
**1st Governing Board Meeting of the
International Information and Networking Centre for
Intangible Cultural Heritage in the Asia-Pacific Region
under the auspices of UNESCO**



28 November 2011

**International Information and Networking Centre for Intangible Cultural Heritage
in the Asia-Pacific Region under the auspices of UNESCO (ICHCAP)**

Table of Contents

1. Schedule

2. Introduction of the Governing Board Members and Attendance

3. Report

1. Progress Report
2. Status of the Organisation
3. Project Status of 2011

4. Matters for Deliberation and Decision

- Agenda 1. Election of the Governing Board Members
- Agenda 2. Medium- and Long-Term Programmes
- Agenda 3. Annual Work Plan and Budget Plan for 2012
- Agenda 4. Related Rules
 - (1) Operational Rules of ICHCAP's Governing Board
 - (2) Operational Rules of ICHCAP's Executive Committee
- Agenda 5. Other Matters

5. References

1. Agreement between the Government of the Republic of Korea and the United Nations Educational, Scientific and Cultural Organization (UNESCO) Regarding the Establishment in the Republic of Korea of an International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (Category 2)
2. Convention for the Safeguarding of the Intangible Cultural Heritage

- | | |
|--|--------------------|
| 1. Introduction of the
Governing Board Members and
Attendance | 10:30-10:35 |
| 2. Opening Remarks | 10:35-10:40 |
| 3. Election and Nomination of the
Vice-Chairperson | 10:40-10:45 |
| 4. Report on the Status of the Organisation | 10:45-10:50 |
| 5. Agenda | 10:50-12:10 |
| Agenda 1. Election of the Governing Board Members | |
| Agenda 2. Medium- and Long-Term Programmes | |
| Agenda 3. Annual Work Plan and Budget Plan for 2012 | |
| Agenda 4. Related Rules | |
| (1) Operational Rules of ICHCAP's Governing Board | |
| (2) Operational Rules of ICHCAP's Executive Committee | |
| Agenda 5. Other Matters | |
| 6. Closing and Photo Session | 12:10-12:15 |

II

Introduction of the Governing Board Members and Attendance

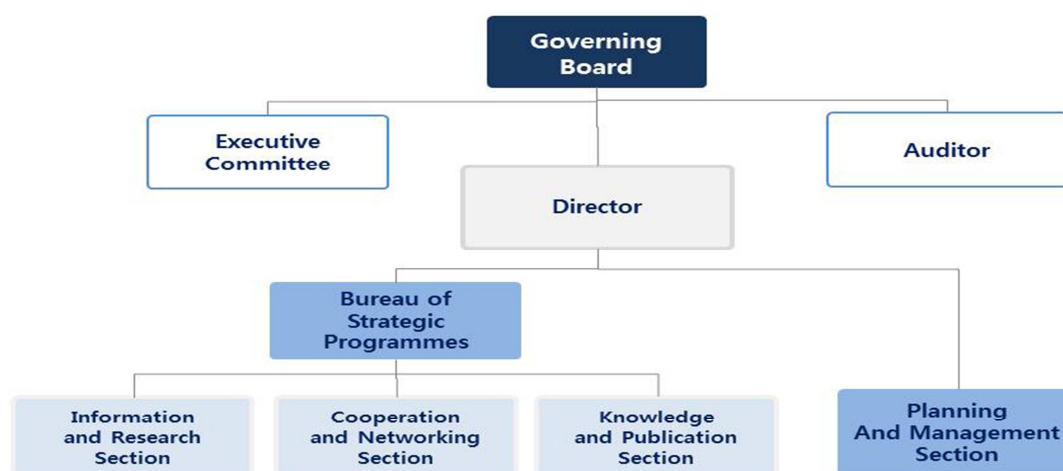
Classification	Name	Position / Organization
Chairperson	Mr Chan KIM	Administrator / Cultural Heritage Administration of the Republic of Korea
Governing Board Member	Mr Timothy CURTIS	Chief / UNESCO Bangkok Office Culture Unit
	Mr Alisher IKRAMOV	Secretary-General / National Commission of the Republic of Uzbekistan for UNESCO
	Ms Adi Meretui Tuvou RATUNABUABUA	Principal Cultural Development Officer / Ministry of Education, National Heritage, Culture & Arts, Youth & Sports Department of National Heritage, Culture & Arts
	Ms Thi Minh Ly LE	Director / Center for Research and Promotion of the Cultural Heritage of Vietnam (CCH), Vietnam Association for Cultural Heritage
	Mr Fumiaki KANAYA	Secretary-General / National Institute for Cultural Heritage
	Mr Han-Jie WANG	Director / Division of Multilateral Affairs Bureau for External Cultural Relations Ministry of Culture
	Mr Yung Keun PARK	Director General / Heritage Promotion Bureau Cultural Heritage Administration of the Republic of Korea
	Mr Sang-Il KIM	Director General / Cultural Affairs Bureau of Ministry of Foreign Affairs and Trade of the Republic of Korea
	Mr Seung-yoon KIM	Assistant Secretary-General (Director) / Bureau of Planning & Public Relations Korean National Commission for UNESCO
	Ms Dawnhee YIM	Chair / Committee for Safeguarding Intangible Cultural Heritage, the Republic of Korea
	Mr Seong-Yong PARK	Acting Director / International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO
Auditor	Mr Doo-Soo KIM	Certified Public Accountant / ShinJung Accounting Corporation

