

## The Third Governing Board Meeting of ICHCAP

### 제 3차 유네스코아태무형유산센터 정기이사회

(English)

## Agenda for 3rd Governing Board Meeting

### 제 3차 이사회 안건자료집

30 September 2013

Hotel Interciti, Daejeon, The Republic of Korea

## ICHCAP

International Information and Networking Centre  
for Intangible Cultural Heritage in the Asia and Pacific Region  
under the auspices of UNESCO

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## Agenda Item 1

### **Adoption of the Agenda**

**Decision Required: Paragraph 2**

**1. (Grounds for suggestion)**

Based on Rule 13.4 of the Rules of Procedure of the governing board, ICHCAP proposes the provisional agenda for the third governing board meeting as follows.

**2. (Order for decision)**

The governing board may wish to adopt the following decision:

The Governing Board

- (1) having examined Rule 13.4 of the Rules of Procedure of the governing board,
- (2) considering the annex of Item 1 (provisional agenda),
- (3) adopts the Agenda of the third governing board meeting of ICHCAP.

## [Annex 1] Provisional Lists of Agenda

| Number | Provisional Agenda Item               | Provisional lists of Annex                                                                                                                                         |
|--------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Adoption of the Agenda                | 1. List of Agenda                                                                                                                                                  |
| 2      | Admission of Observers                | 2. List of Observers                                                                                                                                               |
| 3      | Matters of Report                     | 3. 2012 Audit Report<br>4. Report on 2 <sup>nd</sup> and 3 <sup>rd</sup> Executive Committee<br>5. Overview of 2013 Activities                                     |
| 4      | Appointment of Directors and Auditor  | 6. Profile of Candidates on Directors and Auditor                                                                                                                  |
| 5      | Approval of 2014 Work Plan and Budget | 7. Programme and Activities of 2012                                                                                                                                |
|        | Others                                | Open-ended Discussion                                                                                                                                              |
|        | Reference                             | 8. Lists of Directors<br>9. Agreement between the Republic of Korea and UNESCO<br>10. Constitution of ICHCAP<br>11. The Rules of Procedures of the Governing Board |

## Agenda Item 2

### **Admission of Observers**

**Decision Required: Paragraph 3**

**1. (Grounds for suggestion)**

In conformity with Rule 19.1 of the Rules of Procedure of the governing board, the following people may attend as observers, without the right to vote, for the third governing board meeting of ICHCAP:

- (1) Directors and Staff of other Category 2 Centres
- (2) Experts in the field of ICH safeguarding
- (3) Representatives of the Ministry of Foreign Affairs, Cultural Heritage Administration, and other relative institutes

**2. (Main contents)**

The provisional list of observers is contained in annex 2.

**3. (Order for decision)**

The governing board may wish to adopt the following decision:

The Governing Board

- (1) considering Rule 19.1 of the Rules of Procedure of the governing board,
- (2) reviewing the annex of item 2 (provisional list of observers),
- (3) decides to admit representatives of organizations and individuals on the provisional list of observers to attend at the 3rd governing board meeting of ICHCAP.

**[Annex 2] Provisional List of Observers**

| Category                                | Name                        | Organization and Position                                                       |
|-----------------------------------------|-----------------------------|---------------------------------------------------------------------------------|
| C2 Centre in China and Japan            | Mr. YANG Zhi                | Director-General, CRIHAP                                                        |
|                                         | Ms. GE Yuqing               | Director of Training, CRIHAP                                                    |
|                                         | Ms. YUAN Jie                | Director of Research, CRIHAP                                                    |
|                                         | Mr. Akio Arata              | Director-General, IRCI                                                          |
| ICH Experts                             | Mr. Gaura MANCACARITADIPURA | Expert Advisor,<br>Vice Minister of Education & Culture                         |
|                                         | Mr. Dastan DERBISHEV        | DB Management Specialist, National Commission for UNESCO in the Kyrgyz Republic |
|                                         | Ms. HAHM Hanhee             | Professor, Chonbuk National University                                          |
| Ministry of Culture, China              | Mr. WANG Chan               | Cultural Officer, Division of External Cultural Relations                       |
| Ministry of Foreign Affairs, Korea      | Mr. HONG Jinwook            | Director, Public Diplomacy Policy Division                                      |
|                                         | Ms. JEONG Seonmi            | Second Secretary , Public Diplomacy Policy Division                             |
| Cultural Heritage Administration, Korea | Mr. PARK Heeung             | Director, International Cooperation Division                                    |
|                                         | Ms. LEE Yena                | Deputy Director, International Cooperation Division                             |
| Korean National Commission for UNESCO   | Mr. KIM Kwibae              | Head, Culture and Communication Team                                            |
|                                         | Ms. KIM Jihon               | Programme Specialist, Culture and Communication Team                            |

## Agenda Item 3

### **Reports:**

- 1. 2012 Final Accounts of ICHCAP**
- 2. Results of the second and third executive committee**
- 3. State of projects of 2013**

**Decision Required: Paragraph 3**

**1. (Grounds for suggestion)**

According to Rule 12.3 or 12.4 of the Rules of Procedure of the governing board, ICHCAP reports the following:

- (1) Final accounts of ICHCAP in 2012
- (2) Results of the second and third executive committee
- (3) State of projects of 2013

**2. (Main contents)**

The final accounts for 2012 is contained in annex 3 (2012 final accounts), the results of the second and third executive committee is contained in annex 4 (result reports on the second and third executive committee), and the state of projects of 2013 is contained in annex 5 (state of projects of 2013).

**3. (Order for decision)**

The governing board may wish to adopt the following decision:

The Governing Board

- (1) having examined Rule 12.3 or 12.4 of the Rules of Procedure of the governing board,
- (2) reviewing the annex of item 3 (annex 3 -5),
- (3) approves the reports of item 3.

## [Annex 3] 2012 Audit Report

(Unit: million KRM)

| Categories                                      | Name of Activities                                                                                    | Amount       |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------|
|                                                 | Total                                                                                                 | 2,016        |
| . Building a Foundation for Information Systems | Identifying the Current Status of ICH Safeguarding in the Asia Pacific Region                         | 32           |
|                                                 | Supporting ICH Inventory Making and Documentation                                                     | 58           |
|                                                 | Producing Video Documentation of Asia-Pacific ICH                                                     | 51           |
|                                                 | Restoring and Digitising ICH-Related Analogue Data of Viet Nam                                        | 42           |
|                                                 | Assisting Member States in Accessing and Managing Information of ICH Safeguarding System and Policies | 29           |
|                                                 | Sub-total                                                                                             | <b>212</b>   |
| Establishing Cooperative Networks for ICH       | UNESCO Policy Collaboration and Development of ICHCAP's Strategies                                    | 71           |
|                                                 | Organising Sub-regional Network Meetings                                                              | 96           |
|                                                 | Establishing International Expert Cooperation Networks                                                | 108          |
|                                                 | ICH Enhancement Projects for Raising Awareness of ICH                                                 | 1            |
|                                                 | Sub-total                                                                                             | <b>276</b>   |
| Raising Awareness and Promoting ICH             | Publication of the ICH Courier (quarterly newsletter) and UNESCO ICH Lists in Korean                  | 170          |
|                                                 | Promoting Intellectual Property Rights in Relation to Information Materials and Documentation of ICH  | 13           |
|                                                 | Promoting the Role of ICH Communities and NGOs                                                        | 13           |
|                                                 | Developing and Distributing ICH-Related Digital Contents                                              | 30           |
|                                                 | Sub-total                                                                                             | <b>226</b>   |
| Administrative Management                       | Management Cost                                                                                       | 1,278        |
|                                                 | Governing Board Meeting                                                                               | 23           |
|                                                 | Sub-total                                                                                             | <b>1,302</b> |

## **[Annex 4] Results of the executive committee**

### **1. Result of the second executive committee**

- Date and Time: 18 July 2013, 14:00-16:00
- Venue: ICHCAP (National Research Institute of Cultural Heritage, Meeting Room)
- Participants
  - Executive Committee Members (5)
  - Observers: International Cooperation Division Deputy Director of the Cultural Heritage Administration, and ICHCAP staff (7)
- Main issue: Consideration and decision of the revision of organisation, establishment of the information management section, and adjustment of coordination between sections
- Reason for suggestion: to establish ICH information system and provide systematic information service
- Result: Approve without amendment

## [Annex 5] Overview of 2013 Activities

### 1. Regular Budget

(Unit: million KRM)

| Categories                                       | Name of Activities                                                                                   | Budget     |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------|------------|
| 1. Building a Foundation for Information Systems | Identifying the Current Status of ICH Safeguarding in the Asia Pacific Region                        | 52         |
|                                                  | Supporting ICH Inventory Making and Documentation                                                    | 70         |
|                                                  | Producing Video Documentation of Asia-Pacific ICH                                                    | 25         |
|                                                  | Restoring and Digitising ICH-Related Analogue Data of Viet Nam                                       | 43         |
|                                                  | Studying Methodologies for Building ICH Information Systems                                          | 20         |
|                                                  | Sub-total                                                                                            | <b>210</b> |
| 2. Establishing Cooperative Networks for ICH     | UNESCO Policy Collaboration and Development of ICHCAP's Strategies                                   | 64         |
|                                                  | Organising Sub-regional Network Meetings                                                             | 75         |
|                                                  | Establishing International Expert Cooperation Networks                                               | 131        |
|                                                  | Building National Cooperative Networks for ICH Stakeholders                                          | 5          |
|                                                  | Operating the Third Governing Board Meeting                                                          | 30         |
|                                                  | Sub-total                                                                                            | <b>305</b> |
| 3. Raising Awareness and Promoting ICH           | Publication of the ICH Courier (quarterly newsletter) and UNESCO ICH Lists in Korean                 | 111        |
|                                                  | Promoting Intellectual Property Rights in Relation to Information Materials and Documentation of ICH | 17         |
|                                                  | Implementing ICH Enhancement Projects and ICH Awareness Raising Projects                             | 30         |
|                                                  | Developing and Distributing ICH-Related Digital Contents                                             | 30         |
|                                                  | Sub-total                                                                                            | <b>188</b> |
| 4. Construction of ICHCAP's Information System   | Developing Database and Information Archive System for ICH in the Asia-Pacific Region                | 42         |
|                                                  | Sub-total                                                                                            | <b>42</b>  |
| Total (for activities)                           |                                                                                                      | 745        |
| Management Cost                                  |                                                                                                      | 1,436      |
| Total                                            |                                                                                                      | 2,181      |

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### 2. Extra-ordinary Budget

(Unit: million KRM)

| Categories            | Name of Activities                                                                               | Budget |
|-----------------------|--------------------------------------------------------------------------------------------------|--------|
| Extra-ordinary Budget | Supporting the Establishment of ICH Information Systems in Bhutan, Laos, Myanmar, and Tajikistan | 90     |
|                       | Promoting Understanding of Shared ICH in East Asia                                               | 110    |
|                       | Personal-Exchange Programme for International ICH Experts                                        | 57     |
|                       | Total                                                                                            | 257    |

