



United Nations
Educational, Scientific and
Cultural Organization



Intangible
Cultural
Heritage

Register of Best Practices

ICH-03 – Instructions

PROGRAMMES, PROJECTS AND ACTIVITIES BEST REFLECTING THE PRINCIPLES AND OBJECTIVES OF THE CONVENTION FOR A POSSIBLE SELECTION IN 2013

INSTRUCTIONS FOR COMPLETING FORM ICH-03

Please pay careful attention to the instructions below. Files that do not conform cannot be accepted.

Deadline of submission

1. Proposal must be received at UNESCO on or **before 31 March 2012 in order to be evaluated** by the Committee when it meets in **November 2013**. Proposals received after that deadline will be evaluated in the next cycle.

Submission of proposals

Order of priority when submitting several files

2. States Parties submitting more than one file in a given cycle should specify the order of priority in which they wish their files to be examined, all mechanisms included (Urgent Safeguarding List, Representative List, Register of Best Safeguarding Practices or Financial Assistance of more than US\$ 25,000).

Form and language of the proposals

3. States Parties shall submit a proposal file using the standard ICH-03 form available on the Internet site of the Convention (<http://www.unesco.org/culture/ich/en/forms>).
4. The file shall conclude with the **original signature** of the official empowered to sign it on behalf of the State Party. Multi-national proposals shall include the signature of one official for each of the participating States Parties.
5. States Parties shall submit the proposal file in English or French, the working languages of the Intergovernmental Committee. States Parties are encouraged, whenever possible, to submit proposal files in both languages.

Style for preparing the form

6. Form ICH-03 should include only text, without any illustrations or photographs inserted. Maximum word counts are indicated for a number of sections. Where no maximum length is specified, submitting States Parties should nevertheless provide as briefly as possible the information that is needed for the Committee's evaluation.
7. Proposal files shall be prepared using Arial size 11 font, if your system so allows; decorative fonts should be avoided and special characters, if needed, must employ a standard Unicode font.
8. An original signature copy of the proposal shall be presented on A4 or letter-size paper and strictly follow the standard form. It shall be provided in a loose-leaf and one-sided format (**not**

in a bound volume).

Contents of proposals

9. The proposal file should include only the information requested in the form ICH-03, and be prepared in accordance with the guidelines provided in each section.
10. In the proposal file, States Parties should describe, explain or demonstrate, as appropriate to each part of the form, rather than simply declaring or asserting. Declarative statements should be solidly supported by evidence and explanations.
11. Materials such as supporting letters or endorsements will not be accepted for the purposes of examination and evaluation and should not be attached. Proposals should also not refer to any annexes or any other attachments except documents concerning section 5.b. (free, prior and informed consent to this proposal) and section 7 (willingness to cooperate in the dissemination of best practices).

Address for submission

12. The original signed copy of the file shall be sent to the following address:
UNESCO Intangible Cultural Heritage Section
1, rue Miollis
75732 Paris Cedex 15
France
Tel: +33 (0) 1 45 68 43 95
Fax: +33 (0) 1 45 68 57 52 (for correspondence only, not files)
13. The text of the file shall also be transmitted in **electronic format** (standard .rtf, or .doc format), on CD-ROM or through Internet at: ich-nominations@unesco.org.

Documentation

14. The photos and video should represent different aspects of the programme, project or activity, focussing in particular on safeguarding measures that have been implemented to ensure viability of the intangible cultural heritage concerned.
15. Only the photos and video covered by the cessions of rights (Form ICH-07-photo and Form ICH-07-video) will be considered.

Technical specifications of mandatory photos

16. The proposal file should contain exactly 10 photos. Photos should be submitted as digital files, in .tiff, .raw, .jpeg or .pdf format, preferably on CD/DVD. If not provided in a digital format, photo prints will only be accepted on photographic paper.
17. The resolution of photos should be suitable for publication, with horizontal and vertical dimensions of at least 1800 pixels (or 15 x 20 cm / 6 x 8 inch with printing resolution no less than 300 dpi).
18. Photos should not be scanned from a printer, if the original digital format is available, and should not be resampled.
19. An informative caption should be provided for each photo, within the cession of rights. Photos should not include embedded texts or dates within the image.

Technical specifications of the mandatory video

20. The proposal should contain a video lasting up to 10 minutes, with English or French soundtrack and/or subtitles. States Parties are encouraged to submit the video in different linguistic versions, including in the original language(s). Subtitles are encouraged, and should be separated from the image, for instance in .srt, .sub, .smi or .rt files.
21. Accepted formats are, in preferred order: Blu-ray, HDV (DV or MiniDV tapes), DVD or DV (DV, MiniDV or DVCAM tapes).

Cessions of rights including registry of items (Forms ICH-07-photo and ICH-07-video)

22. All documentation must be accompanied by a non-exclusive cession of rights document granting worldwide rights to UNESCO to use the materials. Cessions of rights must be submitted in English or French, without alteration of any kind to the text of the form.
23. An original signed cession must be submitted. In many cases, the submitting State is the owner of the rights, and the signature should be that of an authorized official. In other cases, the photographer or videographer might retain ownership of the rights, and it is the responsibility of the State to secure his or her signature. If a State submits materials from different rights-owners, a separate cession of rights should be prepared for each set of materials.
24. Each photo should be clearly and uniquely identified by the identifier (typically the name of the file) and a brief informative caption of no more than 40 words, suitable for publication. The video recording should be clearly and uniquely identified by its identifier, title and language. For photos and videos, their date of creation, the name of the creator, and a full credit notice is also required. The credit notice should take the form: '© [year] by [name of rights owner]'.
25. Cessions of rights should also be transmitted in **electronic format** (standard .rtf, or .doc format), on CD-ROM or through Internet at: ich-nominations@unesco.org, so that the caption and credit information can easily be registered.