Classification	Name	Position / Organization
Observer	Mr Tomoaki FUJII	Director General / International Research Centre for Intangible Cultural Heritage in Asia and the Pacific
	Mr Masanori MATSUMOTO	General Affair Director / International Research Centre for Intangible Cultural Heritage in Asia and the Pacific
	Ms Kayoko HIROSE	Assistant Manager / Art Research and Planning Division Sakai City Museum
	Mr Chuan WANG	Cultural Official / Division of Multilateral Matters Bureau for External Cultural Relations Ministry of Culture
	Mr Zhi YANG	Director General / International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region
	Ms Nai YANG	Assistant / International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region
	Mr Pilho Park	Attorney at Law / Park Law Firm Pllc
Secretariat (ICHCAP)	Mr Sun-Bok CHOI	Chief / Planning and Management Section
	Mr Weonmo PARK	Chief / Information and Research Section
	Ms Boyoung CHA	Programme Officer / Information and Research Section

Progress Report

2005.10.	Official announcement from the Government of the Republic of Korea for the establishment of the Centre at the 33rd UNESCO General Conference
2006.09.	Inauguration of the Establishment Initiative for the Intangible Cultural Heritage Centre for Asia-Pacific (EIICHCAP)
2008.02.	Submission of proposal to the 179th session of the UNESCO Executive Board for establishing the Centre
2008.08.	Three-Country Meeting (Korea, China, and Japan) to plan out the functions of the Centre
2009.01.	Reorganisation of the Office (EIICHCAP → Intangible Cultural Heritage Centre for Asia and the Pacific)
2009.01.	Feasibility study on the establishment of the Centre by UNESCO
2009.04.	Recommendation for approval of the establishment of the Centre to the General Conference at the 181st Executive Boarding Meeting
2009.10.	Approval for the establishment of the Centre under the auspices of UNESCO (Category 2) at 35th UNESCO General Conference
2010.05.	Approval of the Cabinet and presidential sanction on the Agreement for the establishment between Republic of Korea and UNESCO
2010.06.	The Government of the Republic of Korea and UNESCO signed the Agreement for establishing the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO
2011.04.	Amendment to Article 17-2 of the Cultural Properties Protection Law on the Establishment of the UNESCO Category 2 Centre
2011.07.	Completion of all the legal measures to officially establish ICHCAP

Status of the Organisation



Project Status of 2011

◦Budget bill: 1,906 million won (KRW)

- The general accounts (government subsidies): 1,721 million won (KRW)

- Operating funds: 185 million won (KRW)

◦Activities:

Category	Project Area	Contents
Building a Foundation for Information and Research for ICH	Identification of ICH in the Asia-Pacific Region	Seven countries (Kyrgyzstan, Tonga, Cook Islands, Sri Lanka, Laos, Pakistan, Marshall Islands)
	Supporting ICH Inventory-Making	Four countries of Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan) and Bhutan
	Supporting Video Recording for ICH	Preparatory survey for video recording ICH in Viet Nam
	Supporting Restoration and Digitalisation of ICH	Analogue data of ICH in Mongolia (reel tape) digitalisation and website development
	Supporting a safeguarding system for ICH	Support dissemination of ICH safeguarding systems in Tonga and Laos
Building Cooperative Networks for ICH	Cooperation with UNESCO Headquarters and Offices	Participate in intergovernmental committees and other international conferences five times
	Sub-regional Network Meetings	Central Asian region once, South-East Asian region once, Pacific region once
	Making Networks for Experts in the Asia-Pacific Region	Expert workshop on ICH (thirty members of fifteen countries)
	ICH Enhancement Project	Feasibility study for the establishment of an international prize for ICH
Awareness Raising for Promoting ICH	Publication and Promotion for ICH	- Publication of quarterly newsletter : <i>ICH Courier</i> (Kor/Eng) - 2010 UNESCO Intangible Heritage map (Kor) - Promotional brochure on ICH in the Asia-Pacific region (Eng) - Promotional brochure of ICHCAP (Kor/Eng)
	Pilot Project of ICH Digital Contents Application	Production of ICHCAP promotional video (Kor/Eng)
	Promoting the Participation of Community and NGO	Promoting the participation of communities and NGOs as main agents of ICH transmission and safeguarding for the implementation of the Convention
	Protection for Intellectual Property relating to ICH information	Survey status of organisations for intellectual property in twelve countries