## Overview of 2013 Projects and Programmes

### 1. Building a Foundation for Information Systems

#### 1.1 Identifying the Current Status of ICH Safeguarding in the Asia Pacific Region

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##### 1.1.1 Collecting Information on the Current Status of ICH Safeguarding and Analysing the Collected Information

- Contents: Collect basic information related to ICH safeguarding efforts of Member States in the Asia Pacific Region and analyse reports of the information collected from twenty-five countries from 2009 to 2012
- Target: Japan, Turkey, India, the Federated States of Micronesia, and the Republic of Korea
- Result
  - Made contracts with five countries in the Asia-Pacific region and collected relevant information on the ICH safeguarding efforts of 2013
  - Translated the 2009–2012 reports into Korean and made a summary report to post on the ICHCAP website
  - Organise an experts meeting for analysing the 2009-2012 reports (December, Republic of Korea)

#### 1.2 Supporting ICH Inventory Making and Documentation

##### 1.2.1 Three-year Project: *Facilitating ICH Inventory-Making by Using Online Tools for ICH Safeguarding in the Central Asian Region*

- Contents
  - Collect ICH information and develop an online database system with countries (Second phase of the project)
  - Input collected information to the online DB system and develop ICH website(s) with the countries (Third phase of the project)
- Target: Four countries in Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, and Uzbekistan)
- Result
  - Collected ICH information and develop online database system(s)
  - Signed agreements for initiating the third phase project with each country and ICHCAP
  - Develop an online database system and an website, and prepare ICH Inventory brochure by each country (by May 2014)
  - Promote systematic information management on ICH in Central Asia

### 1.3. Producing Video Documentation of Asia-Pacific ICH

#### 1.3.1 Producing Video Documentation of Mongolian ICH

- Contents: Conduct an ICH documentation workshop and the pilot filming exercises on the Naadam Festival in Mongolia through the EBS-MN2 joint filming team
- Target: Mongolia
- Result
  - Conducted an ICH documentation workshop in Ulaanbaatar (July)
  - Conducted a pilot filming on Mongolian Naadam Festival and shaman heritage in Uvurkhanga Province and Ulaanbaatar
  - Enhanced visibility and inter-cultural cooperation in ICH safeguarding
  -

#### 1.4 Restoring and Digitising ICH-Related Analogue Data of Viet Nam

- Contents: Supporting, restoring, and digitising superannuated and deteriorated ICH-related analogue materials
- Target: Viet Nam
- Supporting Agency: Vietnamese Institute for Musicology (VIM)
- Result
  - Examined target ICH-related audio materials of the VIM archive and commenced with listing the target materials
  - Held a Korea-Viet Nam experts' seminar on digitising and restoring ICH-related audio-visual materials and conducted a field study on institutions related to data management in Korea (26-30 August 2013, Korea)
  - Proceed data restoration and digitisation works and prepare to make multimedia contents with the restored materials (September 2013 – April 2014)

#### 1.5 Studying Methodologies for Building ICH Information Systems

- Contents: Develop efficient methods to strengthen ICHCAP's main functions and determine practical measures
- Target: ICHCAP and ICH stakeholders in the Asia-Pacific region
- Result
  - Analyse and organise ICHCAP's information on ICH
  - Organise forums for building ICH information system and seek expert' consult
  - Draw a roadmap on ICHCAP's comprehensive mid- and long-term strategy for building information system

## 2. Establishing Cooperative Networks for ICH

### 2.1 UNESCO Policy Collaboration and Development of ICHCAP's Strategies

#### 2.1.1 Participate in ICH-related meetings hosted by UNESCO, C2 Centres, Member States,

- Contents: This project aims to reinforce collaboration among UNESCO, ICH-related organisations of the Asia-Pacific region, and ICHCAP.
- Target: UNESCO, regional offices, UNESCO C2 Centres in the ICH field, and other relevant institutes
- Result: participation on 11 ICH-related meetings
  - Promote cooperation with UNESCO and Member States by participating in UNESCO's statutory meetings, such as the 37th Session of General Conference (October 2013, Paris, France) and the 8th Session of the Intergovernmental Committee (December 2013, Baku, Azerbaijan)
  - Cooperate with ICH Category 2 Centres by attending governing board meetings for CRIHAP (June 2013, Chungdo, China) and IRCI (November 2013, Sakai City, Japan)
  - Build an ICH strategy by participating in ICH-related conferences and events related to the tenth anniversary of the 2003 Convention hosted by Member States

### 2.2 Organising Sub-regional Network Meetings

#### 2.2.1 Fourth sub-regional networking meeting in the Pacific (April, Vanuatu)

- Contents: Strategies for ICH Visibility in the Pacific through Information Building and Sharing
- Target: Six Pacific countries (Fiji, FSM, PNG, Tonga, Vanuatu, and the Cook Islands)
- Result
  - Country reports on the current situation in enhancing ICH visibility
  - Resolution to initiate a joint publication project on the Pacific ICH

#### 2.2.2 Fourth Central Asia Sub-regional Network Meeting on the Safeguarding of Intangible Cultural Heritage (May, Kazakhstan)

- Contents: Develop an Online System for ICH Inventory Making in Central Asia: Tasks and Strategy for Third Phase Project
- Target: Kazakhstan, Kyrgyzstan, Tajikistan, and Uzbekistan as well as UNESCO Offices and Category 2 Centres in Central Asia
- Result
  - Adopted the 2013 Action Plan for Implementing the Third Phase of the Project, *Facilitating ICH Inventory Making by Using Online Tools for ICH Safeguarding in the Central Asian Region as follows*

### **2.2.3 Consultation for developing collaborative work in South-East Asian region (November)**

- Contents: Consultation for cooperative issues for a sub-regional networking meeting among South-East Asian Member States
- Target: Brunei, Laos, Malaysia, and Myanmar
- Result
  - Will identify the main targets for collaboration for the 2014 sub-regional networking meeting in South-East Asia

## **2.3 Establishing International Expert Cooperation Networks**

### **2.3.1 International Conference in celebration of the tenth anniversary of the 2003 Convention (September 2013, Gwangju)**

- Contents: Share information on the key issues and future plans regarding the implementation of the 2003 Convention among the Asia-Pacific region
- Organising Bodies: Culture Heritage Administration, Gwangju City, and Ministry of Culture, Sports, and Tourism
- Target: Approximately 200 people, including ICH experts and representatives from Member States
- Result
  - Consensus building regarding the tasks and future direction of the implementation of the 2003 Convention
  - Participation of experts and administrators in reviewing the implementation of 2003 Convention strengthened

### **2.3.2 International Expert Meeting on Silk Road Intangible Culture (Oct 2013, Jinju)**

- Contents: Strengthen cooperative network with Central Asian countries and exchange information regarding the safeguarding of ICH of the Silk Road region
- Organising Bodies: International Institute for Central Asian Studies(IICAS), Asian Dance Culture Institute
- Target: Approximately 150 people, including ICH experts and members of IICAS
- Result
  - Develop a personnel exchange programs and exchange information for Silk Road ICH safeguarding
  - Raising awareness on safeguarding ICH of the Silk Road region
  - Facilitate collaborative projects regarding ICH safeguarding with related institutes in the ICH field

## **2.4 Building National Cooperative Networks for ICH Stakeholders**

### **2.4.1 Seminar for ICH International Cooperation workers (July 2013, Seoul)**

- Contents: Promote the 2003 Convention and build a cooperative network in Korea by exchanging experiences of relative institutes.
- Target: Communities, NGOs, and local government officials in the ICH field
- Result
  - Promote the Centre's activities and strengthen preparatory work for future collaboration with those concerned
  - Disseminate information regarding UNESCO's efforts for ICH safeguarding and key issues of ICH at the domestic level

## **2.5 Operating the Third Governing Board Meeting**

- Contents
  - Renew the Board Members and auditor
  - Review and approve the 2014 work plan and budget
- Results
  - Deliberate and approve ICHCAP's annual work plan and budget for 2014

### 3. Raising Awareness and Promoting ICH

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

##### 3.1.1 Publication of the *ICH Courier* (quarterly newsletter)

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- Contents
  - Publish ICH Courier Vols.15 to 18 in English and Korean
  - Disseminate newsletters online and offline to UNESCO Member States, partner organisations, the general public, etc.
- Results
  - Promote activities of ICHCAP and other related organizations on safeguarding ICH in the Asia-Pacific region
  - Raise awareness on the importance of ICH safeguarding activities
  -

##### 3.1.2 Publication of UNESCO Children's Books on ICH in Korea

- Contents: Publish UNESCO children's book in Korean, introducing ICH (crafts and living heritage) to young audiences
- Results
  - Publish one children's book in Korean (Tell me about Crafts)
  - Distribute to children's libraries and utilize them in the cultural program

##### 3.1.3 Publication of a Pacific ICH Book (*Preparation*)

- Contents: Launch a joint project with Pacific countries (Fiji, FSM, PNG, Tonga, and Vanuatu) to publish *Traditional Wisdom of the Pacific Islands*
- Result : Develop the five-country joint project proposal and manuscript guidelines, organise a taskforce team in each country, and write a draft manuscript

##### 3.1.4 Publication of a Pacific ICH Brochure

- Contents: Publish and distribute the brochure *Climate Changes and ICH in the Pacific* (anticipated publication date: October)
- Results
  - Agreement concerning the publication of the Pacific ICH Brochure (UNESCO Office in Apia and ICHCAP)
  - Raising awareness on the value of traditional knowledge for sustainable developments

### 3.1.5 Publication of UNESCO ICH Leaflet in Korean

- Contents: Publish the Korean leaflet introducing the thirty-three elements inscribed on the UNESCO Lists in 2012 (anticipated publication date: 26 September)
- Results
  - Agreement concerning the reproduction of 'Intangible Cultural Heritage 2012' in Korean (UNESCO ICH Section and ICHCAP)
  - Promote newly inscribed ICH in 2012 to the Korean public

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

### 3.2.1 Expert Workshop on Protecting IP of ICH Information (November 2013, Daejeon)

- Contents : Share expert discussions on protecting IP of ICH information and ideas on drafting a manual for managing IP of ICH information
- Results
  - Hold an advisory meeting on the project of promoting IP in relation to information materials (July)
  - Publish a workshop report (anticipated publication date: December)
  - Explore a practical direction for implementing the next year project, developing a manual on managing IP of information

## 3.3 Implementing ICH Enhancement Projects and ICH Awareness Raising Projects

- Contents : Organise an ICH photo exhibition (Theme: Windows to ICH) Result
  - Hold a photo exhibition (September, Gwangju)
  - Hold a series of photo exhibitions in Jinju and Seoul (anticipated date: October to December)
  - Provide new opportunities to meet ICH and arouse people's interest in ICH with using augmented reality toolkit

## 3.4 Developing and Distributing ICH-Related Digital Contents

- Contents: Producing and distributing an animation about understanding intangible cultural heritage
- Result
  - Develop three characters for the animation
  - Produce five episodes for the pilot animation
  - Publish the animation on ICHCAP's website and YouTube
  - Improve ICH familiarity and raise promotion effects with children's book, etc.

