



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

Organización  
de las Naciones Unidas  
para la Educación,  
la Ciencia y la Cultura

Организация  
Объединенных Наций по  
вопросам образования,  
науки и культуры

منظمة الأمم المتحدة  
للتربية والعلم والثقافة

联合国教育、  
科学及文化组织

# Diversity of Cultural Expressions

4 IGC

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## INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS

**Fourth Ordinary Session  
Paris, UNESCO Headquarters  
29 November - 3 December 2010**

**DECISIONS**

**Item 1 of the Agenda:** Adoption of the Agenda

**Decision 4.IGC 1**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/1;*
2. *Recalling its Decision 3.IGC 9;*
3. *Adopts the Agenda of the session contained in the above-mentioned document.*

**Item 2 of the Agenda:** Approval of the list of observers

**Decision 4.IGC 2**

*The Committee,*

1. *Having examined the list of observers;*
2. *Approves the list of observers.*

**Item 3 of the Agenda:** Adoption of the detailed summary record of the third ordinary session of the Committee

**Decision 4.IGC 3**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/3 and its Annex;*
2. *Adopts the detailed summary record of the third ordinary session of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions included in the above-mentioned document as amended in its paragraphs 34 and 51.*

**Item 4 of the Agenda:** Progress of ratifications of the Convention, steps taken and actions carried out in 2009-2010

**Decision 4.IGC 4**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/4 and its Annex;*
2. *Takes note of the progress of ratifications (2009-2010);*
3. *Requests the Secretariat to continue implementing the strategy for encouraging ratifications in 2011 and 2012;*

4. *Further requests the Secretariat to prepare an information document on this matter and transmit it to the Conference of Parties at its third ordinary session (June 2011);*
5. *Requests the Secretariat to organize an information session before the third ordinary session of the Conference of Parties, and to invite Member States that are not Parties to the Convention and civil society so that the Parties may present and share their experience since ratification and the benefits they have derived from it;*
6. *Further requests the Secretariat to submit to it at its sixth session in December 2012 a document reporting on the progress of ratifications of the Convention as well as on steps taken and actions carried out in 2011-2012;*
7. *Invites the Parties and civil society to communicate to the Convention Secretariat the result of the steps that they have taken over the period of 2011-2012;*
8. *Further invites Parties to the Convention to work in favour of its ratification by other countries.*

**Item 5 of the Agenda:** Feasibility study and cost analysis for the creation of an emblem for the Convention

#### **Decision 4.IGC 5**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/5 and its Annexes;*
2. *Recognizing the importance of having an emblem symbolizing the Convention to ensure its visibility and promotion;*
3. *Decides to put this item on the Agenda of its fifth ordinary session.*

**Item 6 of the Agenda:** Pertinence and feasibility of appointing public persons to promote the Convention

#### **Decision 4.IGC 6**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/6 and its Annex;*
2. *Takes note of the possibilities presented;*
3. *Decides that each Party is entitled to choose the mechanism which it deems appropriate to promote the objectives of the Convention, including the possibility to appoint a spokesperson.*

**Item 7 of the Agenda:** Draft operational guidelines on information sharing and transparency (Article 9 of the Convention)

**Decision 4.IGC 7**

*The Committee,*

1. *Having reviewed the document CE/10/4.IGC/205/7 and its Annexes;*
2. *Recalling Resolution 2.CP 7 of the Conference of Parties;*
3. *Adopts the draft operational guidelines for information sharing and transparency (Article 9 of the Convention), as amended and annexed to this decision;*
4. *Submits the draft operational guidelines and its Annex on the draft framework for quadrennial periodic reports for approval at the third ordinary session of the Conference of Parties;*
5. *Invites Parties that have not yet done so to appoint as soon as possible points of contact and transmit their contact details to the Secretariat.*

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**ANNEX to Decision 4.IGC 7**

**Draft operational guidelines on information sharing and transparency (Article 9 of the Convention)**

**Article 9 – Information sharing and transparency**

*Parties shall:*

- (a) *provide appropriate information in their reports to UNESCO every four years on measures taken to protect and promote the diversity of cultural expressions within their territory and at the international level;*
- (b) *designate a point of contact responsible for information sharing in relation to this Convention; and*
- (c) *share and exchange information relating to the protection and promotion of the diversity of cultural expressions.*

**Quadrennial Periodic Reports of the Parties to the Convention**

1. Each Party submits, the fourth year following the year in which it deposited its instrument of ratification, acceptance, approval or accession, and every fourth year thereafter, a report to the Conference of Parties for its examination in accordance with Article 22.4 (b).
2. The reports shall provide relevant information on measures Parties have taken to protect and promote the diversity of cultural expressions within their territory and at the international level, as well as on the impact and results of these measures.

3. The information and data provided in these reports shall facilitate an exchange of experiences and best practices in order to contribute to the implementation of the Convention and its follow-up.

### **Format and Content of Reports**

4. The Parties will provide information according to the format approved by the Conference of Parties and contained in the framework for reports annexed to these Guidelines. It is understood that the Conference of Parties may decide to adapt the framework taking into account the timetable it has set itself in conformity with Article 9 (a).

5. The quadrennial periodic reports provide qualitative and quantitative information and analyze how, why, when and with what impact, measures to protect and promote the diversity of cultural expressions have been introduced. They provide statistical evidence, as much as possible, as well as the best examples of measures and experiences Parties wish to share.

5 bis. In accordance with the operational guidelines for Article 16 of the Convention concerning preferential treatment for developing countries, developed countries will describe how they have implemented their obligations in conformity with this Article.

6. The maximum number of pages is limited to 20 excluding Annexes. Information shall therefore be presented in a clear and concise manner.

### **Ensuring a Participatory Process**

7. In conformity with Article 11 of the Convention and the operational guidelines on the role and participation of civil society, Parties ensure the involvement of civil society in the preparation of the reports according to jointly-agreed modalities. The reports shall indicate the way in which civil society participated in the drafting process.

8. Parties can also cooperate with specialized bodies at national, regional and international levels to collect information and data requested in the framework of the quadrennial periodic reports.

### **Submission and Dissemination of Reports**

9. Upon request of the Conference of Parties, the Secretariat invites Parties to prepare their quadrennial periodic reports, at the latest six months before the date set for submission. To this end, the Secretariat refers to the contact points appointed by the Parties and to the Permanent Delegations to UNESCO as well as the National Commissions for UNESCO.

10. Parties submit reports to the Secretariat on paper and in electronic form in one of the working languages of the Committee (English or French).

11. Upon receipt of the reports of the Parties, the Secretariat will register them and acknowledge their receipt.

12. The Secretariat then forwards to the Committee before each of its ordinary sessions, an analytic summary of the quadrennial periodic reports received as well as the reports themselves. The summary will be strategic and action-oriented. It will indicate transversal issues as well as challenges identified in the reports to be addressed in the future implementation of the Convention.

13. In accordance with Articles 22.4 (b) and 23.6 (c) of the Convention, quadrennial periodic reports will, after deliberation by the Committee, be forwarded to the Conference of Parties for review. These reports will be accompanied by the Committee's comments and content summary.

14. To facilitate the exchange of information relating to the protection and promotion of the diversity of cultural expressions, quadrennial periodic reports will be made available according to the modalities defined by a resolution of the Conference of Parties.

### Points of Contact

15. Upon ratification, Parties designate a point of contact responsible for sharing information on the Convention at the national level. If the point of contact changes, the Parties shall notify the Secretariat as soon as possible.

16. Points of contact are communication channels through which information about the Convention can be disseminated to relevant Ministries and public agencies. Points of contact shall be in a position to respond to queries about the Convention from the general public.

17. Parties can request points of contact to participate in gathering relevant information required as input to their quadrennial periodic reports.

## ANNEX

### Draft Framework for Quadrennial Periodic Reports on Measures to Protect and Promote the Diversity of Cultural Expressions

#### Structure

Quadrennial periodic reports (hereafter “reports”) are divided into *four sections* with questions that are to act as guides for those designated to prepare the reports. A suggested number of pages is provided.

Section Number	Heading	Suggested number of pages
	Summary	1
1	General information	0.5
2	Measures	12
3	Awareness-raising and participation of civil society	3
4	Main results achieved and challenges encountered when implementing the Convention	3.5
Annex	Complementary data and information (sources and statistics)	

#### Guidelines for writing reports

The following *guidelines* shall be taken into consideration when collecting information and data and writing reports:

- (i) the number of pages of the periodic reports should not exceed 20, excluding Annexes;
- (ii) Declarative statements shall be supported by facts and explanations;
- (iii) Information and analysis are to be derived from a variety of sources and be illustrated with examples;
- (iv) Long historical accounts are to be avoided.

## Technical procedures for submission and follow-up of reports

The following *procedures* shall be respected:

- (i) Parties submit the reports in English or French, the working languages of the Committee, using the Form prepared for this purpose and approved by the Conference of Parties;
- (ii) The report shall conclude with the original signature of the official designated to sign it on behalf of the Party;
- (iii) The original signed version(s) are sent to the following address: UNESCO, Section of the Diversity of Cultural Expressions, 1, rue Miollis 75732 Paris Cedex 15;
- (iv) The reports are also transmitted electronically or on CD-Rom. They are prepared in both standard pdf and rtf or doc formats using a font size of 10 or larger.

### Summary

Parties shall provide a one page summary of the content in their reports, identifying the main achievements and challenges, as well as, where appropriate, an outlook for the future.

The summary is transmitted to the Committee and Conference of Parties in accordance with Articles 22.4 (b) and 23.6 (c) of the Convention.

### 1. General information

(a) Name of Party

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(b) Date of ratification

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(c) Ratification process (e.g. parliamentary process)

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(d) Total contribution to the IFCD (to date)

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(e) Organisation(s) or entity(ies) responsible for the preparation of the report

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(f) Officially designated point of contact

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(g) Date report was prepared

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(h) Name of designated official(s) signing the report

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(i) Description of the consultation process established for the preparation of the report and name of representative(s) of participating civil society organisation(s)

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## **2. Measures**

Parties shall provide information on policies and measures adopted to protect and promote the diversity of cultural expressions within their territory (at the national, regional or local levels) and at the international level (including trans-regional or trans-national levels).