Agenda 1 Election of the Governing Board Members

◦ Background:

- Article 4 of the Rules of Governing Board Management, “Composition”, and Subclause 2, Clause 4 of Article 4 of the Rules of Governing Board Management, “up to five representatives of the Member States of the Centre”

◦ Candidates:

Country	NAME	Organisation and Position	Note
JAPAN	Mr. Fumiaki KANAYA	Secretary-General National Institute for Cultural Heritage	
CHINA	Mr. Han-jie WANG	Director Division of Multilateral Matters Bureau for External Cultural Relations Ministry of Culture	

- The reason of recommendation: For maintaining a cooperation system and sharing information among Category 2 Centres in the three countries

Agenda 2 Medium-Term and Long-Term Programmes

Contribute to the implementation and promotion of the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage in the Asia-Pacific region and foster regional and international cooperation for safeguarding through coordinating and disseminating information, under the agreement between the Government of the Republic of Korea and UNESCO

Objectives

- Promoting the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage, contributing to its implementation in the Asia-Pacific region
- Supporting ICH safeguarding and raising awareness of ICH through information and networking
- Strengthening regional and international cooperation networks for ICH safeguarding
- Constructing an online ICH safeguarding system through information technology

Basic Policy

- Ensuring effective ICH safeguarding through information and networking and developing international organisational activities linked to sustainable development
- Strengthening solidarity among Member States and sub-regions concerning ICH safeguarding and promoting cooperation with institutes, including those established under the auspices of UNESCO and other related professional organisations in the Asia-Pacific region
- Increasing community participation through enhancing visibility, promoting activities of non-governmental organisations, and raising public awareness
- Expanding the Centre's catalytic role as a coordinator by increasing participation of ICH stakeholders and building up the foundation to fulfil the Centre's role as an ICH information and research hub
- Promoting programmes that reflect the reality and the demand of the Asia-Pacific region to implement the agreement between the Government of the Republic of Korea and UNESCO
- Promoting medium- and long-term programmes that are focused on building

the capacity of Member States, and strengthening the role of the Centre as a mediator in the field of ICH safeguarding in the Asia-Pacific region

Long-Term Programmes

- Duration: 10 years (2012–2021)
- Main Tasks:
 - Increasing support for information and research activities of Member States to enhance their capacity for safeguarding ICH
 - Establishing an information system to ensure the effective management of ICH data
 - Strengthening international and regional networks to exchange ICH information and knowledge
 - Enhancing the visibility of ICH to communities and the general public and developing programmes for raising awareness about ICH
- Main Programmes:
 - Collecting ICH information and supporting the establishment of archives for Member States
 - Building up a database and developing a cultural atlas through online tools
 - Developing a database and guideline concerned with ICH safeguarding
 - Supporting the restoration and digitalisation of important ICH-related analogue materials
 - Building an online and offline system for a cooperation network of ICH safeguarding
 - Establishing an integrated database, archives, and website of ICH in the Asia-Pacific region
 - Developing and managing a portal site to build a cooperation network of ICH safeguarding
 - Enacting and managing the International ICH Prize (tentatively named) for ICH promotion and enhancement

Medium-Term Programmes

- Duration: 5 years (2012–2016)
- Main Tasks:
 - Building a database and developing cooperation programmes for the foundation of information and research on ICH
 - Strengthening the ICH cooperation network through building a focal point and an expert pool system
 - Promoting ICH and raising awareness of ICH through publications and public relations
 - Building an infrastructure to establish an online system of ICH information

◦ Main Programmes:

- Researching activities to collect data on the current status of ICH safeguarding in the Asia-Pacific region
- Developing identification, documentation, and dissemination guidelines of activities to build a foundation for Member States
- Collecting ICH information and research on intellectual property rights in relation to information materials and documentation in ICH safeguarding
- Holding expert meetings and constructing cooperative networks as a focal point for Member States and sub-regions
- Promoting collaborative research activities to build a network among experts and professional organisations
- Hosting public functions and supporting exchange activities for ICH-related communities and non-governmental organisations
- Publishing the quarterly newsletter, *ICH Courier*, and related publication to raise awareness about ICH
- Developing an ICH-related website and building archives