## 4. Construction of ICHCAP's Information System

### 4.1 Developing Database and Information Archive System for ICH in the Asia-Pacific Region

- Contents:
  - Upgrade systems for database management systems (management of metadata and classification, etc.)
  - Upgrade features for information service and website (advanced search, Courier webzine, ICH columns, etc.)
- Result
  - Upgrade database management features (management of metadata, classification, search function, etc.)
  - Upgrade website interface and other managing features to enhance usability

## 5. Extra-budgetary Programmes

### 5.1 Supporting the Establishment of ICH Information Systems in Bhutan, Laos, Myanmar, and Tajikistan

- Contents
  - Assist Member States in developing their own ICH safeguarding information systems by providing ODA funds
- Target: Laos, Bhutan, Myanmar, and Tajikistan
- Result
  - Assisted in conducting the second phase of collecting information in Laos and draw the plan for the third phase of the project
  - Assisted in conducting the third phase of collecting information and preparing drafts for a Bhutan ICH guidebook
  - Assisted in gathering the information on traditional Myanmar musical instruments
  - Hold expert meeting with Tajikistan ICH experts (to be held in November)

### 5.2 Promoting Understanding of Shared ICH in East Asia

- Contents: Collecting information on shared ICH elements by setting up expert teams within the respective countries and holding an expert working meeting to collect information on shared tug-of-war heritage
- Target: Cambodia, Viet Nam, and the Philippines
- Result
  - Conducted a preliminary survey on traditional tug-of-war in Cambodia, Viet Nam, and the Philippines
  - Held an international symposium on the traditional East Asian tug-of-war (April, Dangjin City)
  - Assisted intergovernmental communication for safeguarding shared ICH in Asia

### 5.3 Personal-Exchange Programme for International ICH Experts

- Contents: Inviting young ICH experts from the Asia-Pacific region and conducting their own projects or participating in the Centre's project
- Target: Uzbekistan, Kyrgyzstan, Fiji, Bhutan
- Result
  - Invited ICH related experts from 4 countries and implemented their own ICH projects.

## Agenda Item 4

### **Appointment of Directors and Auditor**

**Decision Required: Paragraph 3**

**1. (Grounds for suggestion)**

Based on Rule 12.1 of the Rules of Procedure of the governing board and taking into account which governing board members and auditor's expiration of terms, ICHCAP suggests the appointment and reappointment of members.

**(1) Designation of new member**

3 international members of the board of directors of Member States (to collect various opinions of Member States)

**(2) Reappointment of member: two members of board of directors of cooperative institutes and one auditor (for management stability of governing board)****2. (Main contents)**

The details of designation of governing board members and auditor is contained in annex 6 (term status of governing board members and auditor, profile of candidate)

**3. (Order for decision)**

The governing board may wish to adopt the following decisions:

The Governing Board

- (1) having examined Rule 12.1 of the Rules of Procedure of the governing board,
- (2) considering the annex 6 of Item 4,
- (3) approves the appointment and reappointment of the governing board member and auditor for those members expired of terms

## [Annex 6] Term status of governing board members and auditor & profile of candidate

### 1. Term Status of Governing Board Member and Auditor

- Among the members of the governing board, the term of five governing board members and one auditor will expire as of 31 December 2013
- Among the five governing board members,
  - (1) Considering the regional disposition, three international members of board of directors from the Asian-Pacific Member States will be replaced with new Member States to collect various opinions of Member States
  - (2) Two members of the board of directors of cooperative institutes will be reappointed for the purpose of management stability of the governing board
- One auditor will be reappointed for the purpose of management stability of the governing board

| Categories |                                         | Name                               | Organization and Position                                                       | Suggestion        |
|------------|-----------------------------------------|------------------------------------|---------------------------------------------------------------------------------|-------------------|
| Directors  | Member States of UNESCO                 | Ms. Ade Meretui Tuvou RATUNABUABUA | Pacific Heritage Hub Manager, University of the South Pacific                   | Newly Appointment |
|            |                                         | Ms. Thi Minh Ly LE                 | Director, Centre for Research and Promotion of the Cultural Heritage of Vietnam |                   |
|            |                                         | Mr. Alisher IKRAMOV                | Secretary-General, National Commission of Uzbekistan for UNESCO                 |                   |
|            | Associated and Cooperative Organization | Ms. YIM Dawnhee                    | Chairperson, Intangible Heritage Subcommittee, Cultural Properties Committee    | Reappointment     |
|            |                                         | Mr. MIN Dongseok                   | Secretary-General, Korean National Commission for UNESCO                        |                   |
| Auditor    |                                         | Mr. KIM Doosoo                     | KCPA, Shinjung Accounting Cooperation                                           |                   |

## 2. Profile of Candidates

| Suggestion        | Name                                 | Position and Organization                                                                                   | Profile                                                                                                                                                                                                                                                                              |
|-------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Newly Appointment | Ms. Elnura KORCHUEVA                 | Secretary-General, National Commission for UNESCO of the Kyrgyz Republic                                    | <ul style="list-style-type: none"> <li>Deputy Secretary-General, National Commission for UNESCO of the Kyrgyz Republic</li> <li>Senior Specialist, Ministry of Environmental of the Kyrgyz Republic</li> <li>M.A Moscow State Institute of Economics and Entrepreneurship</li> </ul> |
|                   | Ms. Wiendu NURYANTI                  | Vice Minister, Ministry of Education and Culture, Indonesia                                                 | <ul style="list-style-type: none"> <li>Professor, Gajah Mada University, Indonesia</li> <li>Member of Editorial Board, Journal of International Tourism, Culture &amp; Communication</li> </ul>                                                                                      |
|                   | Mr. Sipiriano Dominiko Nemani RANUKU | Principal Policy and Convention Director, Ministry for Education, National Heritage, Culture and Arts, Fiji | <ul style="list-style-type: none"> <li>Director, Institute of Fijian Language &amp; Culture, Ministry of Fijian Affairs</li> <li>B.A University of Southern Queensland, Australia</li> </ul>                                                                                         |
| Reappointment     | Ms. YIM Dawnhee                      | Chairperson, Intangible Heritage Subcommittee, Cultural Properties Committee                                | <ul style="list-style-type: none"> <li>Distinguished Professor, Dongguk University</li> <li>Haitian Cultural Heritage Specialist and International judge selected by UNESCO World Intangible Cultural Heritage</li> </ul>                                                            |
|                   | Mr. MIN Dongseok                     | Secretary-General, Korean National Commission for UNESCO                                                    | <ul style="list-style-type: none"> <li>Vice Minister, Ministry of Foreign Affairs, Korea</li> <li>B.A Hankuk University of Foreign Studies</li> </ul>                                                                                                                                |
|                   | Mr. KIM Doosoo                       | KCPA, Shinjung Accounting Cooperation                                                                       | <ul style="list-style-type: none"> <li>Worked in Samil Accounting firm</li> <li>M.A SungKunKwan university</li> </ul>                                                                                                                                                                |

## **Agenda Item 5**

### **Approval of 2014 work plan and Budget**

**Decision Required: Paragraph 3**

**1. (Grounds for suggestion)**

In conformity with Rule 12.1.2 of the Rules of Procedure of the governing board, the governing board shall approve the annual work plan and budget of ICHCAP for 2014

**2. (Main contents)**

The work plan and budget of ICHCAP for 2014 is contained in annex 7.

**3. (Order for decision)**

The governing board may wish to adopt the following decisions:

The Governing Board,

- (1) considering Rule 12.3.2 or 12.3.4 of the Rules of Procedure of the governing board,
- (2) reviewing annex 7 of item 5,
- (3) adopts the work plan and financial budget of ICHCAP for 2014

## [Annex 7] Work Plan and Budget of 2014

(Unit: million KRM)

| Categories                                                                    | Activities                                                                                    | Sub-activities                                                                                                                                      | Budget |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Identifying ICH Information in the Asia-Pacific                               | Identifying Information on the Current Status of ICH Safeguarding in the Asia Pacific Region  | Collecting information on the current status of ICH safeguarding and analysing the collected information                                            | 55     |
|                                                                               | Collecting Information and Building Archive on ICH                                            | Developing website(s) and making CD/DVD on ICH in Central Asia                                                                                      | 20     |
|                                                                               | Promoting Intellectual Property Rights Related to ICH Information Materials and Documentation | Developing manual on protecting intellectual property rights of ICH-related information materials                                                   | 40     |
|                                                                               | Sub-total                                                                                     |                                                                                                                                                     | 115    |
| Enhancing Cooperation for Building ICH Information System in the Asia-Pacific | Supporting ICH Identification and Documentation in Central Asia                               | - Publishing national ICH brochure<br>- Organising meeting on building a foundation for ICH information systems in Central Asia                     | 100    |
|                                                                               | Publication on ICH in the Asia-Pacific Region                                                 | - Publication of the Pacific ICH Book on Traditional Knowledge<br>- Publication of a Book Series on ICH                                             | 70     |
|                                                                               | Producing ICH Video Documentation in the Asia-Pacific region                                  | Producing ICH Video Documentation in Mongolia                                                                                                       | 25     |
|                                                                               | Sub-total                                                                                     |                                                                                                                                                     | 195    |
| Establishing Cooperative Networks for ICH                                     | UNESCO Policy Collaboration and Development of ICHCAP's Strategy                              | - Participate in ICH-related meetings hosted by UNESCO, C2 Centres, Member States<br>- Studying Methodologies for establishing cooperative networks | 60     |
|                                                                               | Policy Development Cooperation in the Asian-Pacific region                                    | - Sub-regional Network Meeting in South-East Asia<br>- North-East Asia ICH Expert Meeting                                                           | 65     |
|                                                                               | Building Networks with ICH Experts                                                            | - ICH Expert Meeting of the Asia-Pacific region<br>- Building National Cooperative Networks for ICH Stakeholders                                    | 50     |
|                                                                               | Operating Governing Board Meeting                                                             | Fourth Governing Board Meeting                                                                                                                      | 25     |
|                                                                               | Sub-total                                                                                     |                                                                                                                                                     | 200    |
| Publication and Promoting ICH Visibility                                      | Publication of the ICH Courier (quarterly newsletter)                                         | Publication of the ICH Courier (quarterly newsletter)                                                                                               | 60     |
|                                                                               | Publication of UNESCO Books and Promotional Materials                                         | - Publication of the UNESCO ICH Leaflet in Korean<br>- Publication of UNESCO ICH Books in Korean<br>- Production of promotion videos on ICHCAP      | 55     |
|                                                                               | Supporting Restoration and Digitisation of ICH                                                | Supporting Restoration and Digitisation of ICH                                                                                                      | 40     |
|                                                                               | Developing and Distributing ICH-Related Digital Contents                                      | Developing and Distributing ICH-Related Digital Contents                                                                                            | 30     |
|                                                                               | Sub-total                                                                                     |                                                                                                                                                     | 185    |
| Management of ICH Database and Website                                        | Construction of an integrated Information System for ICH within the Asia-Pacific Region       | Construction of an integrated Information System for ICH within the Asia-Pacific Region                                                             | 50     |
|                                                                               | Sub-total                                                                                     |                                                                                                                                                     | 50     |
| Total                                                                         |                                                                                               |                                                                                                                                                     | 745    |