Information to be presented in this Section of the report is to be organised according to the following themes: i) cultural policies and measures; ii) international cooperation; iii) the integration of culture in sustainable development policies; iv) protecting cultural expressions under threat.

**Key questions:** Parties shall respond, to the extent possible, to the following questions<sup>1</sup> for each theme:

- (a) What are the main objective(s) of the policy or measure? When was it introduced?
- (b) How has it been implemented, which public agency(ies) is (are) responsible for its implementation and what resources have been allocated to ensure implementation?
- (c) What challenges have been identified in the implementation of this measure?
- (d) What has been the effect or impact of the policy or measure? What indicators were used to lead to this conclusion?

### **2.1 Cultural policies and measures**

The purpose of this section is to report on cultural policies and measures in place to promote the diversity of cultural expressions at the different stages of creation, production, distribution, dissemination and participation/enjoyment.

Measures may be understood as those that nurture creativity, form part of an enabling environment for independent producers and distributors as well as those that provide access to the public at large to diverse cultural expressions. They may be regulatory or legislative, action or programme oriented, institutional or financial measures. They may be specifically introduced to address the special circumstances and needs of individuals (e.g. women, young people) or groups (e.g. minorities or indigenous peoples) as creators, producers or distributors of cultural expressions.

For more explanation on the types of measures to be reported on, please refer to Article 6, Rights of Parties at the national level, and the operational guidelines adopted on Article 7 on measures to promote cultural expressions.

### ***Parties' Response***

Please respond to key questions (a) – (d) above

### **2.2 International cooperation and preferential treatment**

The purpose of this section is to report on measures aimed at facilitating international cooperation in general and those that provide preferential treatment to artists and cultural professionals, as well as cultural goods and services from developing countries.

Measures are understood as legal, institutional and financial frameworks, policy and programme activities that:

- support the mobility of artists and cultural professionals abroad (sending and receiving);

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<sup>1</sup> Questions proposed by the Committee at its third ordinary session in December 2009.



- provide greater market access for the distribution of cultural goods and services from developing countries through specific agreements;
- strengthen independent cultural industries as a means to contribute to economic growth, poverty reduction and sustainable development;
- aim to build institutional and management capacities through international cultural exchange programmes or partnerships among civil society organisations and networks.

Parties, in particular from developed countries, indicate separately the measures they have taken to foster preferential treatment for developing countries.

Parties from developing countries endeavour to identify their specific priorities, needs and interests with regard to the protection and promotion of the diversity of cultural expressions and shall report on their operational action plan to optimize international cooperation.

For more explanation on the types of measures to be reported on, please refer to operational guidelines adopted on Articles 14 and 16.

### ***Parties' Response***

Please respond to key questions (a) – (d) above

### **2.3. Integration of culture in sustainable development policies**

The purpose of this section is to report on measures aimed at integrating culture as a strategic element in development policies and assistance programmes at all levels (local, national, regional and international) and indicate how they are linked to human development goals, notably poverty reduction.

It is understood that sustainable development policies are to be formulated, adopted and implemented with relevant authorities responsible for the economy, environment, social affairs and culture. Measures to be reported on this section should take this interrelatedness into account.

For more explanation on the types of measures to be reported on, please refer to operational guidelines adopted on Article 13, Integration of culture in sustainable development.

In addition to measures, Parties shall report on whether and which indicators have been adopted in their country to evaluate the role and impact of culture in sustainable development policies and programmes.

### ***Parties' Response***

Please respond to key questions (a) – (d) above

### **2.4 Protecting cultural expressions under threat**

The purpose of this section is to report on public policies, measures and actions taken by Parties to protect cultural expressions that are determined to be under threat. This is only in the event when a Party has previously identified a special situation under Article 8.2 of the Convention.

For more explanation on the types of measures to be reported on, please refer to the operational guidelines adopted on Articles 8 and 17 on measures to protect cultural expressions at risk or in need of urgent safeguarding.

### **Parties' Response**

Please respond to key questions (a) – (d) above

#### **3. Awareness-raising and participation of civil society**

Parties have acknowledged the fundamental role of civil society in protecting and promoting the diversity of cultural expressions and have committed to encourage their active participation in activities designed to achieve the objectives of this Convention.

The purpose of this section is to report on what Parties are doing to involve civil society in their activities, what resources they are providing to ensure their involvement, and what results have been achieved.

**Parties** are to provide information on how they have involved civil society in activities such as:

- promote the objectives of the Convention through awareness-raising and other activities;
- collect of data and list activities to share and exchange information on measures to protect and promote the diversity of cultural expressions within their territories and at the international level;
- develop policies while providing spaces where their ideas can be heard and discussed;
- implement operational guidelines.

**Civil society** may provide information on activities they are pursuing, such as:

- promote the objectives and principles of the Convention within their territories and in the international fora;
- promote ratification of the Convention and its implementation by governments;
- bring the concerns of citizens, associations and enterprises to public authorities;
- contribute to the achievement of greater transparency and accountability in the governance of culture;
- monitor policy and programme implementation on measures to protect and promote the diversity of cultural expressions.

#### **4. Main achievements and challenges to the implementation of the Convention**

Parties and other participating stakeholders are to share information on:

- i) The results achieved;
- ii) The challenges encountered when implementing the Convention and solutions found or envisaged to overcome these challenges.

Parties and other participating stakeholders may also wish to share information on next steps they plan to take towards implementation of the Convention and the challenges they foresee to realising their objectives.

<b>Annex: Complementary data and information (sources and statistics)</b>
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## 1. Main sources and links

Please provide references to the main sources of information and data used in compiling this report and that could be of interest to share with other Parties. These could include: recent public cultural policy strategies, reviews or evaluations; latest research or studies that map the cultural sector or cultural industries.

Parties are asked to provide the name, author and web links to the relevant document as well as a maximum 100 word summary in English and/or French if the original language of the document is not in either of these two official working languages of the Committee.

In addition, please indicate the names and contact details of those public or private institutions, agencies or networks in your country who actively contribute to the production of information and knowledge in the fields addressed by the Convention.

## 2. Reporting on available statistics

The approach taken to the provision of statistical information in the reports is a pragmatic one.

This means that Parties are asked, **to the extent possible**, to provide statistical information that already exists. This data may have been collected through national surveys, mapping studies, etc. They have mostly been published in Tables provided in the Annexes of the UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue (2009). Suggestions for where data can be found are provided below.

### 2.1 Demographic context

- a) Population structure
  - Total population
  - Total annual growth rates per 1000s
  - Age structure
- b) Migration
  - Migrant stock as a percentage of the population
  - Emigration
- c) Language and literacy
  - Number of official languages
  - Number of languages spoken
  - Literacy rates

<b>Sources:</b>
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- |   |
|---|
| <ol style="list-style-type: none"> <li>a) National Statistical Offices, Census Data, United Nations Statistical Division Databases (<a href="http://unstats.un.org/unsd/databases.htm">http://unstats.un.org/unsd/databases.htm</a>).</li> <li>b) UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue (2009),</li> <li>c) UNESCO Institute for Statistics, Literacy Statistics (<a href="http://www.uis.unesco.org/ev_en.php?ID=6401_201&amp;ID2=DO_TOPIC">http://www.uis.unesco.org/ev_en.php?ID=6401_201&amp;ID2=DO_TOPIC</a>).</li> </ol> |
|---|

### 2.2 Mobility of cultural goods and services

- a) Total flows of cultural goods and services
  - Total exports trade in cultural goods in million USD
  - Total imports trade in cultural goods in million USD
  - Total exports trade in cultural services in million USD
  - Total imports trade in cultural services in million USD

- b) Translation flows
  - Total number of published translations
  - Total number of titles translated and published abroad

**Sources:**

- a) Customs data and balance of payments data. See also UNESCO 2009 Framework for Cultural Statistics definition for cultural goods and services.
- b) UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue, 2009.

### 2.3 Cultural production, distribution

- a) Films
  - number of national feature films produced/year
  - % films co-produced
  - % of nationally controlled distribution companies
  - number of cinemas per 1000 inhabitants
- b) Radio/TV broadcasting
  - annual television broadcasting time by programme type (in hours)
  - annual broadcasting time (TV and radio) for programmes related to indigenous peoples (in hours)
  - annual broadcasting time (TV and radio) by type of programme production (national/foreign, in hours)
- c) Books
  - number of titles published
  - number of publishers
  - number of book shops
- d) Music

**Sources:**

- a) UIS Questionnaire on feature films statistics
- b) UIS Questionnaire on media statistics
- c) National Statistical Offices, CERLALC, International Publishers Associations

### 2.4 Cultural consumption / participation

- a) Percentage of people attending cultural events such as concerts, live theatre several times a year, broken down by gender and age (if possible)
- b) Cinema admissions in 1000s
- c) Book sales
- d) Household equipment (% hab.)
  - Number of households with a television set
  - Personal computers per 1000 inhabitants

**Sources:**

- a) International Social Survey Program (ISSP), ISSP 2007 Leisure Time and Sports v2.0.0 - Question 13 (<http://www.gesis.org/en/services/data/survey-data/issp/modules-study-overview/leisure-time-sports/2007/>).
- b) UIS Survey in Feature Films Statistics and Focus: World Film Market Trends. [http://www.obs.coe.int/oea\\_publ/market/focus.html](http://www.obs.coe.int/oea_publ/market/focus.html).
- c) "Global Entertainment and Media Outlook 2008-2012", Price Waterhouse & Coopers ([http://www.pwc.com/sv\\_SE/se/publikationer/assets/consumer\\_educational\\_book\\_publishing.pdf](http://www.pwc.com/sv_SE/se/publikationer/assets/consumer_educational_book_publishing.pdf)).
- d) International Telecommunication Union: <http://www.itu.int/ITU-D/ict/statistics/index.html>.

## 2.5 Connectivity, infrastructure, access

- a) Mobile cellular subscribers per 1000 inhabitants
- b) Internet users per 1000 inhabitants
- c) Internet penetration rate as a % of the population
- d) Number of online newspapers
- e) Number of Internet radio stations
- f) % of public radio and television institutions
- g) Number of community radio stations

### **Sources:**

- a), b) International Telecommunication Union: <http://www.itu.int/ITU-D/ict/statistics/index.html>.
- c) Internet world stats (<http://www.internetworldstats.com/stats.htm>).
- d), e), f), g) UIS Questionnaire on Media Statistics.