Agenda 3 Annual Work Plan for 2012 and Budget Plan

As the first year of the establishment, contributing to stabilising the Centre and building an international foundation for information systems and networks are the Centre's priorities, based on the agreement between the Government of the Republic of Korea and UNESCO to promote ICH safeguarding in the Asia-Pacific region

Strategic Tasks	Activities
1 Building a Foundation for Information and Research for ICH	1.1 Collecting Information on the Current Status of Intangible Cultural Heritage Safeguarding in the Asia-Pacific Region 1.2 ICH Identification and Documentation Support 1.3 Video Documentation of Intangible Cultural Heritage in the Asia-Pacific Region 1.4 Restoration and Digitalisation of ICH-Related Data 1.5 Assisting Member States in Establishing ICH Safeguarding Systems and Policies
2 Building Cooperative Networks for ICH	2.1 UNESCO Policy Collaboration and Strategy Development 2.2 Sub-regional Network Meetings 2.3 Intangible Cultural Heritage Expert Networking Meetings in the Asia-Pacific Region and Korea 2.4 ICH Enhancement Project for Raising Awareness of ICH
3 Awareness Raising for Promoting ICH	3.1 Publication of the <i>ICH Courier</i> (quarterly newsletter) and UNESCO ICH Lists in Korean 3.2 Protecting Intellectual Property Rights in Reflecting to Information Materials and Documentation of ICH 3.3 Promoting the Role of ICH Communities and NGOs 3.4 Making ICH-related Digital Contents

Details of Activities

1.1 Collecting Information on the Current Status of Intangible Cultural Heritage Safeguarding in the Asia-Pacific Region

- Purpose: This project aims to collect relevant information on ICH safeguarding efforts of Member States in the region, and the data will be utilised to develop the Centre's future projects and strategies
- Target Countries: Seven Member States in the Asia-Pacific region
- Activities:
 - Selecting a contact point (institute) in each State and compiling a report by local experts through a questionnaire
 - Collecting basic data on ICH safeguarding efforts, including ICH inventories, safeguarding systems and policies, relevant institutes, etc.
 - Conducting interviews with administration officers and project officers in safeguarding organisations to identify urgent needs and pending issues in the ICH field in each State

1.2 ICH Identification and Documentation Support

- Purpose: This project aims to create a foundation for ICH safeguarding and to enhance implementation of the Convention in the region through identification and documentation of ICH in the Asia-Pacific region.
- Target Countries: Four countries in Central Asia
- Activities:
 - Developing a foundation for information building and sharing through identifying and documenting ICH safeguarding at the national or regional level
 - Identifying ICH in Central Asia using online tools, supporting field surveys, and developing online programmes as a three-year documentation project
 - Identifying ICH in Bhutan and supporting field surveys with local experts as a three-year documentation project (ODA project)

1.3 Video Documentation of Intangible Cultural Heritage in the Asia-Pacific Region

- Purpose: This project aims to raise awareness and activate educational activities for the public by producing a professionally documented video that promotes ICH visibility in the Asia-Pacific region
- Target Countries: Viet Nam
- Activities:

- Working with experts of Member States to record high-definition video to assist in nominating ICH elements to the UNESCO ICH lists and to raise public awareness
- Writing a video guideline for documenting ICH and selecting ICH elements in cooperation with the government of the target country
- Assembling a recording staff of experts in the field of broadcasting or ICH, conducting a pre-survey about selected elements, and holding discussions with relevant communities for video documentation
- Taking steps from writing documentation blueprints, onsite recording, and video editing to make DVDs and disseminate images or educational multimedia contents

1.4 Restoration and Digitalisation of ICH-Related Data

- Purpose: This project aims to secure resources of superannuated and damaged ICH-related data and to raise awareness of it through restoration and digitalisation
- Target Countries: Mongolia and other countries in the Asia-Pacific region
- Activities:
 - Assisting in the restoration of superannuated ICH-related data damaged by time and environmental and social factors
 - Conducting field surveys to understand the current state and reality of ICH-related data possessed by organisations and countries in the Asia-Pacific region
 - Carrying forward restoration and digitalisation work by selecting superannuated and damaged analogue data that have value as a reference
 - Publishing promotional videos and e-books using the restored and digitalised ICH-related data for raising the general public's awareness

1.5 Assisting Member States in Establishing ICH Safeguarding Systems and Policies

- Purpose: This project aims to assist Member States in developing ICH safeguarding policies and measures and to disseminate ICH safeguarding systems
- Target Countries: Tonga and Lao People's Democratic Republic
- Activities:
 - Assisting Member States in identifying exemplary cases of ICH safeguarding activity, developing ICH safeguarding policies, and disseminating ICH safeguarding measures
 - Assisting Member States in adopting ICH safeguarding legislation, and organising an expert workshop