## Work Plan and Budget of 2014

### 1. Identifying ICH Information in the Asia-Pacific

#### 1.1 Identifying Information on the Current Status of ICH Safeguarding in the Asia Pacific Region

##### 1.1.1 Collecting information on the current status of ICH safeguarding and analysing the collected information

- Grounds: Agreement between the government of the Republic of Korea and UNESCO [article 7.2.(b)]
- Purpose: Understand and analyse the current status of ICH safeguarding efforts in the Asia-Pacific Region
- Target: Five countries in the Asia-Pacific Region
- Contents: Collect basic information related to ICH safeguarding efforts in the Asia-Pacific region (system and policy, ICH inventory, relevant organisations, events, pending issues, etc.)
- Supporting Bodies: National Commissions for UNESCO and ICH-related Institutions
- Budget: KRW 55 million
- Expected Results  
Use collected information as basic data for dealing with tasks on ICH safeguarding in Member States

| Performance Indicators                                                                                                                                | Benchmark                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Make reports of the five countries from 2013</li><li>• Provide an analysis of the 2009-2012 reports</li></ul> | <ul style="list-style-type: none"><li>• Make reports on more than three countries</li><li>• Post an analysis of the 2009-2012 reports on the ICHCAP website</li></ul> |

#### 1.2 Collecting Information and Building Archive on ICH

##### 1.2.1 Developing website(s) and making CD/DVD on ICH in Central Asia

- Grounds: Agreement between the Government of the Republic of Korea and the UNESCO [Article 7.2 (a)]
- Purpose: To collect information for ICH safeguarding in the Asia-Pacific and to establish system(s) for distributing the collected information
- Target: Countries in the Central Asia and the South Asia
- Contents: Collect and manage ICH-related multimedia materials, and build a archive(s) and produce contents on it (CD/DVD producing and website development)
- Organising Bodies: Governmental organisations and specialised institutions on ICH in each country
- Budget: KRW 20 million
- Expected Results

Prepare a foundation for building archive(s) and share ICH-related contents

| Performance Indicators                                                                                                                  | Benchmark                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• ICH-related contents secured</li> <li>• Foundation for building archive(s) prepared</li> </ul> | <ul style="list-style-type: none"> <li>• At least one ICH contents material developed</li> <li>• Consultation or evaluation meeting [1] by experts of archive organised</li> </ul> |

### 1.3 Promoting Intellectual Property Rights Related to ICH Information Materials and Documentation

#### 1.3.1 Developing manual on protecting intellectual property rights of ICH-related information materials

- Grounds: Agreement between the Government of the Republic of Korea and the UNESCO [Article 7.2 (b)]
- Purpose: Promoting intellectual property (IP) protection in the process of ICH information building and sharing
- Target: UNESCO, WIPO, and related organisations in the Asia-Pacific region
- Contents: Developing manual on protecting intellectual property rights of ICH-related information materials
- Organising Bodies: ICHCAP, NCCA (National Commission for Culture and the Arts), UNESCO, WIPO, and related organisations in the Asia-Pacific region
- Budget: KRW 40 million
- Expected Results

Form a consensus on protecting intellectual property rights of ICH-related information materials and draw future tasks

| Performance Indicators                                                                                                                                                                                                                        | Benchmark                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• To provide a platform for discussing issues on protecting intellectual property rights of ICH-related information materials</li> <li>• To develop a IP manual for the Asia-Pacific region</li> </ul> | <ul style="list-style-type: none"> <li>• At least one expert meeting</li> <li>• Develop the draft manual</li> </ul> |

## 2. Enhancing Cooperation for Building ICH Information System in the Asia-Pacific

### 2.1 Supporting ICH Identification and Documentation in Central Asia

- Grounds: Agreement between the Government of the Republic of Korea and the UNESCO [Article 7.2 (a)]
- Purpose: To collect information for ICH safeguarding in the Asia-Pacific and to establish system(s) for distributing the collected information
- Expected Results  
Organise and manage ICH information by Central Asian countries

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| Performance Indicators                                                                                                                                                                                                                        | Benchmark                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Foundation for ICH information system in Central Asia developed</li> <li>• The second three-year project plan developed</li> <li>• Participation of Member States in Central Asia ensured</li> </ul> | <ul style="list-style-type: none"> <li>• Agreement on a collaborative project for building foundation for ICH information system (more than two countries)</li> <li>• Plan on the second three-year project</li> <li>• At least one experts from each countries</li> </ul> |

#### 2.1.1 Publishing national ICH brochure

- Target: Countries in Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan)
- Contents: Prepare publishing national ICH list brochure in Central Asia
- Organising Bodies: Governmental organisations and specialised institutions on ICH in each country
- Budget: KRW 70 million

#### 2.1.2 Organising meeting on building a foundation for ICH information systems in Central Asia

- Target: Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan  
*\*Inviting Turkmenistan and Afghanistan shall be considered*
- Contents: Evaluate the first three-year project (*Facilitating ICH Inventory-Making by Using Online Tools for ICH Safeguarding in the Central Asian Region*) and develop the plan on the second three-year project for building a foundation for ICH information systems
- Organising Bodies: Governmental organisations and specialised institutions on ICH in each country
- Budget: KRW 30 million

## 2.2 Publication on ICH in the Asia-Pacific Region

### 2.2.1 Publication of the Pacific ICH Book on Traditional Knowledge

- Grounds: The 4th Pacific Sub-regional Meeting outcomes, and the ROK-UNESCO Agreement regarding the Establishment of ICHCAP (Article 7.2.b.)
- Purpose: Strengthen the Pacific cooperative network through the joint project and supply information on Pacific traditional knowledge
- Contents
  - Hold an editorial meeting on the joint publication project
  - Publish *Traditional Wisdom of the Pacific Islands*
  - Distribute to the book to the Member States, partner organisations, educational institutes, individual researchers, etc.
- Budget: KRW 65 million
- Expected Results  
Enhance awareness on the importance and value of traditional knowledge in the Pacific

| Performance Indicators                                                                                                                                                                                                      | Benchmark                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Raise awareness and increase interest at international level</li> <li>• Promote the participation of local communities</li> <li>• Expand information on the Pacific ICH</li> </ul> | <ul style="list-style-type: none"> <li>• Distribute the publication at international events, such as UN-level conference</li> <li>• Include at least six elements from community interviews</li> <li>• Distribute to over ten related organisations such as an educational institutes</li> </ul> |

### 2.2.2 Publication of a Book Series on ICH

- Purpose: Illuminate the value of traditional knowledge in regards to sustainable development of modern society
- Contents : Hold a planning meeting to publish the book series on traditional knowledge of the Asia-Pacific region
- Budget: KRW 5 million
- Expected Results  
Promote collaborative relationship among participated organisations to progress the publication project

| Performance Indicators                                                            | Benchmark                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Implement the meeting results</li> </ul> | <ul style="list-style-type: none"> <li>• Share meeting outcomes with over ten related organisation (through face-to-face meetings and e-mail)</li> <li>• Sign agreements for the book series publication with counterparts (the number of agreements)</li> </ul> |

### 2.3. Producing ICH Video Documentation in the Asia-Pacific region

- Grounds: Agreement between the Government of the Republic of Korea and the UNESCO [article 7.2.(b)]
- Purpose: Raising awareness and activate educational activities for the public by producing a professionally documented video that promotes ICH visibility in the Asia-Pacific region.
- Target: Mongolia
- Contents: To conduct an expert meeting and to document selected ICH elements with the participation of the concerned community and filming experts
- Organising Bodies: ICHCAP, Mongolian National Commission for UNESCO, Ministry of Culture, Sports and Tourism in Mongolia (MCST) and Foundation for the Protection of Natural and Cultural Heritage in Mongolia (FPNCH)
- Budget: KRW 25 million
- Expected Results  
Sharing information and technics on ICH documentation among filming experts and promoting ICH visibility in the Asia-Pacific region

| Performance Indicators                                                                                                                     | Benchmark                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• To share ICH documentation techniques</li><li>• To conduct a joint documentation project</li></ul> | <ul style="list-style-type: none"><li>• At least one expert meeting among filming experts</li><li>• At least one ICH element documented</li></ul> |

### 3. Establishing Cooperative Networks for ICH

#### 3.1 UNESCO Policy Collaboration and Development of ICHCAP's Strategy

##### 3.1.1 Participate in ICH-related meetings hosted by UNESCO, C2 Centres, Member States

- Grounds: Agreement between the government of the Republic of Korea and UNESCO [article 7.1.]
- Purpose
  - Develop the Centre's strategy by understanding the international trends of safeguarding ICH
  - Establish a mechanism for cooperation and information exchange among UNESCO, C2 Centres, and Member States
- Contents
  - Participate in UNESCO-related conferences (Intergovernmental Committee, General Conference, etc.)
  - Participate in meetings organised by C2 Centres and other relevant institutes of Member States
- Budget: KRW 50 million
- Expected Results  
Close collaboration with International ICH stakeholders

| Performance Indicators                                                                                                                                          | Benchmark                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Participate in conferences and meetings</li> <li>• Analyse agenda for the meetings of UNESCO and C2 Centres</li> </ul> | <ul style="list-style-type: none"> <li>• UNESCO (3 times), C2 Centre (2 times), Member States (above 4 times)</li> <li>• Analyse agenda(above five times)</li> </ul> |

##### 3.1.2 Studying Methodologies for establishing cooperative networks

- Grounds: Agreement between the government of the Republic of Korea and UNESCO [article 7.1.]
- Purpose
  - Develop Centre's mid- and long-term cooperation strategies
  - Strengthen effective cooperation mechanisms and communication with UENSCO
- Contents
  - Study methodologies for establishing C2 Centre cooperation (UNESCO-C2 C)
  - Organise meetings to collect information of experts and Member States
- Budget: KRW 10 million
- Expected Results  
Strengthen strategies through developing methodologies for effective networking

| Performance Indicators                                                                                                                          | Benchmark                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Settle the direction for cooperation networks to develop mid-term international cooperation</li> </ul> | <ul style="list-style-type: none"> <li>• Report on international cooperation and network establishment of ICHCAP</li> <li>• Organise expert meetings (two times)</li> </ul> |