## 2.6 Economy and finance

- a) Contribution of cultural activities to Gross Domestic Product (GDP) in percentage
- b) Percentage of people employed in culture
- c) Public expenditure: government expenditure on culture
- d) Household expenditure on culture and recreation

### **Sources:**

- a) Economic censuses, Industry surveys, Service surveys, Small establishment surveys, Household surveys, National Accounts. In national statistics departments, central banks and cultural institutions (based on International Standard Industrial Classification: ISIC Rev. 4 NAICS, ANZSCI, NACE, NAPCS).
  - b) Census, Household surveys (using Standard Classification of Occupations ISCO-08 ISIC Rev. 4).
  - c) & d) National sources, Systems of National Accounts.
- For a), b) see also UNESCO methodological note on calculating cultural employment and contribution of characteristic cultural activities to GDP.

## 2.7 International cooperation

- a) Official Development Assistance allocated to culture (estimated percentage of total allocable ODA)
- b) Net receipt (in US \$) of Official Development Assistance allocated to culture (estimates)

### **Source:**

DAC Statistics, Development Co-operation Directorate (DCD-DAC), OECD  
<http://stats.oecd.org/qwids/>.

**Item 8 of the Agenda:** Draft operational guidelines on exchange, analysis and dissemination of information (Article 19 of the Convention)

**Decision 4.IGC 8**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/8 and its Annexes;*
2. *Recalling Resolution 2.CP 7 of the Conference of Parties and its Decision 3.IGC 8;*
3. *Adopts the draft operational guidelines for the exchange, analysis and dissemination of information (Article 19 of the Convention), as amended and annexed to this decision;*
4. *Decides to submit the draft operational guidelines to the Conference of Parties for approval at its third ordinary session.*

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**ANNEX to Decision 4.IGC 8**

**Draft operational guidelines on exchange, analysis and dissemination of information**

**Article 19 - Exchange, analysis and dissemination of information**

1. *Parties agree to exchange information and share expertise concerning data collection and statistics on the diversity of cultural expressions, as well as on best practices for its protection and promotion.*
2. *UNESCO shall facilitate, through the use of existing mechanisms within the Secretariat, the collection, analysis and dissemination of all relevant information, statistics and best practices.*
3. *UNESCO shall also establish and update a data bank on different sectors and governmental, private and nonprofit organizations involved in the area of cultural expressions.*
4. *To facilitate the collection of data, UNESCO shall pay particular attention to capacity building and the strengthening of expertise for Parties that submit a request for such assistance.*
5. *The collection of information identified in this Article shall complement the information collected under the provisions of Article 9.*

**General considerations**

1. The operational guidelines of Article 19 define the measures to be taken at the international level to ensure the exchange, analysis and dissemination of information, statistics and best practices. They are complementary to the operational guidelines defining the elaboration and submission of quadrennial periodic reports of Parties (Article 9).

2. The objectives of Article 19 are:

- to establish a common framework of collaboration and cooperation of Parties in the field of exchange, analysis and dissemination of information, statistics and best practices, particularly, where appropriate, for the elaboration of standard indicators;
- to ensure the relevance, and to the extent possible, the comparability of information, statistics and best practices, to be collected, analyzed and disseminated;
- to identify the appropriate partners and mechanisms to carry out the collection, analysis and dissemination of information, statistics and best practices;
- to strengthen the required expertise, particularly, capacities in the collection of information and data, and their analysis.

### **Role and responsibilities of Parties**

3. Parties should engage in actions both within their territories and in the framework of international cooperation, as specified in the following paragraphs.

4. Parties are encouraged to develop data collection and information infrastructure at the national level. To this end, they can seek international assistance for capacity building activities.

5. Parties are encouraged to take actions to exchange, analyse and disseminate information and data *in their territory*, using information and communication technologies as appropriate. Such actions shall be undertaken within open and transparent processes through, or in cooperation with, the national points of contact. They should involve the participation of national points of contact and civil society actors that have competencies in the field. The information and data collected can feed into the quadrennial periodic reports Parties are to submit under Article 9.1 of the Convention.

6. Actions taken by Parties within their territories may be reinforced and/or strengthened by initiatives at *international, regional and sub-regional levels*. Parties are particularly encouraged to:

- i) join efforts to foster information and knowledge sharing activities on the international, regional and sub-regional levels;
- ii) promote the exchange of meaningful best practices on ways and means to protect and promote cultural expressions;
- iii) facilitate the exchange of expertise on data collection and indicator development on the diversity of cultural expressions. This may include support for the exchange or mentoring of professionals, especially young professionals.

### **Role and responsibilities of the UNESCO Secretariat**

7. UNESCO shall a) facilitate the collection, analysis and dissemination of information, statistics and best practices; b) produce and update information on the main public, private and civil society actors that have competencies in the field of cultural expressions; c) facilitate capacity building.

8. The UNESCO Secretariat endeavours to:

- develop and maintain a database of experts involved in the implementation of the Convention, in particular to respond to requests for capacity building;

- promote international exchanges of information and of best practices *inter alia* through online discussion forums for experts and practitioners with a view to facilitating their comparability;
- facilitate the networking of existing information sources from different regions and sub-regions of the world, as well as facilitate access to these sources.

9. The UNESCO Institute for Statistics (UIS) as a global and permanent structure to collect statistical information for use by Member States is encouraged to: i) pursue the organisation of regional training workshops as part of an overall capacity building strategy to facilitate the implementation of the 2009 Framework for Cultural Statistics and ii) continue its work with international experts on innovative methodologies of relevance to the Convention. In addition, training guides and statistical methodological manuals could be produced in multiple languages and adapted to the different needs and competencies of target groups at national, regional and local levels. The active participation of the UIS network of regional advisors for cultural statistics and UNESCO Field Offices in such exercises is necessary.

### **Contribution of civil society**

10. Civil society actors should be involved as information and data producers as well as distributors.

11. Civil society organizations from different regions of the world are encouraged to establish cooperation links between them at the international, regional and sub-regional levels and to keep the Secretariat informed of their activities.



**Item 9 of the Agenda:** Draft operational guidelines on education and public awareness (Article 10 of the Convention)

**Decision 4.IGC 9**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/9 and its Annexes;*
2. *Recalling Resolution 2.CP 7 of the Conference of Parties;*
3. *Adopts the draft operational guidelines on education and public awareness (Article 10 of the Convention), as amended and annexed to this decision;*
4. *Submits the draft operational guidelines for approval at the third ordinary session of the Conference of Parties.*

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**Annex to Decision 4.IGC 9**

**Draft operational guidelines on education  
and public awareness (Article 10 of the Convention)**

**Article 10 – Education and public awareness**

*Parties shall:*

- (a) *encourage and promote understanding of the importance of the protection and promotion of the diversity of cultural expressions, inter alia, through educational and greater public awareness programmes;*
- (b) *cooperate with other Parties and international and regional organizations in achieving the purpose of this article;*
- (c) *endeavour to encourage creativity and strengthen production capacities by setting up educational, training and exchange programmes in the field of cultural industries. These measures should be implemented in a manner which does not have a negative impact on traditional forms of production.*

**General considerations**

1. *Parties to the Convention have a crucial responsibility to encourage and promote understanding of the importance of the protection and promotion of the diversity of cultural expressions, including through formal and non-formal educational programmes, as well as public awareness activities aimed at citizens of all ages.*
2. *Educational and public awareness-raising programmes and measures should, inter alia, highlight the distinct characteristics of this Convention and bring out its specificities in comparison to other UNESCO normative instruments in the field of culture.*

**Educational tools and programmes**

3. *Parties should encourage, at the appropriate levels, the adoption of an *integrated approach* in the design and implementation of educational programmes that promote the objectives and principles of the Convention. This should involve strengthening the ties between culture and education at the policy, programme and institutional levels.*

4. Professions in the field of cultural industries have undergone rapid change; training for these professions must therefore be subject to a continual process of reflection and initiatives. In this respect, Parties shall consider, but not restrict themselves to the following: identification of skills required and gaps in training, particularly related to digital expertise; the development of curricula; building partnerships between training institutions and industrial sectors concerned. Finally, cooperation with public authorities and private institutions involved in sustainable development and youth programmes should also be encouraged.

5. *Schools are important platforms* for transmitting information and knowledge on the importance of protecting and promoting the diversity of cultural expressions to young people. In this context, Parties can encourage, at the appropriate levels, the introduction of policies and programmes as well as the dedication of required resources aimed at:

- (a) including the diversity of cultural expressions in school curricula adapted to local contexts and cultures;
- (b) developing educational and training materials in multiple formats, including those online, such as books, CDs, videos, documentaries, manuals or brochures, interactive games, etc.;
- (c) inviting artists and cultural professionals in the development of such materials and to participate in the activities of schools and other educational institutions;
- (d) enhancing the capacities of teachers to raise students' awareness about the diversity of cultural expressions and use, wherever available, guides and manuals to this end;
- (e) involving adults and parent associations to suggest themes and modules for teaching about the diversity of cultural expressions in schools;
- (f) involving youth in collecting and disseminating information about the diversity of cultural expressions in their communities;
- (g) transmitting acquired experiences through the promotion of participatory educational methodologies, mentoring activities and apprenticeships.

6. *Higher education, training and research institutions* are important environments for nurturing creativity and building capacities in the field of cultural industries and development of cultural policies. In this context, Parties can support such institutions and encourage them to introduce programmes that facilitate skills development, the mobility and exchange of the next generation of cultural industry and cultural policy professionals. Parties may also consider establishing UNESCO Chairs in the field of cultural policies and industries.

### **Raising public awareness**

7. Parties can devote resources to develop *awareness-raising tools* in multiple formats that meet the needs of diverse audiences, employ new information and communication technologies as well as non-formal means of transmitting knowledge. Artists and cultural professionals are to be invited to participate in the development of such tools.

8. Parties shall *provide support for events* that can raise public awareness and disseminate information on the diversity of cultural expressions through, for example, the organization of symposia, workshops, seminars and public forums as well as exhibitions, concerts, festivals, competitions, international days, etc. In this context, whenever possible, Parties should partner with public and private actors as well as existing civil society structures and networks.