- Assisting Member States in conducting field research for establishing national policy, and publishing an ICH guidebook for each State

2.1 UNESCO Policy Collaboration and Strategy Development

- Purpose: This project aims to understand international ICH issues and trends and to reinforce collaboration among UNESCO Headquarters, regional offices, and ICH-related organisations in the Asia-Pacific region
- Target Countries: China, Japan, and other Member States in the Asia-Pacific region
- Activities:
 - Attending UNESCO General Conferences, Governing Board Meetings, General Conferences for the Convention, and Intergovernmental Commissions organised by UNESCO
 - Attending international conferences, regional meetings and ICH-related meetings organised by Member States to develop strategies for implementing the Convention
 - Attending coordination meetings and Governing Board Meetings in China and Japan for collaboration between UNESCO Category 2 Centres related to ICH safeguarding in the Asia-Pacific region

2.2 Sub-regional Network Meetings

- Purpose: This project aims to discuss regional tasks and strategies for sub-regional collaboration regarding implementation of the 203 Convention
- Target Countries: Countries from Pacific region, Central Asia, and South-East Asia
- Activities:
 - Hold the third collaborative networking meeting for safeguarding ICH in the Pacific region (Candidate country: PNG or Cook Islands, Provisional date: April 2012)
 - Hold the third collaborative networking meeting for safeguarding ICH in Central Asia (Candidate country: Kyrgyzstan, Provisional date: May 2012)
 - Hold the third collaborative networking meeting for safeguarding ICH in South-East Asia

2.3 Intangible Cultural Heritage Expert Networking Meetings in the Asia-Pacific Region

- Purpose: This project aims to organise network programmes for encouraging information sharing and to build networks among policymakers

and experts in the ICH field in the Asia-Pacific region

- Target Countries: Twenty Member States in the Asia-Pacific region
- Activities:
 - Holding Meetings to build cooperative networks among experts in the field of ICH information
 - Having presentations, discussions, and field trips
 - Hosting presentations by ICH experts and opinion leaders in the region to build ICH capacity
 - Creating a preliminary contact network and then developing and maintaining an online cooperation network system using Social Network Service (SNS)

2.4 ICH Enhancement Project for Raising Awareness of ICH

- Purpose: This project aims to raise awareness of the importance of ICH safeguarding through an international prize award and to contribute to promoting the visibility of ICH safeguarding activities
- Target Countries: Member States in the Asia-Pacific region
- Activities:
 - Catalysing ICH safeguarding activities and promoting the visibility of ICH safeguarding activities
 - Conducting the feasibility research for establishing an international ICH prize (Ongoing project in 2011)
 - Selecting candidates through a steering committee (or jury committee) and organising the first international prize award for ICH and additional events (Award to be presented in 2013)

3.1 Publication of the *ICH Courier* (quarterly newsletter) and UNESCO ICH Lists in Korean

- Purpose: This project aims to enhance ICH visibility and to promote ICHCAP's activities by disseminating information about ICH and issues regarding ICH safeguarding in the Asia-Pacific region
- Target Countries: Member States in the Asia-Pacific region
- Activities:
 - Publishing quarterly newsletter that includes analyses of regional and international issues in the ICH field and a collection of ICH-related topics
 - Publishing translated books on ICH, including UNESCO ICH lists and guidebooks introducing ICH at the national and regional levels
 - Disseminating other ICH publications to UNESCO Member States, partner organisations, ICH stakeholders, and the general public

3.2 Protecting Intellectual Property Rights in Relation to Information Materials and Documentation of ICH

- Purpose: This project aims to develop a guideline through research for protecting intellectual property in the process of information building and sharing
- Target Countries: Korea and other countries in the Asia-Pacific region
- Activities:
 - Conducting a survey on ICH information-related institutes in each country through experts in the information field and intellectual property field (2011 ongoing)
 - Holding expert meetings to discuss problems that could arise in the process of ICH information building and sharing and to develop solutions
 - Researching ways to protect ICH intellectual property in the process of ICH information building and sharing and developing and disseminating a guideline

3.3 Promoting the Role of ICH Communities and NGOs

- Purpose: This project aims to promote the participation of communities, as main agents of ICH transmission and safeguarding, and NGOs for the implementation of the Convention
- Target Countries: Korea and other countries in the Asia-Pacific region
- Activities:
 - Discussing the roles and tasks of NGOs under the Convention and seeking a way of facilitating cooperation among NGOs through meetings regarding ICH
 - Expanding the participation of communities, groups, and individuals in ICH safeguarding activities and raising public awareness through events such as performances and exhibitions
 - Examining the development and management of specialised NGO websites for exchanging ICH information online

