

Regional Research Centre for Safeguarding Intangible Cultural Heritage in
West and Central Asia, under the Auspices of UNESCO (Category 2)
Tehran ICH Centre

1st Executive Board Meeting

Tehran, Islamic Republic of Iran
10-11 September 2016

**Minutes of
the 1st Ordinary
Executive Board
(EB) Meeting**

1. Introduction

The regional Research Centre for Safeguarding of Intangible Cultural Heritage in West and Central Asia under the Auspices of UNESCO (Tehran ICH Centre), organized its first Meeting of the Executive Board on 10-11 September 2016, Tehran, Islamic Republic of Iran. The three day meeting brought together representatives from Islamic republic of Iran, Tajikistan and Kazakhstan. During the two-day meeting, the participants discussed the issues regarding the Rules of procedure of the Executive Board, as well as a minor amendment in the agreement between UNESCO and Iran, the method of collaboration with UNESCO on the subject of the Centre's 2018 Evaluation, reviewing the final version of the 2016 action plan, Reflections on the progress of the major programmes of the Centre for the year 2016, and current and future Planning, Reflections on methods of attracting new financial sources for the Centre, Reflections on methods of attracting more countries over the Region to join the Centre as Members, Reflections on concrete titles for future activities of the Centre.

As reflected in the Constitution and Agreement of the Centre:

- "In order to ensure the effective running of the Centre between the sessions of the Governing Council, a standing Executive Board shall be established with five members elected and assigned by the Governing Council. The Executive Board shall hold its meetings two times a year.
- The Executive Board shall function according to the Executive Board's Rules of Procedure to be drafted by the Secretariat in the course of the first year following the first Meeting of the Governing Council, and approved by the same Executive Board during its First Meeting.
- The composition of the Executive Board shall be determined through the Executive Board's Rules of Procedure.
- In the Course of its first Meeting, the Governing Council shall elect and assign its representatives to the Executive Board for the first year, who will function as Interim Members of the Executive Board for the period of one year prior to the compilation and approval of the Centre's Rules of Procedure.
- The Executive Board's Rules of Procedure will determine the procedure of electing and/or re-electing the Members of the same.

2. List of Participants

The 1st EB Meeting of the Centre was attended by the following:

No	Name	Surname	Country	Organization	Position	Email
1	Mohammad Hassan	Talebian	Iran	ICHTO	Deputy for Cultural Heritage	mh.talebian@gmail.com
2	Yadollah	Parmoun	Iran	Tehran ICH Centre	Director	Yadollah.Parmoun@yahoo.com
3	Rustam	Mozafarov	Kazakhstan	Kazakhstan National Commission for UNESCO	Candidate ICH Expert	Rust.muzaf@gmail.com
4	Manizhe	Rahimi	Tajikistan	Embassy of Tajikistan in IRAN	Staff	manizheh_21@mail.ru
5	Atusa	Momeni	Iran	Expert Iranology Foundation	Expert	atusa.momeni@yahoo.com

6	Mina	Amidzadeh	Iran	the Office for Inscriptions and Preservation and Revitalization of the ICH	Staff	Mina.amid@gmail.com
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3. Agenda

The Agenda of the 1st EB Meeting included the following:

Day 1(10 September 2016)

Morning

Agenda Item	Time	Duration
Registration and Distribution of documents	09:00-9:30	30 min

The Programme

Agenda Item	Time	Duration
Recitations from the Holy Quran and National Anthem of the Islamic Republic of Iran	9:30-9:35	5 min
Welcome speech by Mr. Yadollah Parmoun, Director, Tehran ICH Centre	9:35-9:40	5 min
Address by Mr. Mohammad Hassan Talebian, Chairman to Governing Council, Tehran ICH Centre	9:40-9:50	10 min
Official announcement of the start of the meeting, official Recognition of the participant, and adoption of the agenda	10:00-10:10	10 min
Reflections on, and finalizing, the Draft Rules of Procedure of the Executive Board	10:10-11:10	60 min
Group photo and coffee break	11:10-11:30	20 min

Agenda Item	Time	Duration
Reflections on the composition of the GC, and a minor amendment in the Agreement between UNESCO and Iran, to make it more international	11:30-12:00	30 min
Finalizing the minor amendment in the Agreement for submission to UNESCO	12:00-12:30	30 min
Reflections on the method of collaboration with UNESCO on the subject of the 2018 Evaluation and the renewal of the Centre	12:30-13:00	30 min
Final review of the final version of the Centre's 2016 action plan before its submission to UNESCO	13:00-13:30	30 min
Lunch	13:30-15:00	90 min

Day 2(11 September 2016)

Morning & Afternoon

Agenda Item	Time	Duration
<ul style="list-style-type: none"> - Reflections on the progress of the major programmes of the Centre for the year 2016, and current and future Planning; - Reflections on methods of attracting new financial sources for the Centre; - Reflections on methods of attracting more countries over the Region to join the Centre as Members; - Reflections on concrete titles for future activities of the Centre; 	9:30-11:00	190 min
Break	11:00-11:30	30 min
<ul style="list-style-type: none"> - Continuation of the discussions of the previous sessions; - Any other issue. 	11:30-13:30	120 min
Lunch	13:30-15:00	90 min
Minutes of the meeting by Secretary of the Executive Board and Distribution of the Minutes for review by the participants, and final signing by the Members	15:00-17:00	120 min
Group Photo and Coffee Break	17:00	

4. Minutes

Agenda item (1)

Title

Reflections on, and finalizing, the Draft Rules of Procedure of the Executive Board

Description

As reflected in the Agreement and Constitution of the Centre, in its first session, the EB had been required to adopt its own rules of procedure. The Agenda item (1) had been specified to this goal. In so doing, the Working Document 01, titled Draft Rules of Procedure of the EB, had been distributed among the participants, and the first item on the agenda of the EB was attended by all of the participants on reflecting on the document, and finalizing it as the “Rules of Procedure of the EB”.

Decision(s):

- The Working Document 03 was reviewed by all of the participants;
- The EB Members adopted the Document as amended;
- The Centre was required to prepare a neat copy of the finalized document and distribute it among the EB Members as an annex to the present Minutes of the Meeting, in two weeks;
- The Centre was required to include the document in the report of the Executive Board to the next Governing Council Meeting of the Centre.

Follow up:

- Tehran ICH Centre, represented by Ms. Forough Yaghoubi, External Relations Department and Secretary to the 1st Ordinary EB Meeting;

Deadline:

- Two weeks following the termination of the EB Meeting for the finalized document to be distributed among the EB Members.

Agenda Item (2)**Title**

Discussion on the structure of the Governing Council, and a minor amendment in the Agreement between and UNESCO

Description

In its 3rd Ordinary Meeting, the Governing Council had adopted a decision to encourage an amendment to the Agreement on the Establishment of the Centre between Iran and UNESCO to prepare the ground for rendering a more international Governing Council, participated with a greater number of the participating states. The agenda item number 2 was specified to this aim. In this relation, the working document (4) titled a minor amendment on GC Composition was distributed among the members and it was attended by all participants.

The mentioned observation encouraged the Secretariat to promote the representation of the mentioned Electoral Groups. The preliminary discussions resulted in a proposal on introducing a minor amendment in the text of Article 7 of the Agreement on the Establishment of Tehran ICH Centre, at the time of its renewal in 2018.

Decision

- The working document (4) was reviewed by all participants;
- The participants agreed with the decision.

Follow up:

Tehran ICH Centre.

Deadline:

Before the Centre's 4th Ordinary GC Meeting, and in a way that the discussion constitutes an item on the agenda of the mentioned.

Agenda item (3)

Title:

Finalizing the minor amendment in the Agreement for submission to UNESCO

Description:

Three options were discussed:

Option 1: Keep the original structure, with a representative of the Government of the Islamic Republic of Iran and ICHHTO, a representative nominated by the Director General of UNESCO, a representative of the Iranian National Commission for UNESCO, representatives of only two of the States Members to the Centre, and three individual experts in the field of ICH;

Option 2: Rise the number of representatives of the Member States to 6, to guarantee effective representation and international structure;

Option 3: Each Member State will automatically become a Member of the Governing Council, by the time it announces its agreement to this effect.

Decision(s):

Option 3 was adopted.

Follow up:

- Tehran ICH Centre, represented by Ms. Forough Yaghoubi, External Relations Department and Secretary to the 1st Ordinary EB Meeting, by:

- a) correspondence with UTCO to request advice and follow up on their side,
- b) correspondence with the UNESCO Bangkok Office to request advice and follow up on their side,
- c) correspondence with the UNESCO ICH Section to request advice and follow up on their side,
- d) including a report and a working document with the title on the Draft Agenda of the 2017 GC Meeting.

Deadline:

- Before the date of the Centre's 4th Ordinary Governing Council Meeting.

Agenda item (4)

Title:

Reflections on the method of collaboration with UNESCO on the subjects of the 2018 Evaluation and the renewal of the Centre.

Description:

Based on the available correspondences between UNESCO Headquarters and the Government of the Islamic Republic of Iran, the year 2018 has been announced as the period of evaluation of the Centre. The outcome of the evaluation constitutes a determining factor for the Centre in that, only if positive and accompanied by recommendations to this effect by the evaluators, the Agreement between the Government of the Islamic Republic of Iran and UNESCO on the establishment of the Centre will be renewed.

Decision:

- The working document (5) was reviewed by all participant;
- The Centre was required to make use of advice and guidelines on the preparation of the ground for the evaluation on the part of the UNESCO ICH Section, the UNESCO Bangkok, the UTCO, while keeping its close contacts with ICHHTO and the Permanent Delegation of the Islamic Republic of Iran to UNESCO;
- The Centre was required to consider punctuality in doing the related follow up;
- The Centre's was required to prepare needed documents for delivering to the UNESCO for the year 2018
- The Centre was required to benefit from the expertise and advice on the part of its Executive Board, including the following guidelines/advice/recommendations proposed by Mr. Rustam Muzaffarov in the course of the 1st Meeting on the steps/procedures to be taken before, and in the course of the 2018 Evaluation:

a) Contact with UNESCO Executive Board;

b) Review previous UNESCO evaluation documents;

c) List the Centre's expectations of the Executive Board on the needed advice;

d) The Executive Board Meetings can function as sessions for preliminary discussions on the issue;

e) Study the available documents carefully, and get prepared for the similar conditions, with proper answers to the questions posed by the interviewers;

g) Take special care of the Mandate and be prepared for the necessary justifications regarding your activities;

h) Use the standard language of UNESCO in your contacts and interviews;

Follow up:

Tehran ICH Centre

Deadline:

End of the year 2017.

Agenda item (5)

Title:

Final review of the final version of the Centre's 2016 Action Plan before its submission to UNESCO

Description:

The Governing Council of the Centre, in the course of its 3rd Ordinary Meeting gave the mission to the Centre's Executive Board to, in the course of its 1st Meeting, review the final version of the Centre's Action Plan for the year 2016. The agenda Item (5) and the working document (6) had been specified to this title. The following constitutes the report in this regard.

Decision:

The Participants reached a consensus on finalizing the Centre's 2016 Action Plan. However, some recommendations on the structure of the 2016 Action Plan, as well as the future programming documents of the Centre constituted the subject of a full session of the 1st Executive Board Meeting moderated by Mr. Rustam Muzaffarov. The mentioned recommendations constitute the last part of the present Minutes, and are to be taken care of in the future programming activities.

Follow up

Tehran ICH Centre.

Deadline:

End of the Year 2016.

Agenda Item (6)

Title:

- Reflections on the progress of the major programmes of the Centre for the year 2016, and current and future Planning;
- Reflections on methods of attracting new financial sources for the Centre;
- Reflections on methods of attracting more countries over the Region to join the Centre as Members;
- Reflections on concrete titles for future activities of the Centre;

Description:

The Major Programmes of the Centre for the year 2016, Methods of attracting new financial sources for the Centre, methods of attracting more countries over the region to join the Centre

as members and reflection on concrete titles for future activities of the Centre were the titles of a full session of discussions in the course of the 1st Executive Board Meeting.

The working Document (7) had been specified to this goal. What follows outlines the discussions:

Recommendations:

a) On attracting more countries over the Region to join the Centre as Member States:

1. Amidzade: Start from bottom to top. With different meetings, cultural gatherings, etc, to attract the attention of the countries. Involvement of such sides paves the way for future active participation.

2. Amidzade: Start with contacts with the officials, then continue with communities. The communities will find each other after such intervention. Start your activities from the governmental level, and this paves the way for closer cooperation with communities universities, institutes, etc. This orientation facilitates contacts.

3. Khani: Decide on the type of the activity. Drafting nominations does not constitute part of the Centre's mandate. What is the role of the Centre in this relation?

4. Momeni: The points raised by the Centre have been organized in an acceptable way (agrees with the ideas expressed by Amidzade).