9. The *media* can effectively contribute to raising public awareness about the importance of protecting and promoting the diversity of cultural expressions. Parties should provide support for the production of specialized programmes and campaigns that can be distributed through all types of media and reach diverse target groups. The establishment of a network of cultural journalists specializing in this field could be encouraged. Local broadcasting networks and community radios could play a major role in enhancing knowledge of diverse cultural expressions and events, as well as sharing information on good practices.

### **Promoting cooperation**

10. Parties are encouraged to establish close collaboration with other intergovernmental and regional organizations in their efforts to raise awareness of the importance of protecting and promoting the diversity of cultural expressions.

11. Parties are encouraged, through their designated points of contact (Articles 9 and 28 of the Convention) or through the National Commissions, to monitor the implementation of educational programmes and public awareness activities and to share information and good practices between them.

**Item 10 of the Agenda:** Implementation of the International Fund for Cultural Diversity (IFCD) and fundraising strategy

**Decision 4.IGC 10A**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/10A and its Annexes;*
2. *Recalls the Committee's obligation to examine the requests for funding of programmes/projects by the International Fund for Cultural Diversity (IFCD) as outlined in Decision 3.IGC 5, paragraph 6;*
3. *Recalling its Decision 3.IGC 5, and in particular paragraph 11, requesting the Committee to revise, if necessary, the budget of the pilot phase in light of the contributions to the Fund and the number of requests for assistance;*
4. *Takes note of the financial statement of the IFCD as 30 June 2010 as set out in Annex I of document CE/10/4.IGC/205/10A;*
5. *Also takes note of the provisional budget for the pilot phase as set out in Annex II of document CE/10/4.IGC/205/10A;*
6. *Having examined the list of 32 projects recommended by the Panel of Experts, takes note that:*
  - a) *the total budget of the recommended projects exceeds the budget available for 2010-2011;*
  - b) *the individual amounts allocated to the different programmes/projects vary significantly;*
7. *Decides to dedicate:*
  - *70% of funds available on 30 November 2010 for the second year of the pilot phase (2011);*
  - *82% of the funds available in the second year of the pilot phase (70% of the IFCD) on 30 November 2010 to finance the programmes/projects recommended in Annex IV-A as amended of document CE/10/4.IGC/205/10A;*
8. *Adopts the budget for 2011 as set out in revised Annex III of document CE/10/4.IGC/205/10A;*
9. *Decides that the programmes/projects presented in Annex IV-A as amended and annexed to this decision will receive financial support from the Fund as requested, but up to a maximum of \$100,000; and requests the Secretariat to notify the beneficiaries of the funding of this decision and requests the Secretariat that it asks confirmation from applicants whose initial requests exceeded the cap of \$100,000 of the feasibility of their programmes/projects with a view to conclude agreements with them;*
10. *Decides to issue a new appeal for project applications in 2011 and dedicate 70% of funds available on 30 June 2011 for funding programmes/projects for the third year of the pilot phase (2012);*
11. *Decides to revise at its fifth ordinary session, if necessary, the budget of the pilot phase in light of the contributions to the Fund and the number of requests for assistance;*

12. *Requests the Director-General to launch a new appeal for contributions to all of the Convention's stakeholders for the purpose of strengthening the Fund for the implementation of the third year of the pilot phase;*
13. *Takes note of the experience of the first call for projects to integrate them in the findings of the global evaluation that is to take place six months before the end of the pilot phase in accordance to paragraph 5 of the Guidelines on the use of the resources of the Fund, and decides to apply the following additional criteria in the next call for projects:
  - a) *the maximum amount requested from the Fund (\$100,000 for programmes/projects and \$10,000 for preparatory assistance);*
  - b) *the possibility for the Panel of Experts and the Committee to adapt the amount of funds attributed to programmes/projects from the Fund, so that the requested budget is not systematically the budget allocated by the Fund;*
  - c) *the number of programmes/projects retained per beneficiary (only one project per Party or non-governmental organization (NGO) or international non-governmental organization (INGO));*
  - d) *the maximum number of programmes/projects that a Party, an NGO or an INGO may present (two projects maximum);*
  - e) *a clearer explanation of the terms "preparatory assistance" and "institutional infrastructure";*
  - f) *the introduction of a threshold of 75% of the maximum number of points attributed by the Panel of Experts (i.e., 30 points out of 40) in order to qualify a programmes/projects for eligibility.*

*The additional criteria will be subject to an evaluation at the end of the pilot phase.**
14. *Invites the Secretariat to draw lessons from the first review of applications in order to improve the information provided to the Committee;*
15. *Invites the Panel of Experts, when submitting their future recommendations, to provide a list of programmes/projects to be financed within the limits of the funds available, as well as other programmes/projects that could be financed if additional funds became available.*

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## ANNEX to Decision 4.IGC 10A

Points	Program/Project (PR) or Preparatory Assistance (PA)	Countries or INGO	Beneficiaries	Project/ N°	Title of Project	Funding request	Decision by the Committee
34	PR	Mexico	State Party (SP)	160	Rencontre interamériques par la Diversité culturelle 2011	\$30 344,00	\$30 344,00
34	PR	Madagascar	NGO	51	TransPorter/lambahoany en mouvement	\$26 563,00	\$26 563,00
33	PR	Tunisia	SP	115	Renforcement du fonds documentaire du centre National de Traduction: la création d'une bibliothèque de référence multilingue	\$30 000,00	\$30 000,00
33	PR	Lao People's Democratic Republic	SP	14	Organiser un Séminaire national sur la Convention de 2005	\$5 000,00	\$5 000,00
33	PR	Madagascar	NGO	21	Appui au développement et à la valorisation de l'édition à Madagascar	\$44 985,00	\$44 985,00
32	PR	Guatemala	NGO	108	Intercultural social communication through audiovisual creation (COSICA)	\$97 744,00	\$97 744,00
32	PR	South Africa	SP	167	Research project to establish and develop a formal funding map and a best practice policy document on tax incentives for corporate funders within the arts sector	\$59 935,00	\$59 935,00
32	PR	Senegal	Groups	71	YAKAAR -Pôle international de formation aux métiers de la musique et des arts de la scène	\$40 000,00	\$40 000,00
32	PR	Niger	NGO	150	Programme d'appui à la création théâtrale nigérienne dans le cadre de la 5ème édition d'Emergences - festival de théâtre à Niamey, 2011	\$30 588,00	\$30 588,00
32	PR	Cote d'Ivoire	SP	121	Elaboration d'un Plan Stratégique de Développement et de Valorisation des Potentialités Culturelles de la Commune de Yopougon (PSDVPC)	\$29 892,00	\$29 892,00
31	PR	Argentina	NGO	242	Comprehensive Employment and Training Trades Program	\$308 986,00	\$100 000,00
31	PR	Cuba	NGO	12	Study of the experiences of the community cinema and audiovisual of Latin America and the Caribbean development opportunity	\$45 080,00	\$45 080,00
31	PR	Saint Lucia	SP	164	The Development and Expansion of the Steel Pan Art Form in Saint Lucia	\$49 664,00	\$49 664,00
31	PA	Burkina Faso	SP	53	Réalisation d'une étude des impacts de la culture sur le développement du Burkina Faso	\$60 813,00	\$60 813,00
30	PR	Bangladesh	SP	62	Cultural Diversity Ministerial Forum of the Asia-Pacific Region, 8-10 November, 2011	\$38 000,00	\$38 000,00
30	PR	Uruguay	SP	106	"Comparsa": a tool for social and cultural integration	\$65 500,00	\$65 500,00
30	PR	Togo	NGO	80	Renforcement des capacités des professionnels des industries culturelles du Togo	\$29 500,00	\$29 500,00

Points	Program/Project (PR) or Preparatory Assistance (PA)	Countries or INGO	Beneficiaries	Project/ N°	Title of Project	Funding request	Decision by the Committee
30	PR	Grenada	SP	176	Cultural Policy of Grenada	\$42 000,00	\$42 000,00
30	PR	Peru	NGO	48	Educational community committed to the protection and promotion of cultural expressions of Peru	\$70 850,00	\$70 850,00
30	PR	Tunisia	SP	114	La promotion du livre tunisien: la création d'un site web du livre tunisien	\$50 000,00	\$50 000,00
29	PR	Mali	NGO	36	Coalition pour la Diversité Culturelle	\$67 268,00	\$67 268,00
29	PR	Senegal	NGO	68	Ker Thiossane, Pôle ressources pour la création numérique et les pratiques artistiques citoyennes en Afrique	\$50 000,00	\$50 000,00
28	PR	Argentina	NGO	243	8° Festival Iberoamericano de Cortos "Imágenes Jóvenes en la Diversidad Cultural"	\$58 973,00	\$58 973,00
28	PR	Benin	NGO	19	Proximus Rezo	\$20 000,00	\$20 000,00
28	PA	Kenya	NGO	205	Unearthing the Gems of Culture - Mapping Exercise for Kenya's Creative Industries	\$201 871,00	\$100 000,00
28	PR	Namibia	SP	216	Mobile Exhibition System (MES)	\$5 000,00	\$5 000,00
28	PR	International Theatre Institute - ITI	INGO	52	Toile de vie	\$312 552,00	\$100 000,00
28	PR	Burkina Faso	NGO	54	Les Récréâtrales, Résidences panafricaines d'écriture, de création et de recherche théâtrales (7ème édition)	\$35 000,00	\$35 000,00
27	PR	Mali	Groups	43	COMPLEXE D'ART avec RESIDENCE D'ARTISTES	\$157 098,00	\$0,00
26	PR	Republic of Congo	SP	96	"Appui au renforcement des capacités des artistes de l'Ecole de Peinture de Poto-Poto, République du Congo"	\$50 000,00	\$50 000,00
25	PR	Kenya	Groups	210	Promoting as an annual event the "African Stones talk" An International Stone Sculpture Symposium 2011	\$35 000,00	\$35 000,00
24	PA	Cameroon	NGO	203	Banque d'images de l'Afrique centrale (BIMAC)	\$80 000,00	\$80 000,00

