in Article 1, and the spirit of the Convention;
b.	be relevant to all the world's regions;
c.	be original and unique to ensure its protection under the Paris Convention for the Protection of Industrial Property administered by the World Intellectual Property Organization and to avoid any confusion with other emblems, while taking into account the possibility of its use either separately or in association with UNESCO's emblem;
d.	be printable in black and white or in colour, include the text "intangible cultural heritage" and meet the graphic reproduction standards established by UNESCO.

ANNEX 2: Terms of reference of the subsidiary body	
The subsidiary body:	
a.	shall be composed of a State Member of each electoral group;
b.	shall elect its Chairperson and, if necessary, its Vice-Chairperson(s) and its Rapporteur;
c.	shall guide the Secretariat in the organization of the competition for the creation of an emblem for the Convention, in particular by: • approving the call for tenders relating to the design of the emblem, and ensuring that the technical and administrative specifications reflect the design criteria already approved by the Committee; • ensuring that the competition is open to graphic professionals, to artists and to practitioners of intangible cultural heritage in all Member States under the technical and administrative conditions communicated to them; • ensuring that the administrative specifications set out in the notification of the competition include a clause assigning to UNESCO, free-of-charge, all intellectual property rights attached to the proposed emblem in the event that the work is selected; • defining selection criteria;
d.	shall be responsible for examining the graphic works submitted and pre-selecting the proposed emblems that best reflect the purposes and spirit of the Convention;
e.	shall submit its recommendations to the Committee and then cease to exist.

DECISION 2.COM 14

1. Having examined document ITH/07/2.COM/CONF.208/14;
2. Recalling Articles 16 and 31 of the Convention;
3. Decides that all the items that had been proclaimed Masterpieces of the Oral and Intangible Heritage of Humanity are to be automatically incorporated into the Representative List of the Intangible Cultural Heritage of Humanity (hereinafter List) immediately upon the establishment of that List;
4. Confirms that States whose items proclaimed Masterpieces are incorporated into the List, regardless of whether they are States Parties or States non party to the Convention, enjoy all rights and are subject to all obligations included within the Convention as regards only the items proclaimed Masterpieces referred to above, on the condition that, in case of States non party, they so consent in writing; it being understood that these rights and obligations cannot be invoked or applied separately from each other;

5. Requests the Director-General to submit to the Committee, at its next session, a document containing proposals for procedural and formal conditions under which States non party to the Convention will be able to exclude their items proclaimed Masterpieces from incorporation into the List, taking into account particularly the relevant provisions of the Vienna Convention on the Law of Treaties, as discussed by the Committee at its second ordinary session;
6. Further decides to adopt, at its next session, the procedural and formal conditions for the implementation of the previous provisions.

DECISION 2.COM 15

The Committee,

1. Having examined the proposal of Turkey to host its third ordinary session;
2. Decides to hold its third ordinary session in Istanbul, in the last trimester of 2008;
3. Having examined the proposal of Bulgaria to host its second extraordinary session in early 2008 in Sofia;
4. Decides to hold its second extraordinary session in late February 2008 in Sofia to consider:
 - a. Finalization of reports containing the decisions and recommendations of the Committee to be submitted to the approval of the General Assembly of the States Parties in order to begin the operationalization of the Convention;
 - b. Consideration and revision, if needed, of the organizational and working methods of the Committee to better fulfill the functions entrusted to it by the Convention, including, if necessary, revision of the Rules of Procedure;
 - c. All other tasks assigned to it by the decisions of the second session of the Committee, as well as matters related to the smooth start-up of the implementation of the Convention.

DECISION 2.COM 16

The Committee,

1. Elects H.E. Mr Faruk Loğoğlu (Turkey) as Chairperson of the Committee;
2. Elects Ms Claudine-Augée Angoué (Gabon) as Rapporteur of the Committee;
3. Elects Hungary, Mexico, India and the United Arab Emirates as Vice-Chairpersons of the Committee.