### 3.2 Policy Development Cooperation in the Asian-Pacific region

#### 3.2.1 Sub-regional Network Meeting in South-East Asia

- Grounds: Agreement between the government of the Republic of Korea and UNESCO [article 7.4.]
- Purpose
  - Strengthen regional cooperation through cooperative projects regarding ICH safeguarding in the South-East Asian region
- Targets: Eleven government representatives from South-East Asia
- Contents
  - Discuss detailed matters regarding the South-East Asia sub-regional network meeting for 2015 and cooperative projects of ICH Safeguarding
- Organising Bodies: UNESCO Bangkok Office and ASEAN Secretariat
- Budget: KRW 40 million
- Expected Results
 

Establish the foundation for regional cooperation for ICH Safeguarding in South-East Asia

| Performance Indicators                                                                                                                       | Benchmark                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Participation of South-East Asian countries</li> <li>• Agreement of cooperative projects</li> </ul> | <ul style="list-style-type: none"> <li>• Participation of more than 10 South-East Asian countries</li> <li>• Sign an MOU for cooperative project</li> <li>• Co-host with South-East Asian country</li> </ul> |

#### 3.2.2 North-East Asia ICH Expert Meeting

- Grounds: Agreement between the government of the Republic of Korea and UNESCO [article 7.4.]
- Purpose
  - Strengthen exchange and regional cooperation among ICH experts in the North-East Asian region
- Targets: ICH experts from five countries of North-East Asia
- Contents
  - Exchange main issues regarding the ICH safeguarding status of the sub-region and seek future collaborative methods
- Organising Bodies: UNESCO Bangkok Office, UNESCO Beijing Office, and C2 Centres of China and Japan
- Budget: 25 million KRW
- Expected Results
 

Establish the foundation for cooperation for ICH Safeguarding in North-East Asia

| Performance Indicators                                                                                                                                                                                              | Benchmark                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Participation of North-East Asian countries</li> <li>• Establish cooperative environment for ICH</li> <li>• Participation of UNESCO and strengthen relationship</li> </ul> | <ul style="list-style-type: none"> <li>• Participation of more than 3 North-East Asian countries</li> <li>• Organise North East Asia ICH expert meeting</li> <li>• Co-host event with UNESCO regional offices</li> </ul> |

### 3.3 Building Networks with ICH Experts

#### 3.3.1 ICH Expert Meeting of the Asia-Pacific region

- Grounds: Agreement between the government of the Republic of Korea and UNESCO [article 7.2. (b)]
- Purpose
  - Establish cooperative networks and exchange experiences, information, and knowledge among ICH experts of the Asia-Pacific region
- Targets: 10 ICH experts from the Asia-Pacific
- Contents
  - Discuss main issues among policymakers and also exchange the experiences, information, and knowledge of ICH experts of the region
- Organising Bodies: UNESCO Bangkok Office
  - \* Developing a joint project with UNESCO under consideration
- Budget: KRW 40 million
- Expected Results
 

Enhance understanding of ICH among policy makers and experts and promote networking in the field

| Performance Indicators                                                                                                                                                                                                                                       | Benchmark                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Collect feedback regarding the organisation of meetings from the participants</li> <li>• Reflect the regional diversity within the Asia-Pacific</li> <li>• Strengthen participation in Centre's projects</li> </ul> | <ul style="list-style-type: none"> <li>• Reflect ideas from surveys of participants</li> <li>• Arrange at least five sub-regions in the Asian-Pacific (participation of minimum seven countries, ten participants)</li> <li>• Involve in writing for ICH Courier</li> </ul> |

#### 3.3.2 Building National Cooperative Networks for ICH Stakeholders

- Grounds: Agreement between the government of the Republic of Korea and UNESCO [article 7.1.], [article 7.2. (b)]
- Purpose
  - Introduce the Centre's activities and promote the 2003 Convention and build a cooperative network in Korea

- Targets: Communities, NGOs, and local government officials in the ICH field in Korea
- Contents
  - Share information on ICH safeguarding and reinforce mutual cooperation
- Organising Bodies: Cultural Heritage Administration
  - \* Developing a joint workshop concerning the 2003 Convention with UNESCO under consideration
- Budget: KRW 10 million
- Expected Results
 

Understanding of international ICH safeguarding trends and policies among ICH stakeholders in domestic

| Performance Indicators                                                                                                                                             | Benchmark                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Strengthen cooperation with related institutes</li> <li>• Support local government's ICH safeguarding projects</li> </ul> | <ul style="list-style-type: none"> <li>• Organise a seminar for ICH international cooperation (once)</li> <li>• Organise a seminar for ICH safeguarding and local development (once)</li> </ul> |

### 3.4 Operating the Fourth Governing Board Meeting

#### 3.4.1 Fourth Governing Board Meeting

- Grounds: Agreement between the government of Korea and UNESCO [article 8.]
- Purpose
  - Decide matters related to the operation and workplan of ICHCAP
- Targets: Governing board members of ICHCAP and observers from C2 Centres in China (CRIHAP) and in Japan (IRCI)
- Contents
  - Review and approve the 2014 audit report and the Centre's activities and programmes in 2015
  - Deliberate and approve ICHCAP's annual work plan and budget for 2015
  - Alternations for articles of association and operation regulations of ICHCAP
- Budget: KRW 25 million
- Expected Results
 

Successful organization of the Fourth Governing Board Meeting with productive discussion on the Centre's operation and work plan

| Performance Indicators                                                                                                                                                                                                       | Benchmark                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Collect information for effectively operating and improving the governing board meeting</li> <li>• Establish effective operation methods for the governing board meeting</li> </ul> | <ul style="list-style-type: none"> <li>• Carry out a survey regarding the operation of the governing board meeting</li> <li>• Regularise improvement methods concerning the operation of the governing board meeting</li> </ul> |

## 4. Publication and Promoting ICH Visibility

### 4.1 Publication of the *ICH Courier* (quarterly newsletter)

- Grounds: ROK-UNESCO Agreement regarding the Establishment of ICHCAP (Article 7.2.b.)
- Purpose: Disseminate information on ICH safeguarding issues and promote safeguarding activities
- Contents : Publish and distribute *ICH Courier* Vols. 19 to 22
  - Introduce an ICH expert column and cultural heritage by topic
  - Distribute online and offline to related organisations, individuals, and the general public
- Budget: 60 million KRW
- Expected Results
  - Promote ICH visibility and ICHCAP's activities to the general public
  - Share information and build networks among ICH-related organisations and experts

| Performance Indicators                                                                                                                                                                                                | Benchmark                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Provide information to stakeholders through the English and Korean versions of the newsletters</li> <li>• Provide downloading and e-mailing service to the public</li> </ul> | <ul style="list-style-type: none"> <li>• Publish quarterly and distribute 2,000 copies offline</li> <li>• Keep records of the 800 e-mailings and downloads</li> </ul> |

### 4.2 Publication of UNESCO Books and Promotional Materials

#### 4.2.1 Publication of the UNESCO ICH Leaflet in Korean

- Grounds: ROK-UNESCO Agreement regarding the Establishment of ICHCAP (Article 7.2.b.)
- Purpose: Publish the Korean leaflet introducing the newest elements inscribed on the UNESCO Lists
- Contents : Reproduction of 'Intangible Cultural Heritage 2013' in Korean
- Budget: KRW 60 million
- Expected Results
 

Raise the Korean public's awareness and understanding of the elements inscribed on the UNESCO Lists

| Performance Indicators                                                                                                               | Benchmark                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Provide the newest information on the ICH elements inscribed on the UNESCO Lists</li> </ul> | <ul style="list-style-type: none"> <li>• Distribute offline at ICH-related events</li> <li>• Distribute to ICH communities, educational institutes, and others by post</li> </ul> |

#### 4.2.2 Publication of UNESCO ICH Books in Korean

- Grounds: ROK-UNESCO Agreement regarding the Establishment of ICHCAP (Article 7.2.b.)
- Purpose: Publish Korean books introducing the UNESCO ICH Convention and Lists
- Contents
  - 2012-2013 List of Intangible Cultural Heritage in Need of Urgent safeguarding
  - 2012-2012 Representative List of the Intangible Cultural Heritage of Humanity
  - 2012-2013 Register of Best Safeguarding Practices

• Budget: KRW 35 million

• Expected Results

Raise the Korean public awareness and understanding of the elements inscribed on the UNESCO Lists

| Performance Indicators                                                                                                                                                 | Benchmark                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Raise public understanding of the ICH Convention and the inscriptions</li> <li>• Collect feedback on the ICH books</li> </ul> | <ul style="list-style-type: none"> <li>• Distribute to over 100 organisations including ICH-related institutes, societies, communities, etc.</li> <li>• Conduct a survey on the distributed books</li> </ul> |

#### 4.2.3 Production of promotion videos on ICHCAP

- Purpose: Introduce and promote ICHCAP activities to the public
- Contents : Produce a video clips introducing ICHCAP and promoting its activities
- Budget: KRW 14 million
- Expected Results

Raise awareness on ICHCAP and promote participation in its activities

| Performance Indicators                                                                      | Benchmark                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Promote ICHCAP and raise its visibility</li> </ul> | <ul style="list-style-type: none"> <li>• Show the video at ICHCAP certain events throughout the year</li> <li>• Post the video on over five pages online and track feedback through the number of shares and re-tweets.</li> </ul> |

#### 4.3 Supporting Restoration and Digitisation of ICH

- Grounds: ROK-UNESCO Agreement regarding the Establishment of ICHCAP (Article 7.2.a.)
- Purpose: Secure resources of superannuated and damaged ICH data and promote ICH visibility through restoration and digitisation
- Contents

- Publish promotional materials using the restored and digitised ICH data to raise public's awareness
- Budget: KRW 40 million
- Expected Results: Improve the restoring and digitising skills of the target countries and enhance information activities

| Performance Indicators                                                                                                                                                                     | Benchmark                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Examine the current status of analogue data and restore ICH data</li> <li>• Documentation of digitalised data and produce PR materials</li> </ul> | <ul style="list-style-type: none"> <li>• Restore ICH data over 50 hours</li> <li>• One documentation of digitalised data</li> <li>• Produce one PR material and distribute to over 100 organisations including ICH-related institutes, societies, communities, etc.</li> </ul> |

#### 4.4 Developing and Distributing ICH-Related Digital Contents

- Grounds: ROK-UNESCO Agreement regarding the Establishment of ICHCAP (Article 7.2.b.)
- Purpose: Raise public awareness, especially for younger generations, by developing and disseminating ICH-related digital contents
- Contents
  - Progress campaign advertisement about Intangible Cultural Heritage
- Budget: KRW 30 million
- Expected Results: Raise public awareness among younger generations

| Performance Indicators                                                                                                                          | Benchmark                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Raise public awareness among younger generations (satisfaction level, change in perception)</li> </ul> | <ul style="list-style-type: none"> <li>• Distribute contents in ten different ways</li> <li>• Conduct a survey on the contents</li> </ul> |