5. Momeni: Multinational nominations are effective tools to bring together countries and communities over the Region. Especially, those with themes on Social Practices and Traditional Knowledge are prone to create more synergy. But the question on the sides involved still remains.

6. Khani: We have to be careful about the mandate of the Centre in choosing our activity types.

7. Ramezani Mir: Let's think about methods of creating networks with universities, and institutes, to create the ground for more fruitful contacts.

8. Toloo' Parsa: We can tackle the problem in two perspectives, simultaneously: Bottom up, and up bottom.

9. Muzaffarov: UNESCO is an intergovernmental organization. Tehran ICH Centre is fully authorized to enter such contacts. However, the experience shows that the governments are not always responsive in introducing local communities to the Centre.

10. Muzaffarov: Conclusion :

- The main problem with the Centre is lack of visibility. The work of the Centre can be made more visible through observing the following:
 - o Strengthen your activities at the national level;
 - o Start with the communities that have specific interest in protecting their ICH;

- Start with promotional initiatives, at national and sub-regional levels;
- The Centre can collaborate in the above, and other similar topics, to make itself more visible;
- Cooperation with other C2Cs needs to be well-defined, and in a way that the Centre proves as useful to other countries. Simple signing of MOUs will not guarantee promotion of participation of the countries;
- Obtain information from the other countries over the Region, on their ICH, but from the right sides and in the proper way;
- Start with personal contacts with the authorities and expert sides that the Centre knows and has the experience of working with;
- Start direct negotiations with people that have had friendly relations with the Centre, and who know the Centre and the people already;
- Use the capacities made already through having joint programmes with the experts and specialists in some special programme: e.g. previous expert meetings, or previous festivals;
- Encourage the staff to establish or strengthen their personal contacts with sides outside Iran;
- Plan your activities through considering the involved sides, their capacities, and the plausibility of the proposals: e.g. Kazakhstan: The ICH Section in Kazakhstan. A good side to establish contacts;
- Strengthen your closer contacts and correspondence;
- Collaborate with ICHHTO to strengthen the channels available to Iran;
- Collaborate more closely with the permanent delegations to UNESCO, Paris;
- Consider closely the requests from Member States to the Centre that have expressed their interests on collaborations with the Centre: e.g. Pakistan, Iraq, etc.

b) On methods of attracting new financial sources for the Centre;

1. Muzaffarov: Fund-raising campaigns can constitute a good starting point in this regard;
2. Muzaffarov: Start with the benefits to be obtained with the use of the logo of the Centre;
3. Muzaffarov: There is a need for expert investigation of the issue beforehand.

c) On the progress of the major programmes of the Centre for the year 2016, and current and future Planning;

The discussions in this session were, mainly, guided towards a critical investigation of the titles of the major programmes of the Centre, as reflected in 2016 Action Plan. Moderated by Mr. Rustam Muzaffarov, the discussion was actively participated with an aim to strengthen capacities on effective programming. The discussions were held on the following as titles worthy of investigation and capable of being improved in the form of standard programmes (Compare with Tehran ICH Centre's Action Plan for the year 20-16).

- Output 1

National Capacities Strengthened for Implementing the Convention for the Safeguarding of the Intangible Cultural Heritage in West and Central Asia

Activity 1.1

Organizing capacity-building workshops on ICH for 6 countries on the Region

Activity 1.1.1

Nomination Workshop for Armenia

Activity 1.1.2

Inventorying Workshop for Turkmenistan

Activity 1.1.3

Implementation Workshop for Afghanistan

Activity 1.1.4

Implementation Workshop for Pakistan

Activity 1.1.5

Inventorying Workshop for Iraq

Activity 1.1.6 Two implementation Workshops for Iran

Activity 1.2

Organizing 10 minor Muzaffarov: ICH Convention information activities (lectures, meetings, gatherings, round-table discussion sessions ...) to prepare the ground for future capacity-building workshops Muzaffarov: linked to communities with known ICH ...

Activity 1.3

Participation of Centre's staff in regional and international meetings, sessions, conferences and workshops

Output 2

Effective Networking and Cooperation in West and Central Asia Strengthened

Activity 2.1

Planning and organizing contacts with 6 countries over the Region that have not joined Tehran ICH Centre to encourage them to participate in the Centre as Member States

Muzaffaroy: mention the results/output clearly

Activity 2.2

Mozaffaroy: Reword the activity in a way that methods of more constructive cooperation could be sought by way of it.

Conclusion of MOUs between Tehran ICH Centre, on the one hand, and UNESCO, or World C2Cs on ICH, on closer cooperation of the Centre with these internationally known involved sides and exchanges of experiences and expertise for short-term training courses, to guarantee better functioning of the Centre and promote the related networking goals

Activity 2.3

Improving methods of cooperation of the Centre with Participating States to guarantee regular updating of the Centre's virtual spaces (Website, Facebook, Instagram, etc) with original, reliable, and valid data, through effective involvement of local communities of bearers and practitioners.

Muzaffaroy: There is a need for regular review of the Centre's Website to observe the capacities and opportunities, and to plan for future strategies.

Activity 2.4

Cooperation with the International Research Centre for Intangible Cultural Heritage in Asia-Pacific Region, Under the Auspices of UNESCO (Category 2) (IRCI) on the

project titled “Mapping Research on the Safeguarding of Intangible Cultural Heritage in the Asia-Pacific Region”

Muzaffaroy: Be more exact on the details of the activity.

Output 3

Knowledge in Specific ICH Areas Deepened and Information Shared Across West and Central Asia

Activity 3.1

Publication of the 1st Quadrennial Report of Tehran ICH Centre’s Activities (Period 2012-2016)

Muzaffaroy: Specify the way you will present the activities here.

Muzaffaroy: Be more punctual in reporting the activities.

Activity 3.2

2nd International Expert Meeting on Safeguarding West and Central Asian Intangible Cultural Heritage

Theme:

“ICH, Successful Safeguarding Practices, and Methods of Encouraging Community Involvement”

Activity 3.3

3rd International Expert Meeting on Safeguarding West and Central Asian Intangible Cultural Heritage

Theme:

The Relationship of ICH and the Environment, with a special focus on related policies and the West and Central Asian Region

Activity 3.4

Virtual Calendar of the West and Central Asian ICH (Phase 2: Data-gathering)

Muzaffaroy: Provide more detail on implementation.

Activity 3.5

Tehran ICH Centre's 1st International Research Festival on West and Central Asian ICH, on the Occasion of Nowrouz of 2016

Theme:

West and Central Asian Ethnic Dolls and Puppets

Activity 3.6

Tehran ICH Centre's 2nd International Research Festival on West and Central Asian ICH

Theme:

West and Central Asian Traditional Puzzle and Board Games

Output 4

Promoting the Intangible Cultural Heritage in West and Central Asia

Activity 4.1

Organizing 10 sub-regional cultural Muzaffaroy: public events in Iran and other Member States upon their interest, on special occasions, or in the name of the countries over the Region, to facilitate familiarization with the Region's ICH, in order to promote research on safeguarding and prepare the ground for such research

Muzaffaroy: Same comments presented above.

Activity 4.2

Muzaffaroy: Preparing feasibility study on Tehran ICH Centre's Promotional Regional Networking Project, titled "Establishing Kinship Relations among ICH Elements/Local Communities over the West and Central Asia" (Phase 1)

Muzaffaroy: Prepare supporting correspondence on the subject and distribute them.

Activity 4.3

Tehran ICH Centre's 2nd Promotional Regional / International Competition

Activity 4.4

Promotion of the pilot project "Learning with Intangible Heritage for a Sustainable Future (Guidelines for Educators in the Asia-Pacific Region)" on the West and Central Asia (Phase 1)

Muzaffaroy: A fully plausible project, for establishing and promoting constructive relations with States over the Region, and, even, the partners.

Output 5

Others (Procedural Activities)

Full mandate

5-1. Holding Tehran ICH Centre's 3rd Ordinary Governing Council Meeting (May 2016)

5-2. Preparation for the 2017 GC Meeting

5-3. Holding two meetings of Centre's Executive Board

- **Reflections on concrete titles for future activities of the Centre;**

Muzaffaroy: Use this as a capacity to strengthen relations with the countries on the Region. Start correspondences with them, and obtain their proposals. The addressees include all of the involved or interested sides in the countries. Follow the quickest routes in sending the letters.

Follow up:

Tehran ICH Centre.

Deadline:

End of the year 2016.

Annexes

Annex 01

Regional Research Centre for Safeguarding Intangible Cultural Heritage
in West and Central Asia, under the Auspices of UNESCO (Category 2)

Tehran ICH Centre

1st Executive Board Meeting

Tehran, Islamic Republic of Iran

10-11 September 2016

Working Document 01

Provisional Agenda

9 September 2016
Arrival of the Guests

Day 1(10 September 2016)

Morning

Agenda Item	Time	Duration
Registration and Distribution of documents	09:00-9:30	30 min

The Programme

Agenda Item	Time	Duration
Recitations from the Holy Quran and National Anthem of the Islamic Republic of Iran	9:30-9:35	5 min
Welcome speech by Mr. Yadollah Parmoun, Director, Tehran ICH Centre	9:35-9:40	5 min
Address by Mr. Mohammad Hassan Talebian, Chairman to Governing Council, Tehran ICH Centre	9:40-9:50	10 min
Official announcement of the start of the meeting, official Recognition of the participant, and adoption of the agenda	10:00-10:10	10 min
Reflections on, and finalizing, the Draft Rules of Procedure of the Executive Board	10:10-11:10	60 min
Group photo and coffee break	11:10-11:30	20 min

Agenda Item	Time	Duration
Reflections on the composition of the GC, and a minor amendment in the Agreement between UNESCO and Iran, to make it more international	11:30-12:00	30 min
Finalizing the minor amendment in the Agreement for submission to UNESCO	12:00-12:30	30 min
Reflections on the method of collaboration with UNESCO on the subject of the 2018 Evaluation and the renewal of the Centre	12:30-13:00	30 min
Final review of the final version of the Centre's 2016 action plan before its submission to UNESCO	13:00-13:30	30 min
Lunch	13:30-15:00	90 min

Day 2(11 September 2016)

Morning & Afternoon

Agenda Item	Time	Duration
<ul style="list-style-type: none"> - Reflections on the progress of the major programmes of the Centre for the year 2016, and current and future Planning; - Reflections on methods of attracting new financial sources for the Centre; - Reflections on methods of attracting more countries over the Region to join the Centre as Members; - Reflections on concrete titles for future activities of the Centre; 	9:30-11:00	190 min
Break	11:00-11:30	30 min
<ul style="list-style-type: none"> - Continuation of the discussions of the previous sessions; - Any other issue. 	11:30-13:30	120 min
Lunch	13:30-15:00	90 min
Minutes of the meeting by Secretary of the Executive Board and Distribution of the Minutes for review by the participants, and final signing by the Members	15:00-17:00	120 min
Group Photo and Coffee Break	17:00	

Annex 02

Regional Research Centre for Safeguarding Intangible Cultural Heritage
in West and Central Asia, under the Auspices of UNESCO (Category 2)
Tehran ICH Centre

1st Executive Board Meeting

Tehran, Islamic Republic of Iran
10-11 September 2016

Working Document 02

Official List of Participants

Official List of Participants in Tehran ICH Centre's 1st Executive Board Meeting

The 1st EB Meeting of the Centre was attended by the following:

No	Name	Surname	Country	Organization	Position	Email
1	Mohammad Hassan	Talebian	Iran	ICHTO	Deputy for Cultural Heritage	mh.talebian@gmail.com
2	Yadollah	Parmoun	Iran	Tehran ICH Centre	Director	Yadollah.Parmoun@yahoo.com
3	Rustam	Mozafarov	Kazakhstan	Kazakhstan National Commission for UNESCO	Candidate ICH Expert	Rust.muzaf@gmail.com
4	Manizhe	Rahimi	Tajikistan	Embassy of Tajikistan in IRAN	Staff	manizheh_21@mail.ru
5	Atusa	Momeni	Iran	Expert Iranology Foundation	Expert	atusa.momeni@yahoo.com
6	Mina	Amidzadeh	Iran	the Office for Inscriptions and Preservation and Revitalization of the ICH	Staff	Mina.amid@gmail.com

Annex 03

Regional Research Centre for Safeguarding Intangible Cultural Heritage
in West and Central Asia, under the Auspices of UNESCO (Category 2)

Tehran ICH Centre

1st Executive Board Meeting

Tehran, Islamic Republic of Iran

10-11 September 2016

Working Document 03

Draft Rules of Procedure of Executive Board

Draft Rules of Procedure of the Executive Board to the Regional Research Centre for Safeguarding Intangible Cultural Heritage in West and Central Asia, Under the Auspices of UNESCO (Category 2)

Tehran ICH Centre

Article 1

Introduction

- Provisioned in Article 8 of the Agreement between the Government of the Islamic Republic of Iran and the United Nations Educational, Scientific, and Cultural Organization Regarding the Establishment, in Tehran, of a Regional Research Centre for Safeguarding Intangible Cultural Heritage in West and Central Asia, Under the Auspices of UNESCO (Category 2), also known officially with the shorter name “Tehran ICH Centre” (hereinafter referred to as “the Agreement” and “the Centre”, respectively);
- According to article 8 of the Constitution of the Centre (hereinafter referred to as “the Constitution”); and
- Based on Decision 6 of the 3rd Ordinary Meeting of the Governing Council of the Centre (hereinafter referred to as “the Council”), dated 28-30 May 2016, on the establishment of the Executive Board the Centre (hereinafter referred to as “the Board”);
- Further, regarding the assertion reflected in all of the abovementioned documents, requiring the Board to draft and adopt its own Rules of Procedure in the course of its first meeting;

the present working document 03, titled “Draft Rules of Procedure of Executive Board”, has been drafted by the Secretariat for reflection, finalization, and final adoption in the course of the 1st Meeting of the Board, on 10-11 September, 2016.