3.4 Making ICH-related Digital Contents

- Purpose: This project aims to contribute to raising public awareness, especially for young generations, by developing and disseminating ICH-related digital contents
- Target Countries: Member States in the Asia-Pacific region
- Activities:
 - Using information and communication technology as awareness-raising

tools for the public, especially for young generations

- Compiling ICH-related data and incorporating ICH data from UNESCO Headquarters as well as data from ICHCAP's international joint projects
- Developing an ICH website at the national and regional level, assisting in projects to develop a cultural atlas, and constructing ICH-related online links

2012 Budget Plan

(unit : million KRW)

Category	Content		Budget
Income	Government Subsidies (the General Accounts)		1,721
	Government Subsidies (ODA Fund)		90
	Total		1,811
Expenditure	General Operation Expenses	Personnel Expenditures	988
		Operating Expenses for Governing Board Meeting	40
		The Maintenance Charge of Computing Capacity	10
		Operating Expenses	83
		Subtotal	1,121
	Business Expense	Building the Foundation for Information and Research for ICH	240
		Building Cooperative Networks for ICH	180
		Promoting Intangible Heritage and Visibility	180
		Official Development Aid Provided by the Government of the Republic of Korea	90
		Subtotal	690
	Total		1,811

※ The National Assembly of the Republic of Korea is considering to increase the budget by 33%, up to KRW 2,411 million

(unit : million KRW)

Content	Reflected Budget	Additional Budget	Budget Increase
General Operation Expenses	1,121	250	1,371
Building the Foundation for Information and Research for ICH	240	110	350
Building Cooperative Networks for ICH	180	120	300
Promoting Intangible Heritage and Visibility	180	120	300
Official Development Aid Provided by the Government of the Republic of Korea	90		90
Total	1,811	600	2,411

Agenda 4 Related Rules

Operational Rules of the Governing Board of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region

Chapter 1 General Provisions

Article 1 Objective

The purpose of these rules is to provide guidelines for the effective management of the Governing Board (hereinafter referred to as “the Board”) of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereinafter referred to as "the Centre") under the auspices of the United Nations Educational, Scientific and Cultural Organization (hereinafter referred to as "UNESCO") established under the Cultural Heritage Administration of the Republic of Korea (hereinafter referred to as "CHA") in accordance with Article 8 of the Agreement between the Government of Korea and UNESCO regarding the establishment, in the Republic of Korea, of an International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the Auspices of UNESCO (Category 2)(hereinafter referred to as "the Agreement")

Article 2 Scope of Application

The Board shall operate in accordance with these rules unless otherwise stated in specific rules of the Cultural Properties Protection Law in the Republic of Korea or the Agreement.

Article 3 Power

The Board shall review and approve matters determined by the Agreement, and Legislation as well as other important matters of the Centre's operation under the authority of the Board.

Chapter 2 Composition

Article 4 Composition

1. The Board shall consist of no fewer than seven and no more than fourteen members, including the Director of the Centre. Only

the Director of the Centre shall participate in the Board as a non-voting member.

2. The Board Members shall be composed of
 - (a) the Administrator of CHA or his/her appointed representative shall be the ex-officio Chairperson of the Governing Board
 - (b) one nominee of the Director-General of UNESCO
 - (c) two representatives of the Government of the Republic of Korea
 - 1) Director General of Heritage Promotion Bureau of CHA
 - 2) Director General of Cultural Affairs Bureau of Ministry of Foreign Affairs and Trade of the Republic of Korea
 - (d) up to five representatives of the Member States of UNESCO making a substantial contribution to the Centre
 - (e) up to two representatives of associated or cooperative organisations in the Republic of Korea
 - (f) up to two representatives of intergovernmental organisations or NGOs
 - (g) Director of the Centre

Article 5

Chairperson and Vice-Chairperson

1. The Chairperson of the Board (hereinafter referred to as “Chairperson”) shall be the Administrator of CHA or his/her appointed representative.
2. The Chairperson shall preside over the meetings and mediate disparities and discussions among Board Members.
3. The Vice-Chairperson shall be appointed by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson shall be the acting Chairperson.

Article 6

Term of Members

1. The term of office of the Members and Auditor shall be two years from the date of appointment. However, they may be reappointed once.
2. In the case where the Administrator of CHA is in office as a Member pursuant to Clause 2(b), 2(c) and 2(g) of Article 4, the term limits are not set on these positions.
3. The term of office of Members appointed through by-elections shall be the remaining term of office of their predecessors.
4. The officers whose term has expired may act as a proxy until their successors are appointed.

Article 7

Responsibility

Board Members shall faithfully carry out their duties to put forth their utmost efforts to safeguard the intangible cultural heritage of Member States in the Asia-Pacific region and to support the Centre's activities.