## 5. Management of ICH Database and Website

### 5.1 Construction of an integrated Information System for ICH within the Asia-Pacific Region

- Grounds: Information Strategic Planning (ISP)
- Purpose:
  - To enhance management functions of ICH Database
  - To construct an information system platform for ICH
- Target:
- Contents:
  - Enhancement of integrated ICH database's managing functions
  - Construction of ICH portal site for enhanced usability
  - Construction of a database for ICH data collected from various countries
- Budget: KRW 50 million
- Expected Results:
  - Construction of an information network for ICH
  - Increased participation and cooperation from users and ICH researchers through the construction of an information system platform for ICH
  - Increased efficiency in managing and organizing ICH data and other potential uses
  - Improvement in the centre's reputation by conforming with UNESCO's standards and requests in continually collecting, organizing, and servicing ICH resources within the Asia-Pacific region.

| Performance Indicators                                                                                                                                                                                                           | Benchmark                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Time spent organizing the centre's ICH data</li><li>• Time spent managing ICH database</li><li>• Number of visitors to ICH portal</li><li>• Number of page views to ICH portal</li></ul> | <ul style="list-style-type: none"><li>• Decrease in time spent organizing the centre's ICH data</li><li>• Number of entries to ICH database</li><li>• Number of uses to ICH portal</li></ul> |

| Other  |
|--------|
| Others |

|       |        |
|-------|--------|
| Other | Others |
|-------|--------|

**1. (Grounds for suggestion)**

Beside agenda proposed at the third governing board meeting, ICHCAP collect and share opinions and advices from directors for an effective its operation and activities.

## Reference

- 1. Lists of Board Members**
- 2. Agreement between Korea and UNESCO regarding the establishment of ICHCAP**
- 3. The Constitution of ICHCAP**
- 4. Rules of Procedure of Governing Board Meeting**

## [Annex 9] Composition of the Governing Board Member

- Governing Board (total 13 members): twelve governing board members and one auditor
  - 7 official members and 5 members of terms
  - 6 domestic governing board members (ICHCAP representative does not have right to vote), six international governing board members
  - 2 cross-term governing board members of Korea, China, and Japan and 3 governing board members of Member States

| Categories       |                                         | Name                               | Position and Organization                                                       | Tenure                       |
|------------------|-----------------------------------------|------------------------------------|---------------------------------------------------------------------------------|------------------------------|
| Chairperson      |                                         | Ms. BYUN Youngsup                  | Administrator, Cultural Heritage Administration of Korea (CHA)                  | Ex Officio                   |
| Vice-Chairperson | Associated and Cooperative Organization | Ms. YIM Dawnhee                    | Chairperson, Intangible Heritage Subcommittee, Cultural Properties Committee    | 2 years                      |
| Directors        | UNESCO                                  | Mr. Timothy CURTIS                 | Chief of Regional Culture Unit, UNESCO Bangkok Office                           | Ex Officio                   |
|                  | Korean Government                       | Mr. PARK Younggeun                 | Director-General, Heritage Promotion Bureau, CHA                                | Ex Officio                   |
|                  |                                         | Mr. HAHN Choonghee                 | Director-General, Cultural Affairs Bureau, Ministry of Foreign Affairs          | Ex Officio                   |
|                  | Korea-China-Japan Crossing              | Mr. LIANG Bin                      | Director, Division of External Cultural Relations, Ministry of Culture, China   | Ex Officio                   |
|                  |                                         | Mr. SASAKI Johei                   | President of National Institute for Cultural Heritage                           | Ex Officio                   |
|                  | Member States of UNESCO                 | Ms. Ade Meretui Tuvou RATUNABUABUA | Pacific Heritage Hub Manager, University of the South Pacific                   | 2 years                      |
|                  |                                         | Mr. Alisher IKRAMOV                | Secretary-General, National Commission of Uzbekistan for UNESCO                 | 2 years                      |
|                  |                                         | Ms. Thi Minh Ly LE                 | Director, Centre for Research and Promotion of the Cultural Heritage of Vietnam | 2 years                      |
|                  | Associated and Cooperative Organization | Mr. MIN Dongseok                   | Secretary-General, Korean National Commission for UNESCO                        | 2 years                      |
|                  | Secretariat                             | Mr. LEE Samuel                     | Director-General, ICHCAP                                                        | Ex Officio (No Voting right) |
| Auditor          |                                         | Mr. KIM Doosoo                     | KCPA, Shinjung Accounting Cooperation                                           | 2 years                      |

## **[Annex 10] Agreement Between Korea and UNESCO Regarding the Establishment of ICHCAP**

### **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)**

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The Government of the Republic of Korea

and

the United Nations Educational, Scientific and Cultural Organization,

*Recalling* the Convention for the Safeguarding of the Intangible Cultural Heritage, which was adopted in 2003 by the General Conference at its 32nd session and entered into force in April 2006,

*Considering* that the Director-General has been authorized by the General Conference to conclude with the Government of the Republic of Korea an agreement in conformity with the draft that was submitted to the General Conference,

*Desirous* of defining the terms and conditions governing the contribution that shall be granted to the said Centre in this Agreement,

#### **HAVE AGREED AS FOLLOWS:**

##### **Article 1**

##### **Interpretation**

1. In this Agreement, “UNESCO” refers to the United Nations Educational, Scientific and Cultural Organization.
2. “The Government” refers to the Government of the Republic of Korea.
3. “The Centre” refers to the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region.
4. “CHA” refers to the Cultural Heritage Administration of the Republic of Korea.
5. “The 2003 Convention” refers to the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage.
6. “ICH” refers to Intangible Cultural Heritage.

##### **Article 2**

##### **Establishment**

The Government shall agree to take, in the course of the year 2010, any measures that may be required for the setting up in the Republic of Korea, as provided for under this Agreement,

of an International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region.

### **Article 3**

#### **Participation**

1. The Centre shall be an autonomous institution at the service of Member States and Associate Members of UNESCO which, by their common interest in the objectives of the Centre, desire to cooperate with the Centre.
2. Member States of UNESCO wishing to participate in the Centre's activities, as provided for under this Agreement, shall send the Director-General of UNESCO notification to this effect. The Director-General shall inform the Centre and the Member States mentioned above of the receipt of such notifications.

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### **Article 4**

#### **Purpose of the Agreement**

The purpose of this Agreement is to define the terms and conditions governing collaboration between UNESCO and the Government and also the rights and obligations stemming therefrom for the parties.

### **Article 5**

#### **Juridical personality**

The Centre shall possess legal personality, with the capacity, *inter alia*, to contract, acquire and dispose of movable and immovable property and to institute legal proceedings in accordance with the laws of Korea.

### **Article 6**

#### **Constitution**

The Constitution of the Centre must include provisions concerning:

- (a) legal status granting to the Centre, under national legislation, the autonomous legal capacity necessary to exercise its functions and to receive subventions, obtain payments for services rendered, and acquire all means necessary for its functioning;
- (b) a governing structure for the Centre allowing UNESCO representation within its governing bodies.

### **Article 7**

#### **Objectives and functions**

1. The Centre shall specialize in **information and networking** and its objectives shall be to:
  - (a) promote the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage and contribute to its implementation in the Asia-Pacific region;
  - (b) increase the participation of communities, groups and individuals in safeguarding ICH,

- and raise awareness of and ensure respect for ICH in the Asia-Pacific region;
- (c) enhance the capacity for safeguarding ICH in the Asia-Pacific region through coordination and dissemination of information;
- (d) foster regional and international cooperation for the safeguarding of ICH.

2. In order to achieve the above objectives, the specific functions of the Centre will be to:

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- (a) establish an information system to ensure effective management of ICH data through the construction of a database, support identification and documentation of ICH, conserve and digitize archival materials and support the development of metadata standards;
  - (b) make use of the accumulated information and data on ICH for the purpose of dissemination, produce and publish informational and promotional materials, and promote the protection of intellectual property rights of ICH practitioners and creators who are included in documentation and informational materials;
  - (c) build networks among concerned communities, groups and individuals to reinforce transmission and dissemination of ICH, organize public events and meetings at the regional and international level;
  - (d) strengthen international and regional networks to exchange information and knowledge concerning the safeguarding of ICH, particularly among ICH centres and institutes including those established under the auspices of UNESCO (category 2), as well as among individual ICH specialists.
3. The Centre's activities and programmes shall be carried out in conformity with the 2003 Convention and, in particular, its purposes and objectives and definitions (Articles 1 and 2).

## **Article 8**

### **Governing Board**

1. The Centre shall be guided and supervised by a Governing Board renewed every two years and composed of:
- (a) the Administrator of CHA or his/her appointed representative, who shall be the *ex-officio* Chairperson of the Governing Board;
  - (b) two representatives of the Government of the Republic of Korea;
  - (c) up to five representatives of the Member States of UNESCO making a substantial contribution to the Centre and to the field of ICH, which shall send to the Director-General of UNESCO notification, in accordance with the stipulations of Article 3, paragraph 2 above, while ensuring, as far as possible, equitable geographical representation;
  - (d) a representative of the Director-General of UNESCO;
  - (e) up to two representatives of the associated and cooperative organizations of the Republic of Korea;
  - (f) up to two representatives of any other intergovernmental organizations or non-governmental organizations, which can be accorded a seat by the decision of the Governing Board.

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

2. The Governing Board shall:

- (a) elect members of the Executive Committee;
- (b) approve the long-term and medium-term programmes of the Centre; Page 4
- (c) approve the annual work plan and budget of the Centre, including the staffing table;
- (d) examine the annual reports submitted by the Director of the Centre;
- (e) issue the rules and regulations and determine the financial, administrative and personnel management procedures of the Centre;
- (f) decide on the participation of regional intergovernmental organizations and international organizations in the work of the Centre.

3. The Governing Board shall meet in ordinary session at regular intervals, at least once every calendar year; it shall meet in extraordinary session if convened by its Chairperson, either on his/her own initiative or at the request of the Director-General of UNESCO or of two thirds of its members.

4. The Governing Board shall adopt its own rules of procedure. For its first meeting the procedure shall be established by the Government and UNESCO.

## **Article 9**

### **Executive Committee**

In order to ensure the effective running of the Centre between sessions, the Governing Board may delegate to a standing Executive Committee, whose membership it determines, such powers as it deems necessary.

## **Article 10**

### **Secretariat**

1. The Centre's secretariat shall consist of a Director and such staff as are necessary for the proper functioning of the Centre.

2. The Director shall be appointed by the Chairperson of the Governing Board in consultation with the Director-General of UNESCO.