Article 2

Key Terms

The Key Terms used in the present document are as follows:

Agreement: The Agreement between the Government of the Islamic Republic of Iran and the United Nations Educational, Scientific, and Cultural Organization Regarding the Establishment, in Tehran, of a Regional Research Centre for Safeguarding Intangible Cultural Heritage in West and Central Asia, Under the Auspices of UNESCO (Category 2), also known officially with the shorter name “Tehran ICH Centre”;

Centre: The Regional Research Centre for Safeguarding Intangible Cultural Heritage in West and Central Asia, Under the Auspices of UNESCO (Shorter official name: “Tehran ICH Centre”);

Constitution: The Constitution of Tehran ICH Centre;

Governing Council: The Governing Council to Tehran ICH Centre;

Book of rules and regulations: The collection of Tehran ICH Centre’s Basic Texts, including, among others, its Constitution, the Rules of Procedure of the Governing Council, etc;

Secretariat: The Director and Staff of Tehran ICH Centre are officially known as the Secretariat in the meetings of the Centre’s Governing Council, Executive Board, and play the same role in materializing all of the duties and undertakings of the Centre; a logical outcome of the above view will, render “the Centre”, itself, as the same “Secretariat”, too;

Board: The Executive Board to Tehran ICH Centre;

Director: The Director of Tehran ICH Centre;

Board Member: Any of the members of the Executive Board to Tehran ICH Centre;

Observer: Any of the authorities, experts, or other special guests who is invited to a meeting the Centre’s Executive Board;

Working Document: Any of the documents that are drafted by the Secretariat and submitted to the Board Members for reflection, discussion, and finalization in the course of a Board meeting; such working documents are often used to provide the Board Members for with the necessary information on a particular agenda item;

Agenda: A list of items prepared for discussion in the course of a Board Meeting;

Minutes: The instant written record of a Board Meeting, to report of the events in the Meeting, as well as a list of the participants, a statement of the issues considered, and a report of related responses or decisions on the discussed issues; for the purposes of this Rules of Procedure, the Minutes of the Board Meeting shall constitute official documents, if they bear the signatures of the Board Members;

Report: The written document to report of the proceedings of a Board Meeting; for the purposes of the present Rules of Procedure, a report is usually more general and neutral compared to the Minutes, but may include the latter as one of its sections.

Article 3

Definition

1. In order to ensure the effective running of the Centre between the sessions of the Council, the Centre's Executive Board shall be established to:

- (a) supervise proper running of the Centre's programmes and activities;
- (b) make recommendations to the Council concerning the strategy, and the long- and mid-term programmes of the Centre;

2. The Executive Board shall meet at least twice a year and adopt its own Rules of Procedure, in its first meeting.

Article 4

Objectives

The Objectives of the Board include:

- (a) Providing the Council with a reliable expert body to supervise and guide the proper running of the Centre's programmes and activities, based on its adopted annual Action Plans;
- (b) Providing the Council and the Centre with an expert advisor on proper programming and reporting with full recognition of UNESCO standards, including its approved programmes and strategies.

Article 5

Functions

The Board shall be established, and shall meet two times every year, to:

- 1. Make sure on conformity of the Centre's activities with the content of its annual Action Plan;
- 2. Supervision on the schedule of the Centre's activities based on its approved annual Calendar;
- 3. Supervision on the financial planning, allocation of the budget, and the Centre's financial currency;

4. Providing expert Ideas on preparing the Centre's annual action plan and finalizing it for the Meeting of the Governing Council;
5. Guiding the preparation of the report of the activities of the Centre, and delivering it to the Governing council;
6. Critical review of the Centre's activities and providing amendments to approvals;
7. Providing creative Ideas in creating more compliance between the Centre's activities and its objectives and mandate;
8. Providing innovative ideas on optimizing the Centre's regional, sub-regional, and international activities, while finding new financial resources;
9. Organizing two meetings in each year with appropriate time intervals from each other and from the annual meetings of the Council, so that the reporting and the monitoring of the Centre's activities will be carried out appropriately;
10. Supervision on the accuracy of the report of the Centre's activities for the Evaluation and renewal of the Centre by UNESCO, and delivering the mentioned report to the Council;
11. Supervision on effective enactment of the Council's decisions by the Centre;
12. Providing innovative ideas for updating the Centre's activities.

Article 6 **Membership and its Duration**

Membership of the Board shall be distributed among the following:

- Chairperson of the Council, or a fully authorized representative by him;
- Three representatives from the States Members to the Centre, with one representative from each of the three electoral groups (namely, Asia-Pacific, Eastern Europe, Arab States);
- Three of the Expert Members of the Council;

Note:

- The Board Meetings are allowed to host the presence of authorities, experts, practitioners, and interested sides, as advisors or observers. There is no limitation to the number of such sides; however, their interest in taking part in a special meeting presence shall, in advance, be brought to the notice of the Board Members.

The Board Members shall be elected for periods of two years. Consequently, they are required to participate in four Board meetings in the course of their membership. In the course of the last meeting in the second year, the Board shall prepare, for inclusion on the agenda of the next Council meeting, a report of its two years of activities, its proposals and advice on the election of the next Board members, and its proposals and advice on the agenda of the next Board.

Article 7 **Secretariat**

The Centre enjoys the role of the Secretariat to the Board, and shall be responsible for the following:

- a) Determining and announcing the date and venue of each Board Meeting in a timely manner, and in a way that the Members and guests have sufficient time to programme for it;
- b) Preparation of the ground and taking all of the necessary proceedings for proper presence of the Board Members and guests in its meetings;
- c) Preparation of the working documents, reports, power-point presentations, and other needed media, based on the agenda of the meetings, and providing the Members and guests with the needed documents in a timely manner, and in a way that they can be properly reviewed before the date of the meeting;
- d) The Director of the Centre shall remain a permanent participant in the Board meetings, and shall occupy the position of the Secretariat;
- e) The staff of the Centre shall function as the staff of the Board meetings, and will be responsible for proper preparation of the documents, and other media, as well as proper preparation and distribution of the minutes of the meetings;

Article 8

Date, Venue, Entry into Force of Board Meetings

To provide for the requirement that there is sufficient time intervals between the two annual Board meetings, and between them and the preceding and following Council Meetings, also, regarding the fact that the Council meetings of the Centre have been foreseen to be held in late April or Early May of each year, the two annual Board meetings are required to be held in early October and early February.

If there is a requirement for an extraordinary meeting of the Board, the time of the extra meeting, as well as any changes in the annual calendar, will be announced to all involved sides, in a timely manner.

The default venue for Board meetings shall be Tehran, Islamic Republic of Iran, and preferably the Centre's auspices, to have the ground prepared for proper access to personnel, documents, and equipment. However, upon announcement some member or any other interested side for hosting its meetings, the Board is allowed to hold some of its meetings in other places, provided that all of the proceedings for the convenience of its participants have been foreseen.

Every Board Meeting shall come into force, as authorized, provided that 2/3 of Board Members are present.

Article 9

Workflow

The workflow of the Board meetings shall be according to the following order:

1. Official announcement by the Secretariat on the exact date of the meeting, at least 2 months before the mentioned date, followed by timely consideration and execution of all of the needed arrangements;
2. Sharing, by the Secretariat of, the documents of the meeting among the Members and, if required, participants, at least 15 days before the date of the meeting;
3. The meeting will be chaired by the Chairperson to the Council, unless the same Chairperson, formally, concedes the mentioned position to another individual among the Members;
4. The meeting shall come into force with the presence of, at least, 2/3 of the Members (cf. Articles 6 and 8 above);
5. The Director's presence to occupy the Secretary's seat is obligatory in each Board meeting;
6. The presence of authorities, experts, or guests in the Board meetings, as advisors or observers, is allowed under the condition such presence is agreed upon by all Board Members;
7. Decision making by the Board should be based on the consensus principle, and the Centre is obliged to observe the principle;
8. The workflow of the Board follows the order of the items on the Agenda, unless another order is decided by the same Board Members;
9. The Minutes of each Board meeting shall be regarded as its official outcome, and shall be effective once it has been signed by all of the Board Members;

Note: In this same relation, a Rapporteur among the staff of the Centre shall be assigned the duty by the Director. The mentioned Rapporteur's presence in all discussions is obligatory.

10. The enactment of the content of the Minutes referred to in Para. 9 above, shall be officially possible through signing a cover letter by the Chairperson to the Council and the Board, to which the mentioned Minutes is annexed;

11. The Secretariat is required to prepare a Report of each Board meeting for submission to the next Council meeting;

Note: In this same relation, an individual among the staff of the Centre shall be assigned the duty of preparing the mentioned Report, by the Director. The mentioned individual's presence in all discussions is obligatory.

12. The Reports of each of the two annual Board meetings shall constitute an item on the agenda of the next Council Meeting, provided that they have been reviewed by all Board Members, the needed modifications have been done, and the final approvals have been obtained.

Article 10

Language of Board Meetings

The Board meetings will be held in English, as the official language, unless someone among the participants directly related to some special issue needs translation into another language, for whom the secretariat is required to provide for translation.

Article 11

Language of Board documents

Regarding the Centre's Rules and Regulations on the official languages of the Centre, requiring all of the documents to be prepared in Persian and English, all of the Board documents, including the Board Minutes and Reports (cf. Paras 9 and 12, Article 10 above), are, obligatorily, needed to be prepared both in English and Persian.

Note: The secretariat is required to arrange for proper preparation of the mentioned in both languages.

Article 12

Conclusion

The present document, titled the Rules of Procedure of Tehran ICH Centre, was prepared in 12 articles, and on 9 pages, in two versions in Persian and English, as true translations of each other, and both versions are regarded as effective.

The content will come in to force since the 10 September 2016, simultaneous to the time of the 1st Board Meeting, after it is signed by the Board Members hereunder.

Signed:

1. Mr. Mohammad Hassan Talebian, GC Chairperson
2. Mr. Rustam Muzaffarov, Representative of Kazakhstan
3. Ms. Manizheh Rahimi, Representative of Tajikistan
4. Ms. Atousa Momeni, Expert
5. Mr. Mohammad Mirshokraei, Expert

Annex 04

Regional Research Centre for Safeguarding Intangible Cultural Heritage
in West and Central Asia, under the Auspices of UNESCO (Category 2)

Tehran ICH Centre

1st Executive Board Meeting

Tehran, Islamic Republic of Iran

10-11 September 2016

Working Document 04

**Proposal:
Amendments in
Basic Texts on
GC Composition**

Introduction

Tehran ICH Centre is unique among UNESCO Category 2 Centres on ICH in that the geographical territory specified for it is not limited to one single UNESCO Electoral Group. The Geographical domain has been distributed among Member States from three Electoral Groups, namely Asia-Pacific, Eastern Europe, and Arab States. The observation justifies the requirement for the mentioned groups to be equally represented in the Governing Council of the Centre.

The mentioned observation encouraged the Secretariat to put on the Agenda of the 2015 GC Meeting reflections on methods of promoting the representation of the mentioned Electoral Groups. The preliminary discussions resulted in a proposal on introducing a minor amendment in the text of Article 7 of the Agreement on the Establishment of Tehran ICH Centre, at the time of its renewal in 2018.

In addition to the mentioned, there was the advice by experts and authorities, notably, among others, the Representative of the Director General of UNESCO to the Centre's 3rd Ordinary Governing Council Meeting (2016) on the effectiveness of making the Governing Council more international by adding to the number of non-Iranian members.

Finally, there was the need for electing the new members of the Governing Council for the period 2017-2021, which was followed by interest expressed by the old representatives to remain GC Members, and the announcement on the part of all of the other Member States to enter the Governing Council.

The final consensus was to define the Secretariat to the Centre with the duty of providing a minor amendment in the text of the Agreement between UNESCO and the Islamic Republic of Iran in a way that more countries could stand as members of the Governing Council.