**Item 10 of the Agenda:** Implementation of the International Fund for Cultural Diversity (IFCD) and fundraising strategy

**Decision 4.IGC 10B**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/10B and its Annex;*
2. *Takes note of the issues to be addressed in targeting the stakeholders, identifying the resources and defining the objectives at the heart of a future fundraising strategy for the Fund;*
3. *Recognizes that progress made in the Fund's pilot phase as well as the implementation of activities to promote visibility and raise awareness of the Convention are crucial elements for the success of a future fundraising strategy;*
4. *Requests Parties to inform the Secretariat of fundraising mechanisms, notably the innovative ones, implemented at the national level to raise resources for the Fund. This information is to be collected mainly through a questionnaire that will be sent by the Secretariat to Parties;*
5. *Requests the Secretariat to prepare an information document for the third ordinary session of the Conference of Parties that would succinctly outline the terms of reference for a future fundraising strategy for the Fund taking into account the debate of the Committee at this session;*
6. *Requests the Director-General to allocate in the framework of the next C/5 increased resources for the operation and the implementation of the Convention.*



**Item 11 of the Agenda:** Documents to be approved by the third session of the Conference of Parties

### Decision 4.IGC 11

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/11 and its Annex;*
2. *Recalling Resolution 2.CP 7 of the Conference of Parties and its Decision 3.IGC 6;*
3. *Submits to the third ordinary session of the Conference of Parties for approval, as annexed to this decision, the following draft operational guidelines:*
  - *Draft operational guidelines on measures to ensure the visibility and promotion of the Convention;*
  - *Draft operational guidelines on information sharing and transparency (Article 9);*
  - *Draft operational guidelines on education and public awareness (Article 10);*
  - *Draft operational guidelines on exchange, analysis and dissemination of information (Article 19).*

### ANNEX to Decision 4.IGC 11

#### **Draft operational guidelines on measures to ensure the visibility and promotion of the Convention;**

#### **General considerations**

1. In order to ensure effective implementation of the Convention, the Parties are encouraged, by all appropriate means, to take the necessary measures to increase the visibility and promotion of the Convention at the national, regional and international levels, taking into account more specifically the objectives and principles of the Convention (articles 1 and 2).

2. To that end, the mobilization and cooperation of all stakeholders, namely the Parties, civil society, including artists and other cultural professionals and practitioners, as well as the public and private sectors, are essential.

3. Actions taken concerning the visibility and promotion of the Convention are closely linked to those related to fundraising in support of the International Fund for Cultural Diversity (IFCD, hereinafter referred to as “the Fund”), which has only voluntary contributions, and to those made in the context of the strategy for encouraging ratifications.

#### **Measures by Parties to ensure the visibility and promotion of the Convention**

*At the national level*

4. The Parties are encouraged to develop and to adopt measures to ensure the visibility and the promotion of the Convention in their territory. Such measures may include, but are not limited to:

- 4.1 informing and mobilizing political decision-makers, opinion leaders in all different sectors, civil society and National Commissions and encouraging coordination between them in order to strengthen inter-institutional cooperation and dialogue;
- 4.2 supporting the design and implementation of initiatives of the public and private sectors as well as civil society aimed at promoting and raising awareness of the diversity of cultural expressions;
- 4.3 establishing or strengthening coordination structures dedicated to the Convention in order to highlight the importance of local and national policies in the area of cultural expressions and the development of cultural industries;
- 4.4 encouraging and fostering media campaigns in order to disseminate the principles and the objectives of the Convention;
- 4.5 facilitating the availability of communication tools related to the Convention accessible to all and also available on Internet;
- 4.6 supporting the organization of seminars, workshops and public forums on the diversity of cultural expressions, as well as exhibitions, festivals and dedicated days, in particular the World Day for Cultural Diversity for Dialogue and Development on 21 May;
- 4.7 carrying out educational activities through the development of targeted programmes, in particular for young people, to facilitate understanding of the Convention;
- 4.8 carrying out awareness-raising activities with young professionals in the cultural sector regarding issues addressed by the Convention.

*At the regional and international levels*

5. The measures adopted by the Parties at the national level to ensure the visibility and promotion of the Convention may be reinforced by initiatives at bilateral, regional and international levels.

Parties, with the support of the Secretariat and Field Offices, are particularly encouraged to:

- 5.1 develop and share the communication tools relevant to ensuring the visibility and promotion of the Convention and organize events between countries of the same region (e.g. Festival on Cultural Diversity held by UNESCO in the week of 21 May);
- 5.2 publicize projects and activities supported by the Fund;
- 5.3 raise awareness of intergovernmental and non-governmental organizations having interests and activities in the fields covered by the Convention and, if appropriate, undertake joint activities.

**Contribution of civil society**

6. In the light of Article 11 of the Convention concerning the participation of civil society and in conformity with its operational guidelines, civil society is encouraged to actively contribute to ensuring the visibility and the promotion of the Convention by conducting awareness-raising, cooperation and collaborative activities with stakeholders.

7. To that end, civil society's efforts may include, but not be limited to:

7.1 organizing seminars, workshops and forums at every level, in particular with cultural professional organizations representing artists and others involved in the creation, production and dissemination/distribution of cultural expressions, and participating in national, regional and international conferences on the Convention;

7.2 developing and publishing information tools to facilitate understanding of the Convention;

7.3 disseminating information to stakeholders (through national media, websites and newsletters);

7.4 building partnerships with the ministries concerned, the National Commissions, universities and research institutes to organise research and training seminars on the Convention.

### **Role of the Secretariat of UNESCO**

8. In order to help the Committee to improve the visibility and foster the promotion of the Convention, the Secretariat of UNESCO shall, without being limited to:

8.1 collect, share and distribute information on the protection and promotion of the diversity of cultural expressions and facilitate the exchange of information between Parties, non-governmental organisations, cultural professionals and civil society;

8.2 develop tools to disseminate the key messages of the Convention to different audiences and to distribute information regarding its implementation. These tools shall be developed in such a way as to facilitate their subsequent translation in several languages;

8.3 facilitate the organisation of workshops, seminars or conferences in order to raise awareness about the Convention;

8.4 underscore the importance of the Convention in international celebrations, such as the World Day for Cultural Diversity for Dialogue and Development;

8.5 publicize projects and activities carried out in the framework of the Fund.

### **Coordination of and follow-up on measures to ensure the visibility and promotion of the Convention**

9. The Parties are encouraged, through the designated points of contact (articles 9 and 28 of the Convention), or through National Commissions, to implement and monitor activities to promote the Convention, to share information and best practices with each other and to coordinate their efforts at the international level.

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### **Draft operational guidelines on information sharing and transparency (Article 9 of the Convention)**

#### **Article 9 – Information sharing and transparency**

*Parties shall:*

- (a) *provide appropriate information in their reports to UNESCO every four years on measures taken to protect and promote the diversity of cultural expressions within their territory and at the international level;*
- (b) *designate a point of contact responsible for information sharing in relation to this Convention; and*

- (c) *share and exchange information relating to the protection and promotion of the diversity of cultural expressions.*

### **Quadrennial Periodic Reports of the Parties to the Convention**

1. Each Party submits, the fourth year following the year in which it deposited its instrument of ratification, acceptance, approval or accession, and every fourth year thereafter, a report to the Conference of Parties for its examination in accordance with Article 22.4 (b).
2. The reports shall provide relevant information on measures Parties have taken to protect and promote the diversity of cultural expressions within their territory and at the international level, as well as on the impact and results of these measures.
3. The information and data provided in these reports shall facilitate an exchange of experiences and best practices in order to contribute to the implementation of the Convention and its follow-up.

### **Format and Content of Reports**

4. The Parties will provide information according to the format approved by the Conference of Parties and contained in the framework for reports annexed to these Guidelines. It is understood that the Conference of Parties may decide to adapt the framework taking into account the timetable it has set itself in conformity with Article 9 (a).
5. The quadrennial periodic reports provide qualitative and quantitative information and analyze how, why, when and with what impact, measures to protect and promote the diversity of cultural expressions have been introduced. They provide statistical evidence, as much as possible, as well as the best examples of measures and experiences Parties wish to share.
- 5 bis. In accordance with the operational guidelines for Article 16 of the Convention concerning preferential treatment for developing countries, developed countries will describe how they have implemented their obligations in conformity with this Article.
6. The maximum number of pages is limited to 20 excluding Annexes. Information shall therefore be presented in a clear and concise manner.

### **Ensuring a Participatory Process**

7. In conformity with Article 11 of the Convention and the operational guidelines concerning civil society, Parties ensure the involvement of civil society in the preparation of the reports according to jointly-agreed modalities. The reports shall indicate the way in which civil society participated in the drafting process.
8. Parties can also cooperate with specialized bodies at national, regional and international levels to collect information and data requested in the framework of the quadrennial periodic reports.

### **Submission and Dissemination of Reports**

9. Upon request of the Conference of Parties, the Secretariat invites Parties to prepare their quadrennial periodic reports, at the latest six months before the date set for submission. To this end, the Secretariat refers to the contact points appointed by the Parties and to the Permanent Delegations to UNESCO as well as the National Commissions for UNESCO.

10. Parties submit reports to the Secretariat on paper and in electronic form in one of the working languages of the Committee (English or French).

11. Upon receipt of the reports of the Parties, the Secretariat will register them and acknowledge their receipt.

12. The Secretariat then forwards to the Committee before each of its ordinary sessions, an analytic summary of the quadrennial periodic reports received as well as the reports themselves. The summary will be strategic and action-oriented. It will indicate transversal issues as well as challenges identified in the reports to be addressed in the future implementation of the Convention.

13. In accordance with Articles 22.4 (b) and 23.6 (c) of the Convention, quadrennial periodic reports will, after deliberation by the Committee, be forwarded to the Conference of Parties for review. These reports will be accompanied by the Committee's comments and content summary.

14. To facilitate the exchange of information relating to the protection and promotion of the diversity of cultural expressions, quadrennial periodic reports will be made available according to the modalities defined by a resolution of the Conference of Parties.

### Points of Contact

15. Upon ratification, Parties designate a point of contact responsible for sharing information on the Convention at the national level. If the point of contact changes, the Parties shall notify the Secretariat as soon as possible.