3. The other members of the secretariat may comprise:

- (a) any person appointed by the Director, in accordance with the procedures laid down by the Governing Board;
- (b) government officials who are made available to the Centre, as provided by government regulations;
- (c) members of UNESCO's staff who are temporarily seconded and made available to the Centre, as provided for by UNESCO's regulations and by the decisions of its governing bodies.

## **Article 11**

### **Duties of the Director**

The Director shall discharge the following duties:

- (a) direct the work of the Centre in conformity with the programmes and directives established by the Governing Board;
- (b) propose the draft work plan and budget to be submitted to the Governing Board for approval; Page 5
- (c) prepare the provisional agenda for the sessions of the Governing Board and submit to it any proposals that he/she may deem useful for the administration of the Centre;
- (d) prepare reports on the Centre's activities to be submitted to the Governing Board;
- (e) represent the Centre in law and in all civil acts.

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## **Article 12**

### **Contribution of UNESCO**

1. UNESCO shall provide assistance in the form of a technical contribution for the activities of the Centre, in accordance with the strategic goals and objectives of UNESCO.
2. UNESCO undertakes to:
  - (a) provide the assistance of its experts in the specialized fields of the Centre;
  - (b) include the Centre in various activities which it implements and in which the participation of the latter seems in conformity with and beneficial to UNESCO's and the Centre's objectives;
  - (c) provide the Centre with relevant information on its programmes related to ICH.
3. In all the cases listed above, such assistance shall not be undertaken except within the provisions of UNESCO's programme and budget.

## **Article 13**

### **Contribution of the Government**

1. The Government, through the Cultural Heritage Administration, shall provide all the resources, either financial or in kind, needed for the administration and proper functioning of the Centre.
2. The Government undertakes to:
  - (a) cover the cost of salaries and compensations of the staff including the Director, and the funds necessary for the implementation of the Centre's activities including the cost of holding the sessions of the Governing Board and the Executive Committee;
  - (b) make available to the Centre required office space, documentation rooms, meeting rooms, equipment and other facilities for its secretariat;
  - (c) entirely assume the maintenance of the premises and cover the cost of communication, and other utilities;
  - (d) contribute to the Centre a minimum amount of US \$500,000 annually;
  - (e) make available to the Centre the administrative staff necessary for the performance of its

functions, which shall comprise an accountant and technical support personnel.

#### **Article 14**

##### **Privileges and immunities**

The Government shall apply, with regard to representatives of the Member States of UNESCO, members of the staff of the United Nations and United Nations specialized agencies and experts, who come to the Centre at the invitation of UNESCO from outside the country to perform functions Page 6

in connection with the Centre, the relevant provisions of the Convention on the Privileges and Immunities of the United Nations and the Convention on the Privileges and Immunities of the Specialized Agencies.

#### **Article 15**

##### **Responsibility**

As the Centre is legally separate from UNESCO, the latter shall not be legally responsible for it, and shall bear no liabilities of any kind, be they financial or otherwise, with the exception of the provisions expressly laid down in this Agreement.

#### **Article 16**

##### **Evaluation**

1. UNESCO may, at any time, carry out an evaluation of the activities of the Centre in order to ascertain:

- (a) whether the Centre makes a significant contribution to the strategic goals of UNESCO;
- (b) whether the activities effectively pursued by the Centre are in conformity with those set out in this Agreement.

2. UNESCO undertakes to submit to the Government, at the earliest opportunity, a report on any evaluation conducted.

#### **Article 17**

##### **Use of the UNESCO name and logo**

1. The Centre may mention its affiliation with UNESCO. It may therefore use after its title the mention “under the auspices of UNESCO”.

2. The Centre is authorized to use the UNESCO logo or a version thereof on its letterhead and documents in accordance with the conditions established by the governing bodies of UNESCO.

#### **Article 18**

##### **Entry into force**

This Agreement shall enter into force, following its signature by the contracting parties, when they have informed each other in writing that all the formalities required to that effect

by the domestic law of the Republic of Korea and by UNESCO's internal regulations have been completed. The date of receipt of the last notification shall be deemed to be the date of entry into force of this Agreement.

#### **Article 19**

##### **Duration**

This Agreement is concluded for a period of six years as from its entry into force, and may be tacitly renewed.

#### **Article 20**

##### **Denunciation**

1. Each of the contracting parties shall be entitled to denounce this Agreement unilaterally.  
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2. The denunciation shall take effect within 60 days following receipt of the notification sent by one of the contracting parties to the other.

#### **Article 21**

##### **Revision**

This Agreement may be revised by consent between the Government and UNESCO.

#### **Article 22**

##### **Settlement of disputes**

1. Any dispute between UNESCO and the Government concerning the interpretation or application of this Agreement, if not settled by negotiation or any other appropriate method agreed to by the parties, shall be submitted for final decision to an arbitration tribunal composed of three members one of whom shall be appointed by a representative of the Government, another by the Director-General of UNESCO, and a third, who shall preside over the tribunal, shall be chosen by the first two. If the two arbitrators cannot agree on the choice of a third, the appointment shall be made by the President of the International Court of Justice.
2. The tribunal's decision shall be final.

IN WITNESS WHEREOF, the undersigned have signed this Agreement,  
DONE in duplicate in the Korean and English languages, each text being equally authentic.

# Constitution

## Chapter 1 General Provisions

### Article 1 Basis for Establishment and Objectives

This foundation is established based on the “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” (hereinafter referred to as “the Agreement”) and Article 17(2) of the Cultural Heritage Protection Act, and the objectives of the Centre shall be to:

- (a) promote the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage;
- (b) increase the participation of local communities, groups and individuals in the protection of intangible cultural heritage and raise the awareness thereof;
- (c) enhance the capacity for intangible cultural heritage (hereinafter referred to as “ICH”) safeguarding through coordinating and disseminating information on ICH; and
- (d) foster regional and international cooperation for ICH safeguarding.

### Article 2 Name

1. This foundation shall be named “유네스코 아시아태평양무형문화유산 국제정보네트워크센터” and shall be abbreviated as “유네스코아태무형유산센터”.
2. The English name shall be the “International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO” and shall be abbreviated as “ICHCAP”.

### Article 3 Office

1. The office shall be located at 132 Munji-ro, Yuseong-gu, Daejeon, Republic of Korea.
2. The Centre may establish an office or dispatch a residential officer where it is necessary to support efficient international networking and cooperation.

### Article 4 Functions

In order to achieve the objectives in Article 1, the specific functions of the Centre will be to:

- (a) set up an information system to ensure the effective management of ICH data through building a database, supporting ICH identification and documentation, conserving and digitalising archival materials, and supporting the development of metadata standards, etc.;
- (b) make use of accumulated ICH information and data for the purpose of disseminating ICH, producing and publishing informational and promotional materials, and promoting the protection of intellectual property rights of ICH practitioners and creators who are included in the documentation and informational materials, etc.;
- (c) build networks among concerned local communities, groups and individuals to reinforce ICH transmission and dissemination and to organise public events and meetings at the regional and international level, etc.;
- (d) strengthen international and regional networks to exchange information and knowledge concerning ICH safeguarding, particularly among ICH centres and institutes, including those established under the auspices of UNESCO (Category 2) as well as among individual ICH experts, etc.; and
- (e) carry out other duties and tasks as necessary to achieve the objectives of the Centre.

## **Article 5 Cooperating Institutions**

In order to participate in the diverse activities of UNESCO and share information on related activities, the Centre shall cooperate with any of the following international organisations, foreign governments, institutions and organisations:

- (a) UNESCO;
- (b) governments of Member States of UNESCO in the Asia-Pacific region (hereinafter referred to as “Member States”) and the National Commissions established by Member States in accordance with Article 7 of the UNESCO Charter;
- (c) institutions and organisations established in accordance with the agreement between the Member States and UNESCO;
- (d) domestic and foreign local governments hoping to work with the Centre; and
- (e) international organisations, non-governmental organisations (hereinafter referred to as “NGOs”) and the institutions and organisations of Member States related to the activities of the Centre.

## **Article 6 Special Organisations or Affiliated Organisations**

If deemed necessary, the Centre may establish and operate special organisations or affiliated organisations to achieve the objectives of the Centre and conduct the activities stipulated in Articles 1 and 4.

## Chapter 2      Officers

### Article 7      Types and Number of Officers

1. The Centre shall have any of the following officers:
  - (a) at least seven Members of the Governing Board (hereinafter referred to as the “Member”) and that number shall not exceed fourteen and this number includes the Chairperson of the Governing Board and the Director of the Centre and
  - (b) one Auditor.
2. The Centre shall have the following Members:
  - (a) the Administrator of the Cultural Heritage Administration of Korea (hereinafter referred to as “CHA”) or his/her appointed representative (hereinafter referred to as the “Chairperson”);
  - (b) one nominee of the Director-General of UNESCO;
  - (c) two representatives of the Government of the Republic of Korea:
    - (1) the Director General of the Heritage Promotion Bureau of CHA and
    - (2) the Director General of the Cultural Affairs Bureau of the Ministry of Foreign Affairs and Trade;
  - (d) up to five representatives of the Member States of the Centre;
  - (e) up to two representatives of associated or cooperative organisations in the Republic of Korea;
  - (f) up to two representatives of inter-governmental organisations or NGOs; and
  - (g) the Director of the Centre.
3. The Members and the auditor shall be non-standing, and the Director of the Centre shall be standing.

### Article 8      Appointment of Officers

1. The ex-officio Chairperson shall be the Administrator of CHA or one who is appointed by the Administrator of CHA.
2. The Member representing UNESCO shall be appointed by the recommendation of the Director-General of UNESCO.
3. The Member, pursuant to Clause 2(d) to Clause 2(f) of Article 7, shall be appointed by the Governing Board at the recommendation of the Executive Committee.
4. The Director of the Centre shall be appointed by the Chairperson in consultation with the Director-General of UNESCO.
5. If there is any vacancy among the Members, a by-election shall be held within three months from the date when the vacancy takes place. If the mini-mum number of required Members is satisfied and there is no hindrance to conduct activities, the vacancy can be filled up at the earliest regular meeting of the Governing Board.
6. The auditor shall be appointed by the Governing Board at the

recommendation of the Executive Committee.

## **Article 9                      Reasons for Disqualification of Officers**

The following persons cannot become officers of the Centre:

- (a) incompetent or quasi-incompetent persons;
- (b) bankrupt persons who have not been reinstated;
- (c) persons who were sentenced to imprisonment without labour or heavier punishment and for whom less than three years have passed since the execution of the sentence or confirmation of non-execution;
- (d) persons who were given a suspended sentence of imprisonment without labour or heavier punishment and for whom the suspended sentence is still in effect or less than two years have passed since the expiration of the period of the suspension of the execution;
- (e) persons who were given a suspended sentence of imprisonment without labour or heavier punishment and for whom the suspended sentence is still in effect;
- (f) persons who were disqualified by a court judgment or by other laws;
- (g) persons who have committed a crime (related to their duties and prescribed in Article 355 and 356 of Criminal Law) during their period of service as government officials and who were sentenced with a monetary penalty of more than three million won and for whom less than two years have passed since the execution of the sentence or confirmation;
- (h) persons who were expelled from their position and for whom less than five years have passed since the execution of the action; and
- (i) persons who were dismissed from their position and for whom less than three years have passed since the execution of the action.