In the meantime, regarding the fact that the Centre needed to be renewed in its composition for the period 2017-2021 through electing new members, including new representatives among States Members, also considering that the renewal of the Agreement would only happen in the middle of this second period, the Centre was required to put the follow up through making the needed correspondences with UNESCO on its 2016 agenda and Action Plan, and, when established, with the advice by its Executive Board.

The Present working document contains the mentioned minor amendment, and the arguments related to it.

The proposal

The text of Paragraph 1 of Article 7 has been reproduced below with the minor amendment introduced above:

Article 7

Governing Council

1. The Centre shall be guided and supervised by a Governing Council, to be renewed every four years, and composed of:

- (a) a representative of the Iranian Cultural Heritage, Handicrafts and Tourism Organization;
- (b) a representative of two Member States that have sent notification, in accordance with the stipulations of Article 5, paragraph 2, above;
- (c) a representative of the Iranian National Commission for UNESCO;
- (d) a representative of the Director-General of UNESCO;
- (e) three specialists in the field of intangible cultural heritage.

Argumentation

Through increasing the number of Member States in the composition of the Governing Council from two to six, drastic positive outcomes will result. Such outcomes will include:

- Increased chance for the ICH over the Region to be safeguarded;
- Promotion of cooperation and friendly relations over the Region;
- Respect for cultural diversity over the Region;
- Increased chance of enjoying expert advice and local community involvement;
- Providing the Governing Council with reliable information on the ICH and its safeguarding status in each Electoral Group;
- etc.

Annex 05

Regional Research Centre for Safeguarding Intangible Cultural Heritage
in West and Central Asia, under the Auspices of UNESCO (Category 2)

Tehran ICH Centre

1st Executive Board Meeting

Tehran, Islamic Republic of Iran

10-11 September 2016

Working Document 05

**Reflection on
Method of
Preparing the
Centre's Report
for 2018
Evaluation**

Introduction

Based on the available correspondences between UNESCO Headquarters and the government of the Islamic Republic of Iran, the year 2018 has been announced as the period of evaluation of the Centre. The outcome of the evaluation constitutes a determining factor for the Centre in that, only if positive and accompanied by recommendations to this effect by the evaluators, the Agreement between the Government of the Islamic Republic of Iran and UNESCO on the establishment of the Centre will be renewed.

The Action Plan of the Centre has specified in its Budget Section the amount of money required by UNESCO for the evaluation activities.

In the meantime, the Centre is in need of advice and guidelines on the preparation of the proceedings for the evaluation. Regarding this fact, the present Working Document (05) has been prepared to be put on the agenda of the 1st Executive Board Meeting, to be completed in its second part, titled “Guidelines by the Executive Board”, with the expert advice by the people attending it.

Guidelines by the Executive Board

The following constitute the guidelines/advice/recommendations by the experts and authorities attending the Centre’s 1st Executive Board Meeting on the steps/procedures to be taken by the Centre before, and in the course of the 2018 Evaluation:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Annex 06

**Regional Research Centre for Safeguarding Intangible
Cultural Heritage in West and Central Asia, under the
Auspices of UNESCO (Category 2)
Tehran ICH Centre**

1st Executive Board Meeting

Tehran, Islamic Republic of Iran

10-11 September 2016

Working Document 06

**Finalization of the
Centre's 2016
Action Plan for
Submission to
UNESCO**

Foreword

The Years 2014 and 2015 defined Tehran ICH Centre with a drastic leap in functioning as a Category 2 Centre under the Auspices of UNESCO with regional undertakings. Having completed an establishment phase of a couple of years, during which the Centre's basic documents, procedural methods, mechanisms of adaptation into the legal frameworks of the Islamic Republic of Iran as an independent international Centre, and methods of encouraging participation, among a number of others, were explored and institutionalized, the Centre succeeded, in 2014, in drafting and submitting to its Governing Council Members a fully standardized action plan for the year 2015. The mentioned Action Plan, having been approved, was enacted in 2015, and the Centre was able to experience a brilliant year of fulfilling its undertakings. The mentioned experiences facilitated the present Draft Action Plan to be compiled with more confidence and to be presented to the 3rd Ordinary Meeting of the Governing Council.

Tehran ICH Centre would like to, however, introduce some innovations in the make-up of this new Draft Action Plan, and propose some procedural modifications to facilitate its work; both having resulted from valuable experience gained through working with the 2015 Action Plan:

a) Regarding the fact that the Centre is based in the Islamic Republic of Iran, and that, naturally enough, the majority of its activities are drastically affected by the laws of this country (including those governing the beginning of every new working and fiscal year, namely March 21st, i.e. simultaneous to Nowrouz), also considering that the annual meetings of Tehran ICH Centre's Governing Council have been decided to be held in May, the Secretariat has prepared a new draft

decision for approval in the 2016 Meeting of the Governing Council. This Draft Decision foresees a new calendar for the annual activities of the Centre that will be renewed on the beginning of April of every new year. In this way, no doubt, the Centre will be in a better position to obtain its yearly budget in a timely manner and plan and execute its activities in a more logical way; otherwise, as it has been experienced in the course of the past few years, the Centre will face some, sometimes even serious, restrictions in continuing with its activities from January to March. The activities listed in the present Draft Action Plan have been organized regarding this new proposal that the Secretariat would like to be considered favorably by the Governing Council Members.

b) As of the year 2015, Tehran ICH Centre has decided to plan and organize its annual activities in line with a theme that it proposes for every new year. In 2015, the phrase “Encouraging participation of the states on the Region in the activities of the Centre” had been chosen as the major theme of the activities of the Centre, and during the same period, the Centre was able to increase the number of its Member States to 11 (the number is hoped to become greater in near future). On these same lines, the Secretariat would like to propose “Exploring methods of encouraging local community involvement in the activities of the Centre” as the theme of the year 2016; a draft decision has been proposed to the Governing Council for approval in this same relation. The majority of the activities listed in the present Draft Action Plan pivot around this general theme of the year.

c) In the course of the past years, Tehran ICH Centre has succeeded in gaining valuable experience in planning its activities within the framework of the UNESCO RBM programme (the, so called, “expected results” approach), supervised closely by the UNESCO

Bureau of Strategic Planning (BSP). This has been to the extent that the Centre has been praised by UNESCO ICH Section for adopting this justified approach. The present Draft Action Plan has followed the same approach. However, a minor modification has been included: a new column titled “Mandate” has been added to each table to remind of the undertakings of the Centre having been considered in planning the activities, and those that must, necessarily, be attended closely in the course of the execution of those activities.

Based on the Basic Texts of Tehran ICH Centre (“the Agreement signed between the Government of the Islamic Republic of Iran and the Director General to UNESCO”, “the Constitution of the Centre”, etc), the following constitutes the list of the undertakings of Tehran ICH Centre:

- (1) Networking and International Cooperation
- (2) Research on Safeguarding
- (3) Dissemination of Information, Including Information on Best Practices
- (4) Training and Capacity-Building
- (5) Encouraging Community Involvement

The list above is almost exhaustive to the extent that the related sides, including the experts as well as the Headquarters continue to describe Tehran ICH Centre as a Category 2 Centre on ICH that is free to do, “almost everything”, over the West and Central Asian Region.

Nevertheless, the list above lacks “only one” of the six undertakings that have been considered for the Category 2 Centres on ICH worldwide:

- (6) Raising Awareness on ICH and Promoting Its Visibility

However, based on the experience it has gained in the course of the past years, Tehran ICH Centre believes that theme (6) enjoys a

pivotal stance to help it plan and execute its activities in an effective way.

Regarding this basic fact, the present Draft Action Plan, like the one for the year 2015, has, also, considered “awareness-raising” and “visibility”, among the objectives to be followed in the year 2016. As a result, the column titled “Mandate” also includes theme (6) in several places, among the five transparently announced undertakings of the Centre.

In the meantime, the question of the relevance of “awareness-raising” and “promotional activities on the visibility of ICH” among the undertakings of Tehran ICH Centre has been put on the agenda of the 2016 Governing Council Meeting for discussion. The Secretariat hopes to have been logical enough in arguing for the inclusion of these in planning effective activities for the Centre, and for their relevance and importance, at least, for the West and Central Asia.

Tehran ICH Centre hopes for its 2016 Action Plan to prove as effective and in line with the UNESCO C/4, C/5, and Basic Texts of the 2003 Convention, among the other landmarks of UNESCO, to the extent that the Centre can truly be claimed as moving forward in line with UNESCO strategies and programmes, and can prove itself as a reliable UNESCO Category 2 Centre on ICH with acceptable regional activities.

Yadollah Parmoun

Director

Tehran ICH Centre

April 2016

Part 1

Activities and Expected Results

Output 1

**National Capacities Strengthened for Implementing the
Convention for the Safeguarding of the Intangible Cultural
Heritage in West and Central Asia**

Activity 1.1

Organizing capacity-building workshops on ICH for 6 countries on the Region

Mandate

- Training and capacity building
- Encouraging community involvement
- Raising awareness and promoting visibility of ICH

Activity 1.1.1

Nomination Workshop for Armenia

- **Target Group:** Representatives of Communities, NGOs, guild unions, and governmental bodies in *Armenia of whom 50% are women*
- **Target Group Size:** To be determined according to UNESCO standards (maximally 30 individuals in each workshop)
- **Framework:** Global Capacity-building Strategy
- **Duration:** To be determined according to UNESCO standards (5 to 7 days)
- **Place:** Locations specified by the host country
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** Two competent members of the UNESCO Network of Facilitators on ICH nominated by Tehran ICH Centre under the supervision of UNESCO ICH Section and based on expert advice thereof

Objectives

- a) Strengthening expert capacities on ICH;
- b) Encouraging local community involvement through training experts among their members;
- c) Promoting ICH and 2003 Convention over the Region;
- d) Respecting UNESCO standards on organizing workshops in training a second generation of experts and facilitators on ICH for West and Central Asian countries;

e) Increasing the number of individuals, groups, communities, and sectors aware of the 2003 Convention as well as the value of ICH.

Expected Results

1. Expert capacities on ICH strengthened, for maximally 30 Armenian individuals,
2. Local community involvement encouraged through training experts among their members, for maximally 30 Armenian individuals,
3. ICH and 2003 Convention promoted in Armenia;
4. Number of second generation of experts for Armenia being trained increased.
5. Number of individuals, groups, communities, and sectors aware of the 2003 Convention increased.

UNESCO Performance Indicators

- Percentage of UNESCO-trained female cultural professionals who then contribute to national-level decision-making processes in the field of culture
- Number of supported Member States that have human resources strengthened
- Number of persons trained in the field of intangible cultural heritage

Activity 1.1.2

Inventorying Workshop for Turkmenistan

- **Target Group:** Representatives of Communities, NGOs, guild unions, and governmental bodies in *Turkmenistan of whom 50% are women*
- **Target Group Size:** To be determined according to UNESCO standards (maximally 30 individuals in each workshop)
- **Framework:** Global Capacity-building Strategy
- **Duration:** To be determined according to UNESCO standards (5 to 7 days)
- **Place:** Locations specified by the host country
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** Two competent members of the UNESCO Network of Facilitators on ICH nominated by Tehran ICH Centre under the supervision of UNESCO ICH Section and based on expert advice thereof

Objectives

- a) Strengthening expert capacities on ICH;
- b) Encouraging local community involvement through training experts among their members;
- c) Promoting ICH and 2003 Convention over the Region;
- d) Respecting UNESCO standards on organizing workshops in training a second generation of experts and facilitators on ICH for West and Central Asian countries;

e) Increasing the number of individuals, groups, communities, and sectors aware of the 2003 Convention as well as the value of ICH.

Expected Results

1. Expert capacities on ICH strengthened, for maximally 30 Turkmen individuals,
2. Local community involvement encouraged through training experts among their members, for maximally 30 Turkmen individuals,
3. ICH and 2003 Convention promoted in Turkmenistan;
4. Number of second generation of experts for Turkmenistan being trained increased.
5. Number of individuals, groups, communities, and sectors aware of the 2003 Convention increased.

UNESCO Performance Indicators

- Percentage of UNESCO-trained female cultural professionals who then contribute to national-level decision-making processes in the field of culture
- Number of supported Member States that have human resources strengthened
- Number of persons trained in the field of intangible cultural heritage

Activity 1.1.3

Implementation Workshop for Afghanistan

- **Target Group:** Representatives of Communities, NGOs, guild unions, and governmental bodies in *Afghanistan of whom 50% are women*
- **Target Group Size:** To be determined according to UNESCO standards (maximally 30 individuals in each workshop)
- **Framework:** Global Capacity-building Strategy
- **Duration:** To be determined according to UNESCO standards (5 to 7 days)
- **Place:** Locations specified by the host country
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** Two competent members of the UNESCO Network of Facilitators on ICH nominated by Tehran ICH Centre under the supervision of UNESCO ICH Section and based on expert advice thereof

Objectives

- a) Strengthening expert capacities on ICH;
- b) Encouraging local community involvement through training experts among their members;
- c) Promoting ICH and 2003 Convention over the Region;
- d) Respecting UNESCO standards on organizing workshops in training a second generation of experts and facilitators on ICH for West and Central Asian countries;

e) Increasing the number of individuals, groups, communities, and sectors aware of the 2003 Convention as well as the value of ICH.