Chapter 3 Meetings

Article 8

Type

1. The Board shall consist of ordinary sessions and extraordinary ones.
2. The Chairperson shall convoke an ordinary session at least once every calendar year.
3. The Chairperson shall convoke an extraordinary session
 - (a) at the request of the Chairperson
 - (b) at the request of the Director-General of UNESCO
 - (c) at the request of two-thirds of the UNESCO Member States acknowledged by the process of Article 3 of the Agreement
 - (d) at the request of the majority of Board Members with the presentation of the purpose of meeting

Article 9

Person Authorised to Convene Meetings

All Meetings of the Board shall be convened by the Chairperson.

Article 10

Procedures for Convening Meetings

If the Chairperson wishes to convoke a session in accordance with Article 8, Clauses 2 and 3 of this Regulation, the Chairperson shall notify all Members of the Board and provide the meeting's purpose, date, time, and venue two weeks prior to the meeting's commencement. Exceptions shall be made only if the reason for the meeting is deemed urgent.

Article 11

Place

The Chairperson shall set the location of the Board Meeting unless the Board decides otherwise.

Article 12

Agenda

1. Matters that shall be approved by the Board are
 - (a) electing Board Members as well as the Auditor and the Executive Committee Members
 - (b) approving medium- and long-term programmes of the Centre
 - (c) approving an annual work plan and budget of the Centre

- (d) enacting and revising rules, and regulations
 - (e) determining the financial, administrative, and personal management procedures of the Centre
 - (f) deciding on the participation of regional inter-governmental and international organisations in the workings of the Centre
 - (g) conducting matters concerned with the implementation of important business of the Centre
2. To ensure the effective running of the Centre between sessions, the Governing Board may delegate power to a standing Executive Committee as deemed necessary.
 3. Matters that shall be reported to the Board and reviewed by the Board are
 - (a) annual reports submitted by the Director of the Centre
 - (b) closure of the Centre's accounts
 - (c) implementation of main activities of the Centre
 - (d) resolutions made by the Executive Committee
 - (e) other matters acknowledged as necessary to report to the Board

Article 13

Procedure for Discussing Agenda

1. The agenda shall be classified into matters for report, matters for resolution, and matters for consultation.
2. The Chairperson shall draft a provisional agenda of each session in consultation with the Centre and transmit it to the Board Members and the Auditor with notification of the session.
3. Any Member who wishes to submit agenda items shall send them to the Centre in written form seven days prior to the commencement of the session.
4. At the beginning of each session, the Board shall adopt an agenda for that session.
5. All summarised working documents of each session shall be submitted to the Board Members and the Auditor with a provisional agenda.

Article 14

Explanation of Agenda

The Director of the Centre, in principle, shall report and explain the agenda listed during any session of the Board. If needed, the Chairperson may invite a related person to any session of the Board and ask for an explanation and statements for the provided agenda item.

Article 15

Quorum

1. Unless otherwise provided in this Regulation, the attendance of a majority of the total Members with voting rights shall be necessary for opening the session and the concurrent vote of a majority of the Members present shall be necessary to pass a resolution of the Board.
2. For the dismissal of Members, more than two-thirds of the Members with voting rights must agree on it, and a revision of the Rules of Governing Board Management shall be resolved by the attendance of a majority of the Members with voting rights and the concurrent vote of two-thirds or more of the Members present.
3. The Chairperson has the right to input his/her decision in the case of tie vote.
4. Decisions of the Board may be taken by a show of hands or a secret vote, provided that the Board decides an open vote is to be taken regarding a particular issue and where a decision by vote is necessary.

Article 16

Proxy

1. Board Members with specific reasons may exercise their voting right through a proxy.
2. Appointment of a proxy shall be informed to the Centre in written form a minimum of three days before the commencement of the session.

Article 17

Limitation of Votes

Board Members shall not vote on matters specifically related to their own personal interests.

Article 18

Documentary Resolution

1. If the agenda is a minor matter or one of great urgency as indicated below, the Chairperson may make a Documentary Resolution.
 - (a) matters not included in the scope of Clause 1 of Article 12
 - (b) matters of deliberation and resolution that should not to be delayed until ordinary sessions
2. In the case of Clause 1, a Documentary Resolution shall enter into force with a majority of all Members with voting rights.
3. The quorum for a Documentary Resolution must be a majority of all Members with voting rights and the result will be addressed at the next Meeting of the Board

Article 19

Observers

1. Representatives of UNESCO Member States in the Asia-Pacific region not presented as Board Members may participate in any session of the Board as Observers.
2. The Chairperson, if needed, may invite a related person to any session of the Board and ask for statements.