16. Points of contact are communication channels through which information about the Convention can be disseminated to relevant Ministries and public agencies. Points of contact shall be in a position to respond to queries about the Convention from the general public.

17. Parties can request points of contact to participate in gathering relevant information required as input to their quadrennial periodic reports.

## ANNEX

### Draft Framework for Quadrennial Periodic Reports on Measures to Protect and Promote the Diversity of Cultural Expressions

#### Structure

Quadrennial periodic reports (hereafter “reports”) are divided into *four sections* with questions that are to act as guides for those designated to prepare the reports. A suggested number of pages is provided.

Section Number	Heading	Suggested number of pages
	Summary	1
1	General information	0.5
2	Measures	12
3	Awareness-raising and participation of civil society	3
4	Main results achieved and challenges encountered when implementing the Convention	3.5
Annex	Complementary data and information (sources and statistics)	

### **Guidelines for writing reports**

The following *guidelines* shall be taken into consideration when collecting information and data and writing reports:

- (i) the number of pages of the periodic reports should not exceed 20, excluding Annexes;
- (ii) Declarative statements shall be supported by facts and explanations;
- (iii) Information and analysis are to be derived from a variety of sources and be illustrated with examples;
- (iv) Long historical accounts are to be avoided.

### **Technical procedures for submission and follow-up of reports**

The following *procedures* shall be respected:

- (i) Parties submit the reports in English or French, the working languages of the Committee, using the Form prepared for this purpose and approved by the Conference of Parties;
- (ii) The report shall conclude with the original signature of the official designated to sign it on behalf of the Party;
- (iii) The original signed version(s) are sent to the following address: UNESCO, Section of the Diversity of Cultural Expressions, 1, rue Miollis 75732 Paris Cedex 15;
- (iv) The reports are also transmitted electronically or on CD-Rom. They are prepared in both standard pdf and rtf or doc formats using a font size of 10 or larger.

## **Summary**

Parties shall provide a one page summary of the content in their reports, identifying the main achievements and challenges, as well as, where appropriate, an outlook for the future.

The summary is transmitted to the Committee and Conference of Parties in accordance with Articles 22.4 (b) and 23.6 (c) of the Convention.

## **1. General information**

(a) Name of Party

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(b) Date of ratification

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(c) Ratification process (e.g. parliamentary process)

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(d) Total contribution to the IFCD (to date)

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(e) Organisation(s) or entity(ies) responsible for the preparation of the report

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(f) Officially designated point of contact

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(g) Date report was prepared

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(h) Name of designated official(s) signing the report

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(i) Description of the consultation process established for the preparation of the report and name of representative(s) of participating civil society organisation(s)

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<b>2. Measures</b>
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Parties shall provide information on policies and measures adopted to protect and promote the diversity of cultural expressions within their territory (at the national, regional or local levels) and at the international level (including trans-regional or trans-national levels).

Information to be presented in this Section of the report is to be organised according to the following themes: i) cultural policies and measures; ii) international cooperation; iii) the integration of culture in sustainable development policies; iv) protecting cultural expressions under threat.

**Key questions:** Parties shall respond, to the extent possible, to the following questions<sup>2</sup> for each theme:

- (a) What are the main objective(s) of the policy or measure? When was it introduced?
- (b) How has it been implemented, which public agency(ies) is (are) responsible for its implementation and what resources have been allocated to ensure implementation?
- (c) What challenges have been identified in the implementation of this measure?
- (d) What has been the effect or impact of the policy or measure? What indicators were used to lead to this conclusion?

### **2.1 Cultural policies and measures**

The purpose of this section is to report on cultural policies and measures in place to promote the diversity of cultural expressions at the different stages of creation, production, distribution, dissemination and participation/enjoyment.

Measures may be understood as those that nurture creativity, form part of an enabling environment for independent producers and distributors as well as those that provide access to the public at large to diverse cultural expressions. They may be regulatory or legislative, action or programme oriented, institutional or financial measures. They may be specifically introduced to address the special circumstances and needs of individuals (e.g. women, young people) or groups (e.g. minorities or indigenous peoples) as creators, producers or distributors of cultural expressions.

For more explanation on the types of measures to be reported on, please refer to Article 6, Rights of Parties at the national level and the operational guidelines adopted on Article 7 on measures to promote cultural expressions.

#### ***Parties' Response***

Please respond to key questions (a) – (d) above

### **2.2 International cooperation and preferential treatment**

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<sup>2</sup> Questions proposed by the Committee at its third ordinary session in December 2009.

The purpose of this section is to report on measures aimed at facilitating international cooperation in general and those that provide preferential treatment to artists and cultural professionals, as well as cultural goods and services from developing countries.

Measures are understood as legal, institutional and financial frameworks, policy and programme activities that:

- support the mobility of artists and cultural professionals abroad (sending and receiving);
- provide greater market access for the distribution of cultural goods and services from developing countries through specific agreements;
- strengthen independent cultural industries as a means to contribute to economic growth, poverty reduction and sustainable development;
- aim to build institutional and management capacities through international cultural exchange programmes or partnerships among civil society organisations and networks.

Parties, in particular from developed countries, indicate separately the measures they have taken to foster preferential treatment for developing countries.

Parties from developing countries endeavour to identify their specific priorities, needs and interests with regard to the protection and promotion of the diversity of cultural expressions and shall report on their operational action plan to optimize international cooperation.

For more explanation on the types of measures to be reported on, please refer to operational guidelines adopted on Articles 14 and 16.

### ***Parties' Response***

Please respond to key questions (a) – (d) above

### **2.3. Integration of culture in sustainable development policies**

The purpose of this section is to report on measures aimed at integrating culture as a strategic element in development policies and assistance programmes at all levels (local, national, regional and international) and indicate how they are linked to human development goals, notably poverty reduction.

It is understood that sustainable development policies are to be formulated, adopted and implemented with relevant authorities responsible for the economy, environment, social affairs and culture. Measures to be reported on this section should take this interrelatedness into account.

For more explanation on the types of measures to be reported on, please refer to operational guidelines adopted on Article 13, Integration of culture in sustainable development.

In addition to measures, Parties shall report on whether and which indicators have been adopted in their country to evaluate the role and impact of culture in sustainable development policies and programmes.

### ***Parties' Response***

Please respond to key questions (a) – (d) above



## 2.4 Protecting cultural expressions under threat

The purpose of this section is to report on public policies, measures and actions taken by Parties to protect cultural expressions that are determined to be under threat. This is only in the event when a Party has previously identified a special situation under Article 8.2 of the Convention.

For more explanation on the types of measures to be reported on, please refer to the operational guidelines adopted on Articles 8 and 17 on measures to protect cultural expressions at risk or in need of urgent safeguarding.

### ***Parties' Response***

Please respond to key questions (a) – (d) above

## **3. Awareness-raising and participation of civil society**

Parties have acknowledged the fundamental role of civil society in protecting and promoting the diversity of cultural expressions and have committed to encourage their active participation in activities designed to achieve the objectives of this Convention.

The purpose of this section is to report on what Parties are doing to involve civil society in their activities, what resources they are providing to ensure their involvement, and what results have been achieved.

**Parties** are to provide information on how they have involved civil society in activities such as:

- promote the objectives of the Convention through awareness-raising and other activities;
- collect of data and list activities to share and exchange information on measures to protect and promote the diversity of cultural expressions within their territories and at the international level;
- develop policies while providing spaces where their ideas can be heard and discussed;
- implement operational guidelines.

**Civil society** may provide information on activities they are pursuing, such as:

- promote the objectives and principles of the Convention within their territories and in the international fora;
- promote ratification of the Convention and its implementation by governments;
- bring the concerns of citizens, associations and enterprises to public authorities;
- contribute to the achievement of greater transparency and accountability in the governance of culture;
- monitor policy and programme implementation on measures to protect and promote the diversity of cultural expressions.

## **4. Main achievements and challenges to the implementation of the Convention**

Parties and other participating stakeholders are to share information on:

- (i) The results achieved;
- (ii) The challenges encountered when implementing the Convention and solutions found or envisaged to overcome these challenges.

Parties and other participating stakeholders may also wish to share information on next steps they plan to take towards implementation of the Convention and the challenges they foresee to realising their objectives.

## **Annex: Complementary data and information (sources and statistics)**

### **1. Main sources and links**

Please provide references to the main sources of information and data used in compiling this report and that could be of interest to share with other Parties. These could include: recent public cultural policy strategies, reviews or evaluations; latest research or studies that map the cultural sector or cultural industries.

Parties are asked to provide the name, author and web links to the relevant document as well as a maximum 100 word summary in English and/or French if the original language of the document is not in either of these two official working languages of the Committee.

In addition, please indicate the names and contact details of those public or private institutions, agencies or networks in your country who actively contribute to the production of information and knowledge in the fields addressed by the Convention.

### **2. Reporting on available statistics**

The approach taken to the provision of statistical information in the reports is a pragmatic one.

This means that Parties are asked, **to the extent possible**, to provide statistical information that already exists. This data may have been collected through national surveys, mapping studies, etc. They have mostly been published in Tables provided in the Annexes of the UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue (2009). Suggestions for where data can be found are provided below.

#### **2.1 Demographic context**

- a) Population structure
  - Total population
  - Total annual growth rates per 1000s
  - Age structure
- b) Migration
  - Migrant stock as a percentage of the population
  - Emigration
- c) Language and literacy
  - Number of official languages
  - Number of languages spoken
  - Literacy rates

#### **Sources:**

- a) National Statistical Offices, Census Data, United Nations Statistical Division Databases (<http://unstats.un.org/unsd/databases.htm>).
- b) UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue (2009),
- c) UNESCO Institute for Statistics, Literacy Statistics ([http://www.uis.unesco.org/ev\\_en.php?ID=6401\\_201&ID2=DO\\_TOPIC](http://www.uis.unesco.org/ev_en.php?ID=6401_201&ID2=DO_TOPIC)).

## 2.2 Mobility of cultural goods and services

- a) Total flows of cultural goods and services
  - Total exports trade in cultural goods in million USD
  - Total imports trade in cultural goods in million USD
  - Total exports trade in cultural services in million USD
  - Total imports trade in cultural services in million USD
- b) Translation flows
  - Total number of published translations
  - Total number of titles translated and published abroad

### **Sources:**

- a) Customs data and balance of payments data. See also UNESCO 2009 Framework for Cultural Statistics definition for cultural goods and services.
- b) UNESCO World Report Investing in Cultural Diversity and Intercultural Dialogue, 2009.