Expected Results

1. Expert capacities on ICH strengthened, for maximally 30 Afghan individuals,
2. Local community involvement encouraged through training experts among their members, for maximally 30 Afghan individuals,
3. ICH and 2003 Convention promoted in Afghanistan;
4. Number of second generation of experts for Afghanistan being trained increased.
5. Number of individuals, groups, communities, and sectors aware of the 2003 Convention increased.

UNESCO Performance Indicators

- Percentage of UNESCO-trained female cultural professionals who then contribute to national-level decision-making processes in the field of culture
- Number of supported Member States that have human resources strengthened
- Number of persons trained in the field of intangible cultural heritage

Activity 1.1.4

Implementation Workshop for Pakistan

- **Target Group:** Representatives of Communities, NGOs, guild unions, and governmental bodies in *Pakistan of whom 50% are women*
- **Target Group Size:** To be determined according to UNESCO standards (maximally 30 individuals in each workshop)
- **Framework:** Global Capacity-building Strategy
- **Duration:** To be determined according to UNESCO standards (5 to 7 days)
- **Place:** Locations specified by the host country
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** Two competent members of the UNESCO Network of Facilitators on ICH nominated by Tehran ICH Centre under the supervision of UNESCO ICH Section and based on expert advice thereof

Objectives

- a) Strengthening expert capacities on ICH;
- b) Encouraging local community involvement through training experts among their members;
- c) Promoting ICH and 2003 Convention over the Region;
- d) Respecting UNESCO standards on organizing workshops in training a second generation of experts and facilitators on ICH for West and Central Asian countries;

e) Increasing the number of individuals, groups, communities, and sectors aware of the 2003 Convention as well as the value of ICH.

Expected Results

1. Expert capacities on ICH strengthened, for maximally 30 Pakistani individuals,
2. Local community involvement encouraged through training experts among their members, for maximally 30 Pakistani individuals,
3. ICH and 2003 Convention promoted in Pakistan;
4. Number of second generation of experts for Pakistan being trained increased.
5. Number of individuals, groups, communities, and sectors aware of the 2003 Convention increased.

UNESCO Performance Indicators

- Percentage of UNESCO-trained female cultural professionals who then contribute to national-level decision-making processes in the field of culture
- Number of supported Member States that have human resources strengthened
- Number of persons trained in the field of intangible cultural heritage

Activity 1.1.5

Inventorying Workshop for Iraq

- **Target Group:** Representatives of Communities, NGOs, guild unions, and governmental bodies in *Iraq of whom 50% are women*
- **Target Group Size:** To be determined according to UNESCO standards (maximally 30 individuals in each workshop)
- **Framework:** Global Capacity-building Strategy
- **Duration:** To be determined according to UNESCO standards (5 to 7 days)
- **Place:** Locations specified by the host country
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** Two competent members of the UNESCO Network of Facilitators on ICH nominated by Tehran ICH Centre under the supervision of UNESCO ICH Section and based on expert advice thereof

Objectives

- a) Strengthening expert capacities on ICH;
- b) Encouraging local community involvement through training experts among their members;
- c) Promoting ICH and 2003 Convention over the Region;
- d) Respecting UNESCO standards on organizing workshops in training a second generation of experts and facilitators on ICH for West and Central Asian countries;

e) Increasing the number of individuals, groups, communities, and sectors aware of the 2003 Convention as well as the value of ICH.

Expected Results

1. Expert capacities on ICH strengthened, for maximally 30 Iraqi individuals,
2. Local community involvement encouraged through training experts among their members, for maximally 30 Iraqi individuals,
3. ICH and 2003 Convention promoted in Iraq;
4. Number of second generation of experts for Iraq being trained increased.
5. Number of individuals, groups, communities, and sectors aware of the 2003 Convention increased.

UNESCO Performance Indicators

- Percentage of UNESCO-trained female cultural professionals who then contribute to national-level decision-making processes in the field of culture
- Number of supported Member States that have human resources strengthened
- Number of persons trained in the field of intangible cultural heritage

Activity 1.1.6

Two implementation Workshops for Iran

- **Target Group:** Representatives of Communities, NGOs, guild unions, and governmental bodies in *Iran of whom 50% are women*
- **Target Group Size:** To be determined according to UNESCO standards (maximally 30 individuals in each workshop)
- **Framework:** Global Capacity-building Strategy
- **Duration:** To be determined according to UNESCO standards (5 to 7 days)
- **Place:** Locations specified by the host country
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** Two competent members of the UNESCO Network of Facilitators on ICH nominated by Tehran ICH Centre under the supervision of UNESCO ICH Section and based on expert advice thereof

Objectives

- a) Strengthening expert capacities on ICH;
- b) Encouraging local community involvement through training experts among their members;
- c) Promoting ICH and 2003 Convention over the Region;
- d) Respecting UNESCO standards on organizing workshops in training a second generation of experts and facilitators on ICH for West and Central Asian countries;

e) Increasing the number of individuals, groups, communities, and sectors aware of the 2003 Convention as well as the value of ICH.

Expected Results

1. Expert capacities on ICH strengthened, for maximally 30 Iranian individuals,
2. Local community involvement encouraged through training experts among their members, for maximally 30 Iranian individuals,
3. ICH and 2003 Convention promoted in Iran;
4. Number of second generation of experts for Iran being trained increased.
5. Number of individuals, groups, communities, and sectors aware of the 2003 Convention increased.

UNESCO Performance Indicators

- Percentage of UNESCO-trained female cultural professionals who then contribute to national-level decision-making processes in the field of culture
- Number of supported Member States that have human resources strengthened
- Number of persons trained in the field of intangible cultural heritage

Activity 1.2

Organizing 10 minor awareness-raising programmes (lectures, meetings, gatherings, round-table discussion sessions ...) to prepare the ground for future capacity-building workshops

Mandate

- Training and capacity building
- Encouraging community involvement
- Raising awareness and promoting visibility of ICH

Details

- **Target Group:** Female and male representatives from Communities, NGOs, guild unions, and governmental bodies in Iran,
- **Target Group Size:** Open
- **Framework:** Global Capacity-building Strategy
- **Duration:** Maximally one day for each event
- **Place:** Locations specified in different provinces in Iran, according to the location of the Target Group
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** Competent individuals nominated by Tehran ICH Centre among its staff, as well as experts and specialists from Iran or, if possible, other countries

Objectives

- a) Raising awareness on ICH and the 2003 Convention at various levels in Iran (local community to governmental body levels);
- b) Preparation of the ground for organizing full-fledged capacity-building workshops, while respecting UNESCO standards;
- c) Strengthening the capacities of Tehran ICH Centre personnel through encouraging direct encounters with local community members
- d) Identification of competent female and male facilitators among available Iranian and non-Iranian experts to collaborate with;
- e) Increasing the number of female and male individuals in Iran aware of the 2003 Convention, from different sectors and at various levels, while identifying eager and talented ones, especially among local community members, to plan and enact future capacity-building and implementation activities with their collaboration.

Expected Results

1. Awareness raised among Iranian audience at various levels (local community to governmental body);
2. Ground prepared for organizing full-fledged capacity-building workshops, while respecting UNESCO standards;
3. Capacities of Tehran ICH Centre personnel strengthened through encouraging direct encounters with local community members;
4. Competent individuals among Iranian experts identified to collaborate with as facilitators;
5. Number of individuals in Iran aware of the 2003 Convention, from different sectors and at various levels increased;
6. Eager and talented individuals, especially among local community members, identified to plan and enact future capacity-building and implementation activities with their collaboration.

UNESCO Performance Indicators

- Number of Iranian institutional resources strengthened (ministries, institutes, NGOs, universities, ICH committees)
- Number of supported Member States that have human resources strengthened

Activity 1.3

Participation of Centre's staff in regional and international meetings, sessions, conferences and workshops

Mandate

- Encouraging community involvement
- Raising awareness and promoting visibility of ICH
- Training and capacity-building

Details

- **Target Group:** Tehran ICH Centre staff
- **Target Group Size:** Maximally 3 individuals in each event
- **Framework:** Global Capacity-building Strategy
- **Duration:** To be specified in the related agenda
- **Place:** To be specified in the related agenda
- **Budget Source:** Tehran ICH Centre
- **Facilitator(s):** To be specified, if needed

Objectives

- a) Strengthening the capacities of Tehran ICH Centre staff on ICH and UNESCO procedures;
- b) Preparing the ground for effective functioning of Tehran ICH Centre;
- c) Preparing the ground for effective collaboration of the Centre with its target groups at regional and international levels;
- d) Increasing the number of highly capacitated UNESCO-affiliated staff and individuals, and making them prepared for effective activities in future.

Expected Results

1. Capacities of Tehran ICH Centre staff on ICH and UNESCO procedures strengthened;
2. Ground for effective functioning of Tehran ICH Centre prepared;
3. Ground for effective collaboration of Tehran ICH Centre with its target groups at regional and international levels prepared;

4. Number of highly capacitated UNESCO-affiliated staff and individuals prepared for effective activities increased.

UNESCO Performance Indicators

- Number of UNESCO-trained male and female staff who then contribute to the implementation of 2003 Convention.
- Number of UNESCO C2C's with trained staff members.

Output 2

Effective Networking and Cooperation in West and Central Asia Strengthened

Activity 2.1

Planning and organizing contacts with 6 countries over the Region that have not joined Tehran ICH Centre to encourage them to participate in the Centre as Member States

Mandate

- Raising awareness and promoting visibility of ICH
- Networking and international cooperation

Details

- **Target Group:** Governmental organizations, local communities, NGOs, guild unions, universities, research institutes, individual bearers and practitioners, etc, in 6 countries on the Region;
- **Target Group Size:** Open
- **Framework:** Effective Networking and Cooperation
- **Duration:** Year 2016
- **Means:** Varied, according to the plan for each country
- **Budget Source:** Tehran ICH Centre

Objectives

- a) Raising awareness on ICH and the 2003 Convention at various levels over the West and Central Asian Region (local community to governmental body levels);
- b) Encouraging the non-Member States on the Region to join Tehran ICH Centre;
- c) Expanding the domain of UNESCO cultural frameworks on the West and Central Asian Region

Expected Results

1. Awareness on ICH and the 2003 Convention raised at various levels over the West and Central Asian Region (local community to governmental body levels);
2. Six West and Central Asian States encouraged to join Tehran ICH Centre as new Member States;
3. UNESCO cultural frameworks expanded on the West and Central Asian Region

UNESCO Performance Indicators

- Number of Member States with institutional resources strengthened (ministries, institutes, NGOs, universities, ICH committees)

Activity 2.2

Conclusion of MOUs between Tehran ICH Centre, on the one hand, and UNESCO, or World C2Cs on ICH, on closer cooperation of the Centre with these internationally known involved sides and exchanges of experiences and expertise for short-term training courses, to guarantee better functioning of the Centre and promote the related networking goals

Mandate

- Raising awareness and promoting visibility of ICH
- Networking and international cooperation

Details

- **Target Group:** Tehran ICH Centre, UNESCO, World C2Cs on ICH;
- **Method:**
 - (1) Exchanges of e-mails
 - (2) Direct negotiations on the occasion of the 2016 General Assembly and World C2Cs Meeting, the 2016 Intergovernmental Committee Session...
 - (3) Drafting, signing, and exchange of MOUs
- **Framework:**
 - Effective Networking and Cooperation
 - Global Capacity-building Strategy
- **Duration:** Year 2016
- **Budget Source:** Tehran ICH Centre
 - Networking and international cooperation
 - Training and capacity-building

Objectives

- a) Strengthening ties between Tehran ICH Centre, UNESCO, and World C2Cs on ICH;
- b) Strengthening the capacities of the personnel of the World C2Cs on ICH through exchanges of staff for short-term training courses;
- c) Promoting networking of the World C2Cs on ICH.

Expected Results

1. Ties between Tehran ICH Centre, UNESCO, and World C2Cs on ICH strengthened;
2. Capacities of the personnel of the World C2Cs on ICH strengthened through exchanges of staff for short-term training courses;
3. Networking of the World C2Cs on ICH promoted;
4. MOUs signed between the Tehran ICH Centre and the sides identified in the activity to guarantee realization of the objectives listed.

UNESCO Performance Indicators

- Number of staff involved in ICH affairs exchanged between UNESCO affiliated organizations.
- Number of MoU's enacted on ICH safeguarding

Activity 2.3

Improving methods of cooperation of the Centre with Participating States to guarantee regular updating of the Centre's virtual spaces (Website, Facebook, Instagram, etc) with original, reliable, and valid data, through effective involvement of local communities of bearers and practitioners.