Article 20

Minutes

1. The Centre shall record the proceedings and resolutions in the minutes with the confirmation of the Members present and with the Chairperson's seal affixed thereon, and the minutes shall be distributed to each of the Members and the Auditor, and they shall be stocked and managed by the Centre.
2. The minutes may be available to the general public if deemed necessary, provided that matters that were decided not to be available to the public are not publicised.

Article 21

Executive Committee

1. To ensure the effective running of the Centre, an Executive Committee may be established under the Governing Board by a resolution of the Board, and the Committee shall review and resolve matters below.
 - (a) enacting and amending rules for the operation of the Secretariat of the Centre
 - (b) determining the financial, administrative, and personnel management procedures of the Centre
 - (c) deciding the participation of regional intergovernmental and international organisations in the activities of Centre
 - (d) recommending candidates for the Governing Board Members or Auditor
 - (e) setting up a special body, affiliated body, and advisory body for the operation of Secretariat
 - (f) drawing up revised supplementary budgets and reserved fund expenditures
2. Details concerning the operation of the Executive Committee shall be determined separately by resolutions of the Board.

Article 22

Auditor

1. The Centre shall have one Auditor
2. The auditor shall perform any of the following duties.
 - (a) auditing matters concerning the financial status and business of the

Centre

(b) reporting any illegality or injustice found as the result of auditing to the Board

3. The Auditor may attend all sessions of the Board to state his/her opinions, without the right to vote.

Article 23

Secretariat

1. The Centre shall make the necessary arrangements for holding sessions and generally perform all other tasks that the Board and Executive Committee may require.
2. The section that takes charge of the affairs of the Board in the organisation of the Centre shall act as Secretariat for the Board and Committee.

Article 24

Provision of Actual Expenses

The Centre shall cover all expenses necessary for the service of Members and the Auditor, including conference allowances if the expenses are within the budget.

ADDENDA

Article 1

Entry into Force

These rules shall enter into force on 28 November 2011.

Article 2

Transitional Measures

All related matters conducted before the execution of these rules shall be deemed conducted under these rules.

Operational Rules of the Executive Committee of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region

Article 1

Objective

The purpose of these rules is to provide guidelines for the Operational Rules of the Executive Committee (hereinafter referred to as "the Committee") to established in the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereinafter referred to as "the Centre") under the auspices of the United Nations Educational, Scientific and Cultural Organization (hereinafter referred to as "UNESCO") , in accordance with Article 21 of the Operational Rules of the Governing Board of the Centre (hereinafter referred to as "the Operational Rules ")

Article 2

Composition

The Members of the Committee shall be as follows.

- (a) the Director General of the Heritage Promotion Bureau of CHA
- (b) the Director General of Cultural Affairs Bureau of the Ministry of Foreign Affairs and Trade of the Republic of Korea
- (c) the Director General of the National Research Institute of Cultural Heritage
- (d) the President of the Foundation for the Preservation of Cultural Properties, the Republic of Korea
- (e) the Chair of the Committee for Safeguarding Intangible Cultural Heritage, the Republic of Korea
- (f) the Director of the Centre

Article 3

Chairperson and Vice-Chairperson

1. The Committee shall have a Chairperson and a Vice-Chairperson.
2. The Chairperson shall be the Director General of Heritage Promotion Bureau of CHA and the Chairperson shall preside over the meeting.
3. The Vice-Chairperson shall be appointed by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson shall be the acting Chairperson..

Article 4

Matters of Deliberation and Resolution

Matters that shall be deliberated and resolved are

- (a) enacting and amending rules for the operation of the Secretariat of the Centre
- (b) determining the financial, administrative, and personnel management procedures of the Centre
- (c) deciding the participation of regional intergovernmental and international organisations in the activities of Centre
- (d) recommending candidates for the Governing Board Members or Auditor
- (e) setting up a special body, affiliated body, and advisory body for the operation of Secretariat
- (f) drawing up revised supplementary budgets and reserved fund expenditures
- (g) other matters delegated from Governing Board Meetings

Article 5

Quorum

1. The attendance of a majority of the total Members shall be necessary for opening the session, and the concurrent vote of a majority of the Members present shall be necessary to pass a resolution of the Board.
2. The Chairperson has the right to input his/her decision in the case of tie vote.

Article 6

Application

Matters involving the procedure for convoking the Committee, calling up agenda, manners, and methods of resolutions, resolution documentation, preparation of the minutes, and business and affairs not covered in this rule shall apply the Operational Rules

Supplementary provision These rules shall enter into force on 28 November 2011.

1. Agreement between the Government of the Republic of Korea and the United Nations Educational, Scientific and Cultural Organization (UNESCO) Regarding the Establishment in the Republic of Korea of an International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (Category 2)

2. Convention for the Safeguarding of the Intangible Cultural Heritage