## 2.3 Cultural production, distribution

- a) Films
  - number of national feature films produced/year
  - % films co-produced
  - % of nationally controlled distribution companies
  - number of cinemas per 1000 inhabitants
- b) Radio/TV broadcasting
  - annual television broadcasting time by programme type (in hours)
  - annual broadcasting time (TV and radio) for programmes related to indigenous peoples (in hours)
  - annual broadcasting time (TV and radio) by type of programme production (national/foreign, in hours)
- c) Books
  - number of titles published
  - number of publishers
  - number of book shops
- d) Music

### **Sources:**

- a) UIS Questionnaire on feature films statistics
- b) UIS Questionnaire on media statistics
- c) National Statistical Offices, CERLALC, International Publishers Associations

## 2.4 Cultural consumption / participation

- a) Percentage of people attending cultural events such as concerts, live theatre several times a year, broken down by gender and age (if possible)
- b) Cinema admissions in 1000s
- c) Book sales
- d) Household equipment (% hab.)
  - Number of households with a television set
  - Personal computers per 1000 inhabitants

### **Sources:**

- a) International Social Survey Program (ISSP), ISSP 2007 Leisure Time and Sports v2.0.0 - Question 13 (<http://www.gesis.org/en/services/data/survey-data/issp/modules-study-overview/leisure-time-sports/2007/>).
- b) UIS Survey in Feature Films Statistics and Focus: World Film Market Trends. [http://www.obs.coe.int/oea\\_publ/market/focus.html](http://www.obs.coe.int/oea_publ/market/focus.html).

- c) "Global Entertainment and Media Outlook 2008-2012", Price Waterhouse & Coopers ([http://www.pwc.com/sv\\_SE/se/publikationer/assets/consumer\\_educational\\_book\\_publishing.pdf](http://www.pwc.com/sv_SE/se/publikationer/assets/consumer_educational_book_publishing.pdf)).
- d) International Telecommunication Union: <http://www.itu.int/ITU-D/ict/statistics/index.html>.

## 2.5 Connectivity, infrastructure, access

- a) Mobile cellular subscribers per 1000 inhabitants
- b) Internet users per 1000 inhabitants
- c) Internet penetration rate as a % of the population
- d) Number of online newspapers
- e) Number of Internet radio stations
- f) % of public radio and television institutions
- g) Number of community radio stations

### **Sources:**

- a), b) International Telecommunication Union: <http://www.itu.int/ITU-D/ict/statistics/index.html>.
- c) Internet world stats (<http://www.internetworldstats.com/stats.htm>).
- d), e), f), g) UIS Questionnaire on Media Statistics.

## 2.6 Economy and finance

- a) Contribution of cultural activities to Gross Domestic Product (GDP) in percentage
- b) Percentage of people employed in culture
- c) Public expenditure: government expenditure on culture
- d) Household expenditure on culture and recreation

### **Sources:**

- a) Economic censuses, Industry surveys, Service surveys, Small establishment surveys, Household surveys, National Accounts. In national statistics departments, central banks and cultural institutions (based on International Standard Industrial Classification: ISIC Rev. 4 NAICS, ANZSCI, NACE, NAPCS).
- b) Census, Household surveys (using Standard Classification of Occupations ISCO-08 ISIC Rev. 4).
- c) & d) National sources, Systems of National Accounts.
- For a), b) see also UNESCO methodological note on calculating cultural employment and contribution of characteristic cultural activities to GDP.

## 2.7 International cooperation

- a) Official Development Assistance allocated to culture (estimated percentage of total allocable ODA)
- b) Net receipt (in US \$) of Official Development Assistance allocated to culture (estimates)

### **Source:**

DAC Statistics, Development Co-operation Directorate (DCD-DAC), OECD  
<http://stats.oecd.org/qwids/>.

**Draft operational guidelines on education  
and public awareness (Article 10 of the Convention)**

**Article 10 – Education and public awareness**

*Parties shall:*

- (a) *encourage and promote understanding of the importance of the protection and promotion of the diversity of cultural expressions, inter alia, through educational and greater public awareness programmes;*
- (b) *cooperate with other Parties and international and regional organizations in achieving the purpose of this article;*
- (c) *endeavour to encourage creativity and strengthen production capacities by setting up educational, training and exchange programmes in the field of cultural industries. These measures should be implemented in a manner which does not have a negative impact on traditional forms of production.*

**General considerations**

1. Parties to the Convention have a crucial responsibility to encourage and promote understanding of the importance of the protection and promotion of the diversity of cultural expressions, including through formal and non-formal educational programmes, as well as public awareness activities aimed at citizens of all ages.

2. Educational and public awareness-raising programmes and measures should, *inter alia*, highlight the distinct characteristics of this Convention and bring out its specificities in comparison to other UNESCO normative instruments in the field of culture.

**Educational tools and programmes**

3. Parties should encourage, at the appropriate levels, the adoption of an *integrated approach* in the design and implementation of educational programmes that promote the objectives and principles of the Convention. This should involve strengthening the ties between culture and education at the policy, programme and institutional levels.

4. Professions in the field of cultural industries have undergone rapid change; training for these professions must therefore be subject to a continual process of reflection and initiatives. In this respect, Parties shall consider, but not restrict themselves to the following: identification of skills required and gaps in training, particularly related to digital expertise; the development of curricula; building partnerships between training institutions and industrial sectors concerned. Finally, cooperation with public authorities and private institutions involved in sustainable development and youth programmes should also be encouraged.

5. *Schools are important platforms* for transmitting information and knowledge on the importance of protecting and promoting the diversity of cultural expressions to young people. In this context, Parties can encourage, at the appropriate levels, the introduction of policies and programmes as well as the dedication of required resources aimed at:

- (a) including the diversity of cultural expressions in school curricula adapted to local contexts and cultures;
- (b) developing educational and training materials in multiple formats, including those online, such as books, CDs, videos, documentaries, manuals or brochures, interactive games, etc.;
- (c) inviting artists and cultural professionals in the development of such materials and to participate in the activities of schools and other educational institutions;

- (d) enhancing the capacities of teachers to raise students' awareness about the diversity of cultural expressions and use, wherever available, guides and manuals to this end;
- (e) involving adults and parent associations to suggest themes and modules for teaching about the diversity of cultural expressions in schools;
- (f) involving youth in collecting and disseminating information about the diversity of cultural expressions in their communities;
- (g) transmitting acquired experiences through the promotion of participatory educational methodologies, mentoring activities and apprenticeships.

6. *Higher education, training and research institutions* are important environments for nurturing creativity and building capacities in the field of cultural industries and development of cultural policies. In this context, Parties can support such institutions and encourage them to introduce programmes that facilitate skills development, the mobility and exchange of the next generation of cultural industry and cultural policy professionals. Parties may also consider establishing UNESCO Chairs in the field of cultural policies and industries.

### **Raising public awareness**

7. Parties can devote resources to develop *awareness-raising tools* in multiple formats that meet the needs of diverse audiences, employ new information and communication technologies as well as non-formal means of transmitting knowledge. Artists and cultural professionals are to be invited to participate in the development of such tools.

8. Parties shall *provide support for events* that can raise public awareness and disseminate information on the diversity of cultural expressions through, for example, the organization of symposia, workshops, seminars and public forums as well as exhibitions, concerts, festivals, competitions, international days, etc. In this context, whenever possible, Parties should partner with public and private actors as well as existing civil society structures and networks.

9. The *media* can effectively contribute to raising public awareness about the importance of protecting and promoting the diversity of cultural expressions. Parties should provide support for the production of specialized programmes and campaigns that can be distributed through all types of media and reach diverse target groups. The establishment of a network of cultural journalists specializing in this field could be encouraged. Local broadcasting networks and community radios could play a major role in enhancing knowledge of diverse cultural expressions and events, as well as sharing information on good practices.

### **Promoting cooperation**

10. Parties are encouraged to establish close collaboration with other intergovernmental and regional organizations in their efforts to raise awareness of the importance of protecting and promoting the diversity of cultural expressions.

11. Parties are encouraged, through their designated points of contact (Articles 9 and 28 of the Convention) or through the National Commissions, to monitor the implementation of educational programmes and public awareness activities and to share information and good practices between them.

## **Draft operational guidelines on exchange, analysis and dissemination of information**

### **Article 19 - Exchange, analysis and dissemination of information**

1. *Parties agree to exchange information and share expertise concerning data collection and statistics on the diversity of cultural expressions, as well as on best practices for its protection and promotion.*
2. *UNESCO shall facilitate, through the use of existing mechanisms within the Secretariat, the collection, analysis and dissemination of all relevant information, statistics and best practices.*
3. *UNESCO shall also establish and update a data bank on different sectors and governmental, private and nonprofit organizations involved in the area of cultural expressions.*
4. *To facilitate the collection of data, UNESCO shall pay particular attention to capacity building and the strengthening of expertise for Parties that submit a request for such assistance.*
5. *The collection of information identified in this Article shall complement the information collected under the provisions of Article 9.*

### **General considerations**

1. The operational guidelines of Article 19 define the measures to be taken at the international level to ensure the exchange, analysis and dissemination of information, statistics and best practices. They are complementary to the operational guidelines defining the elaboration and submission of quadrennial periodic reports of Parties (Article 9).
2. The objectives of Article 19 are:
  - to establish a common framework of collaboration and cooperation of Parties in the field of exchange, analysis and dissemination of information, statistics and best practices, particularly, where appropriate, for the elaboration of standard indicators;
  - to ensure the relevance, and to the extent possible, the comparability of information, statistics and best practices, to be collected, analyzed and disseminated;
  - to identify the appropriate partners and mechanisms to carry out the collection, analysis and dissemination of information, statistics and best practices;
  - to strengthen the required expertise, particularly, capacities in the collection of information and data, and their analysis.