Mandate

- Networking and international cooperation
- Dissemination of information, including on best practices
- Raising awareness and promoting visibility of ICH
- Encouraging community involvement

Details

- **Target Group:** Governmental organizations, local communities, NGOs, guild unions, universities, research institutes, individual bearers and practitioners, etc, in Tehran ICH Centre's Member States;
- **Method:**
 - (1) Exchanges of e-mails
 - (2) Direct negotiations on the occasion of the 2016 General Assembly and World C2Cs Meeting, the 2016 Intergovernmental Committee Session...
 - (3) Direct contacts with related embassies, offices, within and outside Iran;
- Drafting, signing, and exchange of MOUs;
- Other methods.
- **Framework:** Effective Networking and Cooperation
- **Duration:** Year 2016
- **Budget Source:** Tehran ICH Centre

Objectives

- a) Raising awareness on ICH at various levels over the West and Central Asian Region (local community to governmental body levels);
- b) Strengthening ties with Tehran ICH Centre Member States;
- c) Promoting networking objectives among related/interested sides over the Region;
- d) Encouraging active participation and contribution of Tehran ICH Centre's Participating States in its activities;

Expected Results

1. Awareness on ICH raised at various levels over the West and Central Asian;
2. Ties between Tehran ICH Centre and its Member States strengthened;
3. Networking objectives among related/interested sides over the Region promoted;
4. Active participation and contribution of Tehran ICH Centre's Participating States in its activities promoted at various levels, from local communities to governmental bodies;

UNESCO Performance Indicators

- Number of Member States actively involved in ICH safeguarding
- Number of Member States actively involved in the activities of the Centre

Activity 2.4

Cooperation with the International Research Centre for Intangible Cultural Heritage in Asia-Pacific Region, Under the Auspices of UNESCO (Category 2) (IRCI) on the project titled “Mapping Research on the Safeguarding of Intangible Cultural Heritage in the Asia-Pacific Region”

Mandate

- Networking and international cooperation
- Research on safeguarding
- Dissemination of information, including best practices
- Training and Capacity-building

Details

- **Theme:** Mapping of publications on ICH Safeguarding in Afghanistan, Iran, Pakistan, and Turkmenistan, to provide the project titled “Mapping Research on the Safeguarding of Intangible Cultural Heritage in the Asia-Pacific Region”, developed and followed by IRCI, with the needed data from the mentioned countries;
- **Target Group:** Organizations, institutes, NGOs, individuals, etc, involved in research on ICH in Afghanistan, Iran, Pakistan, and Turkmenistan;
- **Data-gathering Methods:**
 - (1) Exchanges of e-mails
 - (2) Direct contacts
 - (3) Use of virtual space
 - (4) Library surveys
 - (5) etc.
- **Framework:**
 - Effective Networking and Cooperation
 - Global Capacity-building Strategy
- **Duration:** First half, Year 2016
- **Budget Source:** Tehran ICH Centre

Method of collaboration

Inclusion of the joint project among the activities of the Centre for the year 2016, gathering the needed data with the mediation of Tehran ICH Centre and from governmental and international sides in Afghanistan, Iran, Pakistan, and Turkmenistan, and providing IRCI with the required information.

Objectives

- a) Strengthening ties between Tehran ICH Centre, UNESCO, and World C2Cs on ICH;
- b) Strengthening the capacities of the personnel of the World C2Cs on ICH through collaborations;
- c) Promoting networking of the World C2Cs on ICH;
- d) Tehran ICH Centre's experiencing research on safeguarding of the Intangible Cultural Heritage in its geographical domain;
- e) Obtaining and dissemination of information on ICH safeguarding, including best practices.

Expected Results

1. Ties between Tehran ICH Centre, UNESCO, and World C2Cs on ICH strengthened;
2. Capacities of the personnel of the World C2Cs on ICH strengthened through collaborations;
3. Networking of the World C2Cs on ICH promoted;
4. Experience gained by Tehran ICH Centre on research on safeguarding of the Intangible Cultural Heritage in its geographical domain;
5. Information on ICH safeguarding, including best practices, especially, on the West and Central Asia, increased.

UNESCO Performance Indicators

- Number of Centre's specialist staff trained in the field of research for safeguarding intangible cultural heritage;
- Number of best practices promoted

Output 3

**Knowledge in Specific ICH Areas Deepened and
Information Shared Across West and Central Asia**

Activity 3.1

Publication of the 1st Quadrennial Report of Tehran ICH Centre's Activities (Period 2012-2016)

Mandate

- Dissemination of information, including best practices

Details

- Framework:

- Effective Networking and Cooperation

Duration: Year 2016

- Budget Source: Tehran ICH Centre

- Outcome: Published report for utilization by interested sides, including UNESCO Headquarters, C2Cs on ICH, Member States, etc;

Objectives

- a) Obtaining and dissemination of information on ICH safeguarding;
- b) Promoting networking and international cooperation on safeguarding of the Intangible Cultural Heritage;
- c) Strengthening ties between Tehran ICH Centre, UNESCO, and World C2Cs on ICH;
- d) Strengthening ties between Tehran ICH Centre and its Member States;
- e) Providing BSP, UNESCO, with valid data to plan and execute effective programming and evaluation measures related to Tehran ICH Centre.

Expected Results

- 1. Information on ICH safeguarding obtained and disseminated;
- 2. Networking and international cooperation on safeguarding of the Intangible Cultural Heritage promoted;
- 3. Ties between Tehran ICH Centre, UNESCO, and World C2Cs on ICH strengthened;

4. Ties between Tehran ICH Centre and its Member States strengthened;
5. Valid data provided for BSP, UNESCO, to plan and execute effective programming and evaluation measures related to Tehran ICH Centre.

UNESCO Performance Indicators

- Number of valid reports utilizable by UNESCO for evaluation purposes
- Number of C2C's working with BSP standards at UNESCO

Activity 3.2

2nd International Expert Meeting on Safeguarding West and Central Asian Intangible Cultural Heritage

Mandate

- Dissemination of information, including best practices
- Research on safeguarding
- Networking and international cooperation
- Encouraging community involvement

Details

- Theme:

“ICH, Successful Safeguarding Practices, and Methods of Encouraging Community Involvement”

- Target Group: ICH related sides over the Region (governmental organizations, local communities, NGOs, experts, individual bearers and practitioners, etc)

- Location: Iran (Islamic Republic of) provided that some other country on the Region will not announce readiness to host the meeting.

- Participation:

a) Article presentations

b) Round-table discussions

- Outcome:

Publication of articles and discussions

- Even magnitude:

Expert meeting participated by maximally 20 female and male specialists, and attended by a limited number of audience (maximally, 200 people), distributed equally, among relevant governmental organizations, NGOs, experts, and individual bearers and practitioners

- Framework:

- Effective Networking and Cooperation

- Global Capacity-building Strategy

- Duration: 3 days

- Budget Source: Tehran ICH Centre

Objectives

- a) Throwing fresh light on the issue of ICH safeguarding in general;
- b) Acquaintance with successful safeguarding practices related to ICH, and exploring methods of utilizing them on the West and Central Asian Region;
- c) Exploring methods of encouraging community involvement in the process of safeguarding of ICH with special focus on West and Central Asian Region;
- d) Raising awareness on ICH and the 2003 Convention at various levels over the West and Central Asian Region (local community to governmental body levels);
- e) Providing the involved West and Central Asian sides with expert advice on effective methods of safeguarding their ICH.

Expected Results

- 1. Fresh light thrown on the issue of ICH safeguarding in general;
- 2. Acquaintance with successful safeguarding practices related to ICH provided, with special focus on West and Central Asian ICH;
- 3. Methods of utilizing the reported successful safeguarding practices to safeguard West and Central Asian ICH explored;
- 4. Methods of encouraging West and Central Asian communities' involvement in the process of safeguarding of their ICH explored;
- 5. Awareness on ICH and the 2003 Convention raised at various levels over the West and Central Asian Region (local community to governmental body levels);
- 6. Expert advice on effective methods of safeguarding West and Central Asian ICH provided for the involved sides;
- 7. New initiatives to encourage regional collaboration on safeguarding West and Central Asian ICH found;

8. Articles and discussions of the expert meeting published;
9. Audience's level of awareness on their ICH and methods of safeguarding it raised.

UNESCO Performance Indicators

- Technical assistance provided for development of safeguarding plans for intangible cultural heritage, including indigenous languages and endangered languages, and particularly for international assistance
- Number of Member States supported with technical assistance to introduce national gender-sensitive
- Number of best practices promoted
- Number of local communities of ICH bearers and practitioners supported with technical assistance

Activity 3.3

3rd International Expert Meeting on Safeguarding West and Central Asian Intangible Cultural Heritage

Mandate

- Raising awareness and promoting visibility of ICH
- Networking and international cooperation
- Dissemination of information, including best practices

Details

- Theme:

“The Relationship of ICH and the Environment, with a special focus on related policies and the West and Central Asian Region”

- Organizers:

- Tehran ICH Centre

- **Target Group:** ICH related sides over the Region (governmental organizations, local communities, NGOs, experts, individual bearers and practitioners, etc)

- **Location:** Iran (Islamic Republic of)

- Participation:

a) Article presentations

b) Round-table discussions

- Short-term Outcome:

Publication of articles and discussions

- Medium-term Outcome:

Developing a regional project for (i) gathering best practices and (ii) developing a database of traditional ecological knowledge.

- Even magnitude:

Expert meeting participated by maximally 20 female and male specialists, and attended by a limited number of audience (maximally, 200 people), distributed equally, among relevant governmental organizations, NGOs, experts, and individual bearers and practitioners

- Framework:

- Effective Networking and Cooperation

- Global Capacity-building Strategy

- **Duration:** 2 days

- **Budget Source:** Tehran ICH Centre, Shahid Beheshti University, Tehran

Objectives

- a) Throwing fresh light on the issue of ICH safeguarding in general;
- b) Exploring the Relationship of ICH and the Environment as a neglected issue in the framework of the UNESCO rules and regulations on ICH;
- c) Exploring the policies related to the relationship of ICH and the environment;
- d) Exploring the conditions prevailing on the West and Central Asian Region, regarding the relationship of ICH and the environment;
- e) Publication of articles and discussions;
- f) Developing a regional project for (i) gathering best practices and (ii) developing a database of traditional ecological knowledge;
- g) Raising awareness on ICH and the 2003 Convention at various levels over the West and Central Asian Region (local community to governmental body levels);
- h) Providing the involved West and Central Asian sides with expert advice on effective methods of safeguarding their ICH;
- i) Drafting a preliminary list of policies, procedures, recommendations, etc, for inclusion in the UNESCO collection of rules and regulations on ICH.

Expected Results

- 1. Fresh light thrown on the issue of ICH safeguarding in general;
- 2. Studies promoted on the relationship of ICH and the environment, as a neglected issue in the framework of the UNESCO rules and regulations on ICH;
- 3. The policies related to the relationship of ICH and the environment explored;

4. The conditions prevailing on the West and Central Asian Region regarding the relationship of ICH and the environment explored;
5. The collection of articles of the expert meeting published;
6. Ground prepared for the development of a regional project for (i) gathering best practices and (ii) developing a database of traditional ecological knowledge; both on the relation of ICH and environment
7. Awareness on ICH and the 2003 Convention raised at various levels over the West and Central Asian Region (local community to governmental body levels);
8. A preliminary list of policies, procedures, recommendations, etc, on the relation of ICH and environment drafted for inclusion in the UNESCO collection of rules and regulations on ICH drafted.