Eligibility of proposals

26. As provided in Article 18 of the Convention, States Parties may propose programmes, projects and activities that the Committee may wish to select and promote as best reflecting the principles and objectives of the Convention. Such programmes, projects and activities may involve any of the safeguarding measures and activities laid out in the Convention, may be implemented at the national or international level, and may concern any intangible cultural heritage, whether or not it is inscribed on one of the Lists of the Convention. These programmes, projects and activities may be completed or in progress at the time they are proposed to the Committee for selection and promotion.
27. In its selection and promotion of safeguarding programmes, projects and activities, the Committee shall pay special attention to the needs of developing countries and to the principle of equitable geographic distribution, while strengthening South-South and North-South-South cooperation.

Receipt and processing of proposals

28. When proposals are received from States Parties, the Secretariat will register them, acknowledge receipt to States Parties and check for completeness. If proposals are not complete, the Secretariat will request missing information from the submitting States Parties.

29. Proposals for the Register of Best Practices shall be examined by a consultative body to the Committee, in accordance with paragraph 26 of the Operational Directives. This examination shall include assessment of the proposal's conformity with the inscription criteria and a recommendation to the Committee concerning possible selection for the Register of Best Practices.
30. Proposals, the report of the Consultative Body and the decisions of the Committee shall be considered public documents from the time they are transmitted to the Committee. Until that time these documents shall be considered confidential under UNESCO's Records Management policies and its Rules Governing Access by Outside Persons to the UNESCO Archives.

Timetable

31 March 2012	Deadline by which proposals for the Register of Best Practices must be received by the Secretariat.
30 June 2012	Deadline by which the Secretariat will have processed the files, including registration and acknowledgement of receipt. If a proposal is found incomplete, the State Party is invited to complete the file.
30 September 2012	Deadline by which missing information required to complete the file, if any, shall be submitted by the State Party to the Secretariat. Files that remain incomplete are returned to the States Parties that may complete them for a subsequent cycle.
December 2012 – May 2013	Examination of the files by the Consultative Body.
April – June 2013	Meeting for final examination by the Consultative Body.
Four weeks prior to the session of the Committee	The Secretariat transmits the examination reports to the members of the Committee. The files and examination reports will also be available online for consultation by States Parties.
November 2013	The Committee evaluates the proposals and makes its decisions.

Preparatory Assistance

31. States Parties may request preparatory assistance for the elaboration of proposals for the Register of Best Practices to be submitted in 2013 or later. The deadline for submission of requests for such preparatory assistance is 31 March 2012. For this purpose, please use Form ICH-06 available on the Internet site of the Convention (<http://www.unesco.org/culture/ich/en/forms>).
32. The proposal for the Register of Best Practices resulting from the preparatory assistance must be submitted using Form ICH-03, before the deadline of 31 March 2013 for possible selection in 2014 or 31 March 2014 for possible selection in 2015.

Annex

In order to ensure that your proposal appropriately follows instructions for completing Form ICH-03, please go through the check-list below prior to submitting it.

General		
1	Is the proposal prepared using the most recent version of the standard ICH-03 form available on: http://www.unesco.org/culture/ich/en/forms ?	<input type="checkbox"/>
2	Does the proposal conclude with the original signature of the official empowered to sign it on behalf of the State Party?	<input type="checkbox"/>
3	Is the proposal prepared in English and/or French?	<input type="checkbox"/>
4	Are all sections of the proposal form filled in, respecting word counts indicated in each section?	<input type="checkbox"/>
5	Is the proposal prepared using Arial size 11 font, if your system so allows, and avoiding decorative fonts?	<input type="checkbox"/>
6	Does Form ICH-03 contain only text, without any images included?	<input type="checkbox"/>
7	Is the original signed proposal presented on A4 or letter-size paper and prepared in a loose-leaf and one-sided format (not in a bound volume)?	<input type="checkbox"/>
8	Does the proposal include free, prior and informed consent from the community, group or, if applicable, individuals concerned?	<input type="checkbox"/>
9	Are 10 recent photographs in high resolution included with the proposal?	<input type="checkbox"/>
10	Is a maximum 10-minute video included with the proposal?	<input type="checkbox"/>
11	Are the original signed sessions of rights (Form ICH-07-photo for photos, ICH-07-video for videos) included in the proposal, covering all the documentation?	<input type="checkbox"/>
12	Does the proposal include only the information requested in the form?	<input type="checkbox"/>
13	Is the original signed proposal ready to be sent to the UNESCO Intangible Cultural Heritage Section by postal mail?	<input type="checkbox"/>
14	Is the electronic format of the proposal prepared in standard .rtf, or .doc format and ready to be submitted by e-mail to ich-nominations@unesco.org or on CD-ROM?	<input type="checkbox"/>

Multi-national proposals (if applicable)		
1	Are the names of the States Parties listed under item A in the order on which the States have mutually agreed?	<input type="checkbox"/>
2	Does the proposal include the original signature of one official for each of the participating States Parties?	<input type="checkbox"/>