## **Article 10                    Guarantee of the Status of Officers**

1. In any of the following cases, officers may be dismissed with the resolution of the Governing Board:
  - (a) they conduct an act in violation of the Centre's purpose or the Constitution of the Centre;
  - (b) they cause grave damages to the Centre intentionally or by serious negligence;
  - (c) they cannot fulfil their duties due to physical or mental disorders; or
  - (d) they are disqualified in accordance with the clauses of Article 9.
2. To dismiss officers in accordance with Clause 1 of Article 10, more than two-thirds of the Members with voting rights shall agree on it, and the matter shall be immediately reported to the Administrator of CHA.

## **Article 11                    Term of Officers**

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(a) of Article 7, or in office as a Member, pursuant to Clause 2(b) and 2(c) of Article 7, the term shall be his/her incumbency.
  3. The term of office of the Members, pursuant to Clause 2(e) to Clause 2(f) of Article 4, shall be the remainder of his/her tenure for the Organisation, but this term shall not exceed two years.
  4. The term of office of the Director of the Centre shall be three years.
  5. The term of office of the Members appointed through by-elections shall be the remaining term of office of their predecessors.
  6. The officers whose term has expired may act as a proxy until their successors are appointed.

## Article 12

### Duties of Officers

1. The officers shall faithfully carry out their duties to accomplish the purpose of the Centre in accordance with domestic and international laws and the Constitution of the Centre.
2. The Chairperson and Members shall be present at the meeting of the Governing Board and vote on the agenda regarding the business of the Centre.
3. 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 Governing Board and, when necessary, to the Administrator of the Cultural Heritage Administration of Korea; and
  - (c) stating his/her opinions to the Governing Board in relation to the duties of the auditor and requesting actions to be taken.

## Article 13

### Locum Tenens

1. In the absence of the Chairperson, the Member recommended by the Administrator of CHA or the acting Administrator of CHA shall act as a proxy until a new Chairperson is appointed.
2. In the absence of the Director of the Centre, the next person according to the organisational chart shall act as a proxy until a successor is appointed.

## Article 14

### Remuneration for Officers

No remuneration shall be paid to non-standing officers. However, expenses necessary for the execution of duties may be paid within the scope of the budget.

## Chapter 3     The Governing Board

### Article 15     Composition

1. The Governing Board shall consist of the Members including the Chairperson and the Director of the Centre, and the Chairperson shall preside at the meetings.
2. The auditor may attend the meetings of the Governing Board and state his/her opinions.
3. The Director of the Centre shall attend the meetings of the Governing Board as a Member without voting rights.

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### Article 16     Types and Convocation

1. The meetings of the Governing Board are classified into Ordinary Session of the Governing Board and Extraordinary Session of the Governing Board, and the Chairperson shall convoke the meetings.
2. Ordinary Session of the Governing Board shall be held at least once a year.
3. In any of the following cases, the Chairperson shall convoke an Extraordinary Session of the Governing Board:
  - (a) at the request of the Chairperson,
  - (b) at the request of the Director-General of UNESCO,
  - (c) at the request of more than two-thirds of Member States, and/or
  - (d) at the request of more than one-half of Members when they suggest the purpose of meeting.
4. If the Chairperson convokes a meeting of the Governing Board, he/she shall notify the Members and the auditor of the purpose, time and place of the meeting two weeks prior to the meeting. If there are urgent reasons, however, an exception shall be made.

### Article 17     Decision of the Governing Board

Except as otherwise provided for in the provisions of this Constitution, the Governing Board shall make resolutions by the attendance of the majority of its Members with the voting rights and the concurrent votes of the majority of the Members present. However, in a case of a tie vote, the Chairperson shall have a casting vote.

### Article 18     Documentary Resolution

In the case where there is a minor or urgent matter for resolution, the Chairperson may resolve the matter by issuing a written resolution to Board Members for approval, and he/she shall report it at the next meeting of the Governing Board.

### Article 19     Agenda

The Governing Board shall make resolutions on any of the following agendas:

- (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

#### **Article 20 Minutes of the Governing Board**

As for the proceedings of the meetings of the Governing Board, the agenda, progress, results, and objectors (and the reasons for their objections) shall be recorded in the minutes, and the Chairperson and the Members present shall sign the minutes.

### **Chapter 4 Committee under the Governing Board**

#### **Article 21 Committee under the Governing Board**

1. In order to ensure the effective running of the Governing Board, a Committee may be established.
2. The matters on composition, operation and other necessary matters in Clause 1 shall be approved by the Governing Board.

#### **Article 22 Executive Committee**

1. The Executive Committee shall be established in the Governing Board by Article 21.
2. The Governing Board may delegate to the Executive Committee part of the agenda of the Governing Board in Article 19, and the Executive Committee shall deliberate and make resolutions on any of the following:
  - (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(except Constitution, Operation Rules of the Board and the Executive Committee)
  - (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

## **Chapter 5      Secretariat**

### **Article 23      Secretariat**

1. The Secretariat shall be established to manage the business of the Centre.
2. The Secretariat shall consist of one Director of the Centre and any of the following members:
  - (a) persons appointed by the Director of the Centre in accordance with organisational regulations;
  - (b) public officials working at the Centre in accordance with the regulations of the Government;
  - (c) UNESCO employees temporarily seconded to the Centre in accordance with the regulations of UNESCO and the decision of the Executive Committee; and
  - (d) persons temporarily seconded to the Centre in accordance with the decision of the Director of the Centre at the request of domestic or foreign governments or affiliated organisations.
3. Matters concerning the number of persons working at the Centre, pursuant to Clause 2(a) and the appointment, service, reward and penalty of employees, shall be determined by an additional regulation.

### **Article 24      Duties of the Director of the Centre**

The Director of the Centre shall represent the Centre and discharge the following duties:

- (a) direct the work of the Centre in conformity with the programmes and directives established by the Governing Board;
- (b) propose the draft work plan and budget to be submitted to the Governing Board for approval;
- (c) prepare the provisional agenda for the sessions of the Governing Board and submit to it any proposals that he/she may deem useful for the administration of the Centre;
- (d) prepare reports on the Centre's activities to be submitted to the Governing Board;
- (e) represent the Centre in law and in all civil acts.

### **Article 25      Advisors and Advisory Body**

1. The Centre may establish a few advisors and an advisory body to receive advice on specialised matters.

2. Matters concerning the number of advisors, the name of the advisory body, and the operation thereof shall be additionally determined by the Director of the Centre.

## **Chapter 6 Properties and Accounting**

### **Article 26 Classification of Properties**

The properties of the Centre shall be classified into fundamental properties and general properties, and the details are as follows:

- (a) fundamental properties refer to the funds of the Centre at the time of establishment and properties that the Governing Board confirmed as fundamental properties, and they are listed in Annex 1 among the immovable or movable assets acquired to carry out the essential business of the Centre; and
- (b) general properties refer to all properties other than fundamental properties, and include the income profited from the business or properties of the Centre.

### **Article 27 Fiscal Year**

The fiscal year of the Centre shall be the same as that of the Government.

### **Article 28 Formulation and Settlement of Budget**

1. The Director of the Centre shall draw up the business plan and budget bill for the next year, and they shall be resolved at the regular Governing Board.
2. The business performance and balance sheet of the year shall be audited by the auditor and reported to the Administrator of CHA by February of the next year.
3. The Centre may pay auditing expenses as needed by the auditor within the scope of the budget.
4. The report in Clause 2 shall include the list of fundamental properties and the audit report.

### **Article 29 Revised Supplementary Budget**

In cases where the budget needs to be added to or amended after confirmation, a revised supplementary budget bill may be made and executed through a resolution by the Governing Board and approval by the Administrator of CHA.

### **Article 30 Operating funds**

The expenses necessary for the operation of the Centre shall be funded by endowments, government subsidies, proceeds from the fundamental properties, profits from the business, donations, sponsorship, contributions and other sources of income.

## Chapter 7     **Supplementary Provisions**

### **Article 31**

#### **Dissolution of the Centre**

1. The Centre shall be dissolved at the time of notification of renouncement by the Government of the Republic of Korea or UNESCO in accordance with Clause 1 of Article 20 of the Agreement.
2. The remaining properties at the time of resolution of the Centre shall be donated to the state, local governments or organisations with similar purposes to the Centre by approval of the Administrator of CHA.

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### **Article 32**

#### **Revision of the Constitution**

In cases where the Constitution of the Centre needs to be amended, the revision shall be resolved by the attendance of a majority of the Members with voting rights and the concurrent votes of two-thirds or more of the Members present and shall be approved by the Administrator of CHA.

### **Article 33**

#### **Enactment of Regulations**

1. Rules and regulations necessary for the implementation of this Constitution shall be enacted through the resolution of the Governing Board.
2. If the following regulations, among those concerning the operation and management of the Centre as stipulated in Article 33, Clause 1, need to be enacted or amended, prior consultation with CHA and the approval of CHA shall be required:
  - (a) organisation regulation,
  - (b) personnel regulation, and
  - (c) remuneration regulation.

### **Article 34**

#### **Others**

Matters other than those stipulated in the Agreement, the Cultural Heritage Protection Act and this Constitution shall comply with the provisions of the Civil Act.

## **ADDENDA**

### **Article 1**

#### **Enforcement Date**

This Constitution shall go into effect from the date of approval by the Administrator of CHA.

### **Article 2**

#### **Interim Measures**

1. The business year, in which the Centre was established, shall be from the date of establishment approval to the end of the year.

2. The Centre shall succeed by universal title the properties, rights and obligations of ICHCAP, a special organisation of the Cultural Heritage Foundation at the time of the Centre's establishment.
3. As for the employees of ICHCAP, the type of profession, terms of office, position and rank shall be determined through evaluation procedures.

### **Article 3**

#### **Appointment of Officers at the Time of the Centre's Establishment**

1. Despite the provisions in Chapter 2, the initial officers at the time of the Centre's establishment are as shown in Annex 2.
2. The term of office for officers in position at the time of the Centre's establishment shall be reckoned from the registration date of the establishment.

## [Annex 12] Rules of Procedures

# 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, which is considered as rules of procedure, 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 the Members, pursuant to Clause 2(e) to Clause 2(f) of Article 4, shall be the remainder of his/her tenure for the Organisation, but this term shall not exceed two years.
4. The term of office of Members appointed through by-elections shall be the remaining term of office of their predecessors.

5. 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. The Governing Board shall make resolutions on any of the following agendas:

- (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 shared 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(except Constitution, Operation Rules of the Board and the Executive Committee)
  - (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

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.