UNESCO Performance Indicators

- Technical assistance provided for development of safeguarding plans for intangible cultural heritage
- Number of best practices promoted
- Number of Member States with institutional resources strengthened (ministries, institutes, NGOs, universities, ICH committees)

Activity 3.4

Virtual Calendar of the West and Central Asian ICH (Phase 2: Data-gathering)

Mandate

- Networking and international cooperation
- Dissemination of information, including on best practices
- Raising awareness and promoting visibility of ICH
- Encouraging community involvement

Details

- **Theme:** Data-gathering for the Virtual ICH Calendar of the West and Central Asia
- **Target Group:** Governmental organizations, local communities, NGOs, guild unions, universities, research institutes, individual bearers and practitioners, etc, in Tehran ICH Centre's Member States;
- **Method:**
 - (1) Exchanges of e-mails
 - (2) Direct negotiations on the occasion of the 2016 General Assembly and World C2Cs Meeting, the 2016 Intergovernmental Committee Session...
 - (3) Direct contacts with related embassies, offices, etc, within and outside Iran;
- Drafting, signing, and exchange of MOUs;
- Other methods.
- **Framework:** Effective Networking and Cooperation
- **Duration:** Year 2016
- **Budget Source:** Tehran ICH Centre

Objectives

- a) Raising awareness on ICH at various levels over the West and Central Asian Region (local community to governmental body levels);
- b) Strengthening ties with Tehran ICH Centre Member States;
- c) Encouraging the non-Member States on the Region to join Tehran ICH Centre;
- d) Promoting networking objectives among related/interested sides over the Region;
- e) Promoting networking objectives among World C2Cs on ICH;

f) Increasing the number of female and male individuals in West and Central Asian countries aware of ICH, from different sectors and at various levels, while identifying eager and talented ones, especially among local community members, to plan and enact future implementation activities with their collaboration

Expected Results

1. Awareness on ICH raised at various levels over the West and Central Asian Region (local community to governmental body levels);
2. Ties between Tehran ICH Centre and its Member States strengthened;
3. Non-Member States on the Region encouraged to join Tehran ICH Centre;
4. Networking objectives among related/interested sides over the Region promoted;

UNESCO Performance Indicators

- Number of organizations within and outside the United Nations system, civil society, and the private sector contributing to programme delivery
- Number of states joining UNESCO C2C's on ICH
- Number of contributions to ICH safeguarding on the part of local communities

Activity 3.5

Tehran ICH Centre's 1st International Research Festival on West and Central Asian ICH, on the Occasion of Nowrouz of 2016

Mandate

- Research on safeguarding
- Encouraging community involvement
- Raising awareness and promoting visibility of ICH

- Dissemination of information, including best practices

Details

- Theme:

“West and Central Asian Ethnic Dolls and Puppets”

- **Target Group:** ICH related sides over the Region (governmental organizations, local communities, NGOs, experts, individual bearers and practitioners, etc)

- **Location:** National Museum of Iran, Tehran, Iran (Islamic Republic of)

- Participation:

- a) Article presentations
- b) Round-table discussions
- c) On-stage performances
- d) Outdoor performances
- e) Exhibition
- f) Doll/Puppet-making Workshops

- Outcomes:

- Publication of articles and discussions
- Production of a documentary video
- Drafting of recommendations by the participants for Tehran ICH Centre to plan and execute future activities

- Even magnitude:

- Expert meeting participated by maximally 20 female and male specialists, and attended by an open group of audience;
- Maximally, 20 on-stage and out-door puppet performances;
- West and Central Asian ethnic dolls and puppets exhibition, and doll/puppet-making workshops (no limitation on the number of participants);

- Framework:

- Effective Networking and Cooperation
- Global Capacity-building Strategy
- **Duration:** 3 days
- **Budget Source:** Tehran ICH Centre

Objectives

- a) Awareness-raising on ICH in general, and West and Central Asian doll/puppet-making and their related cultural aspects, in particular, at various levels (governmental bodies, local communities, NGOs, guild unions, experts, individual bearers and practitioners, etc);
- b) Acquaintance with successful safeguarding measures in the field of West and Central Asian ethnic dolls and puppets, as a pilot study to develop working on and with successful safeguarding practices as an effective safeguarding measure in the field of ICH;
- c) Providing Tehran ICH Centre with expert recommendations to plan its future programmes in relation to West and Central Asian dolls/puppets, and on the Region's ICH, in general;
- d) Exploring methods of encouraging community involvement in the process of safeguarding of ICH through focusing on West and Central Asian ethnic dolls and puppets;
- e) Providing the involved West and Central Asian sides with expert advice on effective methods of safeguarding their ethnic dolls and puppets and their related cultural aspects.

Expected Results

1. Awareness on ICH in general, and West and Central Asian doll/puppet-making and their related cultural aspects, in particular, at

- various levels (governmental bodies, local communities, NGOs, guild unions, experts, individual bearers and practitioners, etc) raised;
2. Acquaintance with successful safeguarding measures in the field of West and Central Asian ethnic dolls and puppets promoted;
 3. A pilot study to develop working on and with successful safeguarding practices as an effective safeguarding measure in the field of ICH organized and executed on the West and Central Asian Region;
 4. A list of expert recommendations provided for Tehran ICH Centre to plan its future programmes in relation to West and Central Asian dolls/puppets, and on the Region's ICH, in general;
 5. Methods of encouraging community involvement in the process of safeguarding of ICH explored through focusing on West and Central Asian ethnic dolls and puppets;
 6. Expert advice provided for the involved West and Central Asian sides on effective methods of safeguarding their ethnic dolls and puppets and their related cultural aspects.

UNESCO Performance Indicators

- Number of stakeholders involved in the implementation of the Convention contributing information to the knowledge-management system
- Number of best practices promoted
- Gender balance amongst experts/participants in human and institutional capacity workshops enhanced

Activity 3.6

Tehran ICH Centre's 2nd International Research Festival on West and Central Asian ICH

Mandate

- Research on safeguarding
- Encouraging community involvement
- Raising awareness and promoting visibility of ICH
- Dissemination of information, including best practices

Details

- **Theme:** “West and Central Asian Traditional Puzzle and Board Games”
- **Target Group:** ICH related sides over the Region (governmental organizations, local communities, NGOs, experts, individual bearers and practitioners, etc.)
- **Location:** Iran (Islamic Republic of)
- **Participation:**
 - a) Article presentations, b) Round-table discussions, c) Indoor games
 - d) Outdoor games, e) Exhibition, f) Puzzle and Board Games Workshops
- **Outcomes:**
 - Publication of articles and discussions
 - Production of a documentary video
 - Drafting of recommendations by the participants for Tehran ICH Centre to plan and execute future activities
- **Even magnitude:**
 - Expert meeting participated by maximally 20 female and male specialists, and attended by an open group of audience;
 - Maximally, 20 indoor/outdoor puzzle or board games performed and participated in;
 - West and Central Asian traditional puzzle and board games exhibition, and puzzle and board games workshops (no limitation on the number of participants);
- **Framework:**
 - Effective Networking and Cooperation
 - Global Capacity-building Strategy
- **Duration:** 3 days
- **Budget Source:** Tehran ICH Centre

Objectives

- a) Awareness-raising on ICH in general, and West and Central Asian traditional puzzle and board games and their related cultural aspects, in particular, at various levels (governmental bodies, local communities, NGOs, guild unions, experts, individual bearers and practitioners, etc);
- b) Acquaintance with successful safeguarding measures in the field of West and Central Asian traditional puzzle and board games, as a pilot study to develop working on and with successful safeguarding practices as an effective safeguarding measure in the field of ICH;
- c) Providing Tehran ICH Centre with expert recommendations to plan its future programmes in relation to West and Central Asian traditional puzzle and board games, and on the Region's ICH, in general;
- d) Exploring methods of encouraging community involvement in the process of safeguarding of ICH through focusing on West and Central Asian traditional puzzle and board games;
- e) Providing the involved West and Central Asian sides with expert advice on effective methods of safeguarding their traditional puzzle and board games and their related cultural aspects.

Expected Results

- 1. Awareness on ICH in general, and West and Central Asian traditional puzzle and board games and their related cultural aspects, in particular, at various levels (governmental bodies, local communities, NGOs, guild unions, experts, individual bearers and practitioners, etc) raised;
- 2. Acquaintance with successful safeguarding measures in the field of West and Central Asian traditional puzzle and board games promoted;

3. A pilot study to develop working on and with successful safeguarding practices as an effective safeguarding measure in the field of ICH organized and executed on the West and Central Asian Region;
4. A list of expert recommendations provided for Tehran ICH Centre to plan its future programmes in relation to West and Central Asian traditional puzzle and board games, and on the Region's ICH, in general;
5. Methods of encouraging community involvement in the process of safeguarding of ICH explored through focusing on West and Central Asian traditional puzzle and board games;
6. Expert advice provided for the involved West and Central Asian sides on effective methods of safeguarding their traditional puzzle and board games and their related cultural aspects.

UNESCO Performance Indicators

- Number of stakeholders involved in the implementation of the Convention contributing information to the knowledge-management system
- Technical assistance provided for development of safeguarding plans for intangible cultural heritage, including indigenous languages and endangered languages
- Number of Member States supported with technical assistance to introduce national gender-sensitive and gender responsive cultural policies
- Number of best practices promoted
- Gender balance amongst experts/participants in human and institutional capacity workshops enhanced
- Number of female practitioners participating in ICH safeguarding activities

Output 4

Promoting the Intangible Cultural Heritage in West and Central Asia

Activity 4.1

Organizing 10 sub-regional cultural programmes in Iran, on special occasions, or in the name of the countries over the Region, to facilitate familiarization with the Region's ICH, in order to promote research on safeguarding and prepare the ground for such research

Mandate

- Raising awareness and promoting visibility of ICH
- Encouraging community involvement

- Networking and international cooperation

Details

- **Target Group:** Female and male representatives from Communities, NGOs, guild unions, governmental bodies, etc, from five countries on the Region.

- **Framework:**

- Effective Networking and Cooperation
- Global Capacity-building Strategy

- **Duration:** Maximally one day for each event

- **Place:** Locations specified in different provinces in Iran, or other countries over the Region, according to the location of the Target Group

- **Agenda:**

- a) Speeches
- b) Article presentations
- c) Round-table discussions
- d) Cultural performances
- e) Exhibitions
- f) Traditional food
- g) Traditional games
- etc.

- **Budget Source:** Tehran ICH Centre

- Objectives:

- a) Raising awareness on ICH and the 2003 Convention at various levels in Iran (local community to governmental body levels);
- b) Strengthening the ties between Tehran ICH Centre and its Member States;
- c) Encouraging West and Central Asian non-Member States to join Tehran ICH Centre, while strengthening the mutual ties;
- d) Encouraging local community involvement in the safeguarding of the West and Central Asian ICH;
- e) Promoting networking objectives in the field of ICH over the West and Central Asian Region;
- f) Increasing the number of female and male individuals over the West and Central Asia aware of the 2003 Convention, from different sectors and at various levels, while identifying eager and talented ones, especially among local community members, to plan and enact future implementation activities with their collaboration.

Expected Results

- 1. Awareness on ICH and the 2003 Convention raised at various levels in Iran and over the West and Central Asian Region (local community to governmental body levels);
- 2. Ties strengthened between Tehran ICH Centre and its Member States;
- 3. West and Central Asian non-Member States encouraged to join Tehran ICH Centre;
- 4. Mutual respect among West and Central Asian states and local communities promoted;

5. West and Central Asian local communities encouraged to be involved in the safeguarding of their ICH;
6. Networking objectives in the field of ICH over the West and Central Asian Region promoted;
7. Number of female and male individuals over the West and Central Asia aware of the 2003 Convention, from different sectors and at various levels increased;
8. Eager and talented individuals over the West and Central Asia identified, especially among local community members, to plan and enact future implementation activities with their collaboration.
9. Ground made for the safeguarding of the west and central Asian ICH, and for the promotion of research on ICH for the sake of its safeguarding

UNESCO Performance Indicators

- Number of organizations within and outside the United Nations system, civil society, and the private sector contributing to programme delivery
- Number of research initiatives and titles on ICH safeguarding
- Number of people, communities, etc, aware of the importance of ICH and its safeguarding

Activity 4.2

Tehran ICH Centre's Promotional Regional Networking Project, titled "Establishing Kinship Relations among ICH Elements/Local Communities over the West and Central Asia" (Phase 1)

Mandate

- Encouraging community involvement
- Research on safeguarding
- Networking and international cooperation

Details

- **Theme:** “Drafting rules of procedure for approval in 2017, and proposing the first pilot project”;

- **Short Description:**

A number of local communities over the West and Central Asia represent striking similarities among their ICH properties to the extent that either the communities, themselves, or their ICH properties can be announced as close relatives of each other. The proposal here follows the older initiative by some international organizations to establish, so called, “sisterhood” relations among cities of the world, and, by way of that, to promote cultural relations. Here, however, Tehran ICH Centre will try to come up with procedures to establish and promote kinship relations among local communities, or their ICH properties, to promote “local community involvement”, “networking objectives”, “awareness-raising”, and, on the whole, “safeguarding of ICH”, over its geographical domain.

- **Target Group:** Local Communities, NGOs, guild unions, governmental bodies, research institutes, cultural centres, etc, over the West and Central Asia, as well as internationally known experts negotiated with for their advice.

- **Framework:**

- Effective Networking and Cooperation

- **Duration:** Year 2016

- **Place:** Tehran ICH Centre

- **Components:**

- a) Approval of the proposal at the 2016 GC Meeting,
- b) Review of the related literature,
- c) Gathering expert advice,
- d) Drafting of Rules of Procedure,

e) Proposing the title of the pilot project.

- **Budget Source:** Tehran ICH Centre

- **Objectives:**

a) Raising awareness on ICH and the 2003 Convention at various levels over the West and Central Asian Region (local community to governmental body levels);

b) Strengthening the ties between Tehran ICH Centre and its Member States;

c) Encouraging West and Central Asian non-Member States to join Tehran ICH Centre, while strengthening the mutual ties;

d) Encouraging local community involvement in the safeguarding of the West and Central Asian ICH;

e) Promoting networking objectives in the field of ICH over the West and Central Asian Region;

f) Increasing the number of female and male individuals over the West and Central Asia aware of the 2003 Convention, from different sectors and at various levels, while identifying eager and talented ones, especially among local community members, to plan and enact future implementation activities with their collaboration.

Expected Results

1. Awareness on ICH and the 2003 Convention raised at various levels in Iran and over the West and Central Asian Region (local community to governmental body levels);

2. Ties strengthened between Tehran ICH Centre and its Member States;

3. West and Central Asian non-Member States encouraged to join Tehran ICH Centre;
4. Mutual respect among West and Central Asian states and local communities promoted;
5. West and Central Asian local communities encouraged to be involved in the safeguarding of their ICH;
6. Networking objectives in the field of ICH over the West and Central Asian Region promoted;
7. Number of female and male individuals over the West and Central Asia aware of the 2003 Convention, from different sectors and at various levels increased;
8. Eager and talented individuals over the West and Central Asia identified, especially among local community members, to plan and enact future implementation activities with their collaboration.

UNESCO Performance Indicators

- Number of supported Member States utilizing strengthened human and institutional resources for intangible cultural heritage and integrating ICH into national policies
- Number of stakeholders involved in the implementation of the Convention contributing information to the knowledge-management system
- Number of networking activities in the field of ICH
- Number of individuals, communities, groups, etc, aware of the 2003 convention, ICH, and methods of its safeguarding

Activity 4.3

Tehran ICH Centre's 2nd Promotional Regional / International Competition

Mandate

- Raising awareness and promoting visibility of ICH
- Encouraging community involvement
- Research on safeguarding

- Networking and international cooperation

Details

- **Theme:** Holding Tehran ICH Centre's Amateur Photography Competition on West and Central Asian ICH, entitled "ICH in the Context", to promote research on ICH as well as the safeguarding measures related to it.

- **Short Description:**

Tehran ICH Centre's 1st Promotional Regional/International Competition planned and executed in 2015 on the "design of the Centre's permanent logo" provided the Centre with valuable experience on methods of raising public awareness on ICH and encouraging local community involvement in its safeguarding.

Regional/international competitions, generally, provide excellent opportunities for the local community members to take part in promotional activities, among other safeguarding measures in the field of ICH.

Equipped with the abovementioned, Tehran ICH Centre has decided to organize a photography competition on West and Central Asian ICH. The only two conditions for the competition include "doing it in the natural context" and "by amateur photographers".

By way of this competition, Tehran ICH Centre hopes to promote "local community involvement", "networking objectives", "awareness-raising", and, on the whole, "safeguarding of ICH", over its geographical domain.

- **Target Group:** Local Communities, NGOs, guild unions, governmental bodies, research institutes, cultural centres, etc, over the West and Central Asia, as well as interested photographers worldwide.

- **Framework:**

- Effective Networking and Cooperation

- **Duration:** Year 2016
- **Place:** Tehran ICH Centre
- **Components:**
 - a) Approval of the proposal at the 2016 GC Meeting,
 - b) Publication of the call for competition,
 - c) Submission and evaluation periods,
 - d) Announcement of the results,
 - e) Publication of photo album.
- **Budget Source:** Tehran ICH Centre

Objectives

- a) Raising awareness on ICH and the 2003 Convention at various levels over the West and Central Asian Region (local community to governmental body levels);
- b) Strengthening the ties between Tehran ICH Centre and its Member States;
- c) Encouraging West and Central Asian non-Member States to join Tehran ICH Centre, while strengthening the mutual ties;
- d) Encouraging local community involvement in the safeguarding of the West and Central Asian ICH;
- e) Promoting networking objectives in the field of ICH over the West and Central Asian Region;
- f) Increasing the number of female and male individuals over the West and Central Asia aware of the 2003 Convention, from different sectors and at various levels, while identifying eager and talented ones, especially among local community members, to plan and enact future implementation activities with their collaboration.

g) Promoting the reputation of Tehran ICH Centre at the international level, as a Category 2 Centre under the auspices of UNESCO, involved in safeguarding-based research on ICH.

Expected Results

1. Awareness on ICH and the 2003 Convention raised at various levels in Iran and over the West and Central Asian Region (local community to governmental body levels);
2. Ties strengthened between Tehran ICH Centre and its Member States;
3. West and Central Asian non-Member States encouraged to join Tehran ICH Centre;
4. Mutual respect among West and Central Asian states and local communities promoted;
5. West and Central Asian local communities encouraged to be involved in the safeguarding of their ICH;
6. Networking objectives in the field of ICH over the West and Central Asian Region promoted;
7. Number of female and male individuals over the West and Central Asia aware of the 2003 Convention, from different sectors and at various levels increased;
8. Eager and talented individuals over the West and Central Asia identified, especially among local community members, to plan and enact future implementation activities with their collaboration
9. Reputation of Tehran ICH Centre promoted at the international level, as a Category 2 Centre under the auspices of UNESCO, involved in safeguarding-based research on ICH. .

UNESCO Performance Indicators

- Number of stakeholders involved in the implementation of the Convention contributing information to the knowledge-management system
- Number of best practices promoted
- Number of networking activities in the field of ICH
- Number of individuals, communities, groups, etc, aware of the 2003 convention, ICH, and methods of its safeguarding

Activity 4.4

Promotion of the pilot project “Learning with Intangible Heritage for a Sustainable Future (Guidelines for Educators in the Asia-Pacific Region)” on the West and Central Asia (Phase 1)

Mandate

- Disseminate information, including best practices
- Raising awareness and promoting visibility of ICH
- Research on safeguarding
- Encouraging community involvement
- Training and capacity-building

Details

- **Theme:** Editing Textbooks on ICH for West and Central Asian Elementary School Children: Feasibility Study and a Pilot Project

- **Short Description:** “Learning with Intangible Heritage for a Sustainable Future (Guidelines for Educators in the Asia-Pacific Region)” is the title of a book published in 2015 by UNESCO Headquarters and UNESCO Bangkok Office to introduce the results of a pilot project to link education and culture in Pakistan, Palau, Uzbekistan, and Viet Nam. Having resulted in effective outcomes, the promotion of the project was advised to be included among the undertakings of Tehran ICH Centre.

Tehran ICH Centre has included the present activity among its 2016 programmes on these same lines. As a first step, the Centre will examine editing Textbooks on ICH for West and Central Asian Elementary School Children by way of planning and executing a feasibility study and devising a pilot project through editing a bilingual book in Persian and English.

- **Target Group:** Elementary School Children

- **Target Group Size:** Open

- **Framework:** Global Capacity-building Strategy

- **Duration:** Year 2016

- **Components and Outcomes:**

(1) A bilingual textbook on ICH in Persian and English to be distributed among the West and Central Asian States, as well as other interested sides worldwide,

(2) A pilot teaching project for primary-school children in Iran,

- **Budget Source:** Tehran ICH Centre

- **Participation:** Competent Iranian and non-Iranian experts, as well as talented local community members, identified and nominated by Tehran ICH Centre

Objectives

- a) Raising awareness on ICH and the 2003 Convention at various levels over the Region (local community to governmental body levels);
- b) Promoting the link between education and culture, with special focus on ICH, over the West and Central Asian Region;
- c) Preparation of the ground for effective transmission of ICH between generations over the West and Central Asia;
- d) Preparation of the ground for local community involvement in ICH safeguarding over the West and Central Asia;
- e) Identification of competent female and male individuals among available Iranian and non-Iranian experts to collaborate with;
- f) Increasing the number of female and male individuals over the region aware of the 2003 Convention, from different sectors and at various levels, while identifying eager and talented ones, especially among local community members, to plan and enact future capacity-building and implementation activities with their collaboration.
- g) Disseminating information on the pilot project “Learning with Intangible Heritage for a Sustainable Future”, as a successful safeguarding project in the field of ICH;
- h) Promoting the Visibility of ICH in general in West and Central Asia;
- i) Promoting safeguarding-based research on ICH in West and Central Asia.

Expected Results

1. Awareness on ICH and the 2003 Convention raised at various levels over the Region (local community to governmental body levels);
2. The link between education and culture promoted over the West and Central Asian Region, with special focus on ICH;
3. Ground prepared for effective transmission of ICH between generations over the West and Central Asian Region;
4. Ground prepared for local community involvement in ICH safeguarding over the West and Central Asian Region;
5. Competent female and male individuals among available Iranian and non-Iranian experts identified to collaborate with;
6. Number of female and male individuals over the region aware of the 2003 Convention, from different sectors and at various levels increased;
7. Eager and talented individuals, especially among local community members, identified to plan and enact future capacity-building and implementation activities with their collaboration.
8. Information increased on the pilot project “Learning with Intangible Heritage for a Sustainable Future”, as a successful safeguarding project in the field of ICH over the West and Central Asia;
9. Visibility of ICH in general promoted in West and Central Asia;
10. Safeguarding-based research on ICH promoted in West and Central Asia.

UNESCO Performance Indicators

- Technical assistance provided for development of safeguarding plans for intangible cultural heritage, including indigenous
- Number of best practices promoted

-
- Number of Member States with institutional resources strengthened (ministries, institutes, NGOs, universities, ICH committees)

Output 5

Others (Procedural Activities)

Full mandate

- 5-4.** Holding Tehran ICH Centre's 3rd Ordinary Governing Council Meeting (May 2016)
- 5-5.** Preparation for the 2017 GC Meeting
- 5-6.** Holding two meetings of Centre's Executive Board

Part 2

Time-frame and Budget

Activity	Title	Time	Frequency	Budget (US\$)
Activity 1.1.1	Nomination Workshop for Armenia	Year 2016	Punctual	13000
Activity 1.1.2	Inventorying Workshop for Turkmenistan	Year 2016	Punctual	13000
Activity 1.1.3	Implementation Workshop for Afghanistan	Year 2016	Punctual	13000
Activity 1.1.4	Implementation Workshop for Pakistan	Year 2016	Punctual	13000
Activity 1.1.5	Inventorying Workshop for Iraq	Year 2016	Punctual	8500
Activity 1.1.6	Two implementation Workshops for Iran	Year 2016	Punctual	8500
Activity 1.2	Organizing 10 minor awareness-raising programmes	Year 2016	Continual	2000
Activity 1.3	Participation of Centre's staff in regional and international meetings, sessions, conferences and workshops	Year 2016	Punctual	10000
Activity 2.1	Planning and organizing contacts with 6 countries over the Region to encourage them to participate in the Centre as Member States	Year 2016	Continual	12000
Activity 2.2	Conclusion of MOUs between Tehran ICH Centre, on the one hand, and UNESCO, or World C2Cs	Year 2016	Continual	500
Activity 2.3	Improving methods of cooperation of the Centre with Participating States to guarantee regular updating of the Centre's virtual spaces (Website, Facebook, Instagram,	Year 2016	Continual	500

	etc)			
Activity 3.1	Publication of the 1st Quadrennial Report of Tehran ICH Centre's Activities (Period 2012-2016)	Year 2016	Continual	500
Activity 3.2	2nd International Expert Meeting on Safeguarding West and Central Asian Intangible Cultural Heritage	October	Punctual	20000 + Sponsored
Activity 3.3	3rd International Expert Meeting on Safeguarding West and Central Asian Intangible Cultural Heritage	January 2017	Punctual	20000 + Sponsored
Activity 3.4	Virtual Calendar of the West and Central Asian ICH (Phase 2: Data-gathering)	Year 2016	Continual	1000
Activity 3.5	Tehran ICH Centre's 1st International Research Festival on West and Central Asian ICH, on the Occasion of Nowrouz of 2016	March 2016	Punctual	30000
Activity 3.6	Tehran ICH Centre's 2nd International Research Festival on West and Central Asian ICH	November 2016	Punctual	45000 + Sponsored
Activity 4.1	Organizing 10 sub-regional cultural programmes to facilitate familiarization with the Region's ICH	Year 2016	Continual	24000
Activity 4.2	Tehran ICH Centre's Promotional Regional Networking Project, titled "Establishing Kinship Relations among ICH Elements/Local Communities over the West and Central Asia" (Phase 1)	Year 2016	Continual	3000
Activity 4.3	Tehran ICH Centre's 2nd Promotional Regional / International Competition	November 2016	Punctual	4000

Activity 4.4	Promotion of the pilot project “Learning with Intangible Heritage for a Sustainable Future (Guidelines for Educators in the Asia-Pacific Region)” on the West and Central Asia (Phase 1)	Year 2016	Continual	500
Activity 5.1	Holding Tehran ICH Centre’s 3rd Ordinary Governing Council Meeting (May 2016)	May 2016	Punctual	60000
Activity 5.2	Holding two meetings of Centre’s Executive Board	September 2016 March 2017	Punctual	6000
Other	Salary	Year 2016	-	150000
Other	Logistics	Year 2016	-	20000
Total				478000