### **Role and responsibilities of Parties**

3. Parties should engage in actions both within their territories and in the framework of international cooperation, as specified in the following paragraphs.
4. Parties are encouraged to develop data collection and information infrastructure at the national level. To this end, they can seek international assistance for capacity building activities.
5. Parties are encouraged to take actions to exchange, analyse and disseminate information and data *in their territory*, using information and communication technologies as appropriate. Such actions shall be undertaken within open and transparent processes through, or in cooperation with, the national points of contact. They should involve the participation of national points of contact and civil society actors that have competencies in

the field. The information and data collected can feed into the quadrennial periodic reports Parties are to submit under Article 9.1 of the Convention.

6. Actions taken by Parties within their territories may be reinforced and/or strengthened by initiatives at *international, regional and sub-regional levels*. Parties are particularly encouraged to:

- (i) join efforts to foster information and knowledge sharing activities on the international, regional and sub-regional levels;
- (ii) promote the exchange of meaningful best practices on ways and means to protect and promote cultural expressions;
- (iii) facilitate the exchange of expertise on data collection and indicator development on the diversity of cultural expressions. This may include support for the exchange or mentoring of professionals, especially young professionals.

### **Role and responsibilities of the UNESCO Secretariat**

7. UNESCO shall a) facilitate the collection, analysis and dissemination of information, statistics and best practices; b) produce and update information on the main public, private and civil society actors that have competencies in the field of cultural expressions; c) facilitate capacity building.

8. The UNESCO Secretariat endeavours to:

- develop and maintain a database of experts involved in the implementation of the Convention, in particular to respond to requests for capacity building;
- promote international exchanges of information and of best practices *inter alia* through online discussion forums for experts and practitioners with a view to facilitating their comparability;
- facilitate the networking of existing information sources from different regions and sub-regions of the world, as well as facilitate access to these sources.

9. The UNESCO Institute for Statistics (UIS) as a global and permanent structure to collect statistical information for use by Member States is encouraged to: i) pursue the organisation of regional training workshops as part of an overall capacity building strategy to facilitate the implementation of the 2009 Framework for Cultural Statistics and ii) continue its work with international experts on innovative methodologies of relevance to the Convention. In addition, training guides and statistical methodological manuals could be produced in multiple languages and adapted to the different needs and competencies of target groups at national, regional and local levels. The active participation of the UIS network of regional advisors for cultural statistics and UNESCO Field Offices in such exercises is necessary.

### **Contribution of civil society**

10. Civil society actors should be involved as information and data producers as well as distributors.

11. Civil society organizations from different regions of the world are encouraged to establish cooperation links between them at the international, regional and sub-regional levels and to keep the Secretariat informed of their activities.



**Item 12 of the Agenda:** Report of the Committee on its activities and decisions to the Conference of Parties

**Decision 4.IGC 12**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/12REV and its Annex;*
2. *Adopts the report on its activities and decisions since the second ordinary session of the Conference of Parties as amended and annexed to this decision;*
3. *Submits the report to the third ordinary session of the Conference of Parties.*

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**ANNEX to Decision 4.IGC 12**

**Report of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions on its activities and decisions to the Conference of Parties**

**Composition of the Committee**

1. Article 23 of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as “the Convention”) provides for the establishment of an Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter referred to as “the Committee”). According to this provision, the Members of the Committee are elected for four years and their election is based on the principles of equitable geographical representation as well as rotation. In conformity with Article 15.1 of the Rules of Procedure of the Conference of Parties, the election of the Members of the Committee shall be conducted on the basis of the composition of the electoral groups of UNESCO, as determined by the UNESCO General Conference, it being understood that ‘Group V’ shall consist of two separate electoral groups: V(a) (African States) and V(b) (Arab States).

2. At its second ordinary session, on 16 June 2009, the Conference of Parties elected 12 Members of the Committee in accordance with Article 16 of the Rules of Procedure of the Conference of Parties.

3. The 24 States that are members of the Committee and term of their mandate are as follows:

<b>Group I</b>			
Canada	2009 – 2013	Greece	2007 – 2011
France	2009 – 2013	Luxembourg	2007 – 2011
Germany	2007 – 2011		
<b>Group II</b>			
Albania	2009 – 2013	Croatia	2007 – 2011
Bulgaria	2009 – 2013	Lithuania	2007 – 2011

<b>Group III</b>			
Brazil	2009 – 2013	Mexico	2007 – 2011
Cuba	2009 – 2013	Saint-Lucia	2007 – 2011
<b>Group IV</b>			
China	2009 – 2013	Lao People's Democratic Republic	2009 – 2013
India	2007 – 2011		
<b>Group V(a)</b>			
Cameroon	2009 – 2013	Senegal	2007 – 2011
Kenya	2009 – 2013	South Africa	2007 – 2011
Mauritius	2007 – 2011		
<b>Group V(b)</b>			
Jordan	2009 – 2013	Tunisia	2009 – 2013
Oman	2007 – 2011		

**Meetings of the Committee since the second ordinary session of the Conference of Parties (15-16 June 2009)**

4. Since the second ordinary session of the Conference of Parties, the Committee met twice in ordinary session. Those meetings were held as follows:

<b>Sessions</b>	<b>Dates</b>
Third ordinary session, Paris, France (3.IGC)	7-9 December 2009
Fourth ordinary session, Paris, France (4.IGC)	29 November - 3 December 2010

5. In conformity with Article 12.1 of the Rules of Procedure adopted by the Committee at its first ordinary session and approved by the Conference of Parties at its second ordinary session, the Committee elects a Bureau at the end of each ordinary session whose mandate continues until the next ordinary session. During its third and fourth ordinary sessions, the Committee suspended the application of article 12.1 of its Rules of Procedure in order to elect the Chairperson of the Committee (Decisions 3.IGC 10 and 4.IGC 15).

<b>Sessions</b>	<b>Members of the Bureau</b>	<b>Dates</b>
Third ordinary session, Paris (France)	Chairperson: Ms Vera Lacoecilhe (Saint Lucia) Rapporteur: M. Mouhamed Konaté (Senegal) Vice-Chairpersons: Croatia, India, Luxembourg, Oman	7-9 December 2009
Fourth ordinary session, Paris (France)	Chairperson: Ms Nina Obuljen (Croatia) Rapporteur: Mr Zaid Hamzeh (Jordan) Vice-Chairpersons: China, France, Kenya, Mexico	29 November - 3 December 2010

## **Activities of the Committee since the second ordinary session of the Conference of Parties**

6. Activities undertaken by the Committee since the second ordinary session of the Conference of Parties :

- *Draft operational guidelines for the implementation of the Convention on:*
  - information sharing and transparency (Article 9);
  - education and public awareness (Article 10);
  - exchange, analysis and dissemination of information (Article 19);
  - measures to increase the visibility and promotion of the Convention.
- *The implementation of the International Fund for Cultural Diversity (IFCD) and fundraising strategy.*
- *Additional activities:*
  - a strategy for encouraging ratification of the Convention;
  - the pertinence and feasibility of appointing public persons to promote the Convention;
  - feasibility study and cost analysis for the creation of an emblem for the Convention.

## **Draft operational guidelines**

### **Information sharing and transparency – Article 9**

7. At its second ordinary session in June 2009, the Conference of Parties requested the Committee to continue its work and to submit to it for approval at its third session draft operational guidelines concerning Article 9 of the Convention (Resolution 2.CP 7). After a first debate, during its third ordinary session, the Committee requested that the Secretariat continue its work on the matter and submit to it for examination at its fourth ordinary session, preliminary draft operational guidelines on Article 9 that take into account its discussions (Decision 3.IGC 7). At its fourth ordinary session, the Committee reviewed preliminary draft operational guidelines on Article 9 and a preliminary draft of the framework for quadrennial periodic reports of Parties to the Convention. After an in-depth discussion, which took into consideration written amendment proposals prepared by members of the Committee, it adopted the draft operational guidelines and the draft framework as amended and decided to submit it to the third ordinary session of the Conference of Parties for approval (Decision 4.IGC 7).

### **Education and public awareness – Article 10**

8. At its second ordinary session in June 2009, the Conference of Parties requested the Committee to submit to it for approval at its third session draft operational guidelines concerning Article 10 of the Convention (Resolution 2.CP 7). During its third ordinary session, the Committee noted this item on the provisional agenda of its fourth ordinary session (Annex to Decision 3.IGC 9). At its fourth ordinary session, the Committee examined preliminary draft operational guidelines on Article 10. After a debate on the preliminary draft that took into consideration written amendment proposals from members of the Committee, it adopted the draft operational guidelines as amended and decided to submit it to the third ordinary session of the Conference of Parties for approval (Decision 4.IGC 9).

## **Exchange, analysis and dissemination of information – Article 19**

9. At its second ordinary session in June 2009, the Conference of Parties requested the Committee to submit to it for approval at its third session draft operational guidelines concerning Article 19 of the Convention (Resolution 2.CP 7). During its third ordinary session, the Committee requested that the Secretariat, on the basis of the discussion at its third ordinary session, continue its work on this issue and submit to it for consideration at its fourth ordinary session preliminary draft operational guidelines on Article 19 of the Convention, comprising the modalities of their implementation and their financing. This preliminary draft also delineated the role of the Secretariat in the implementation of Article 19 (Decision 3.IGC 8). At its fourth ordinary session, the Committee examined preliminary draft operational guidelines on Article 19. After an in-depth discussion, the Committee adopted the draft operational guidelines as amended, which takes into consideration written proposals for amendment prepared by members of the Committee and decided to submit it to the third ordinary session of the Conference of Parties for approval (Decision 4.IGC 8).

## **Measures to ensure the visibility and promotion of the Convention**

10. At its second ordinary session (December 2008), the Committee decided to place on the agenda of its second extraordinary session an item concerning the examination of measures to increase the visibility and promotion of the Convention (Decision 2.IGC 9). At its third ordinary session, further to Resolution 2.CP 7 adopted by the Conference of Parties at its second session in June 2009, the Committee, after a first debate during its second extraordinary session in March 2009, examined a preliminary draft of operational guidelines on measures to ensure the visibility and promotion of the Convention. It adopted draft operational guidelines on this matter in its third ordinary session and decided to submit it to the third ordinary session of the Conference of Parties for approval (Decision 3.IGC 6).

11. At its third ordinary session, the Committee decided, in principle, to create an emblem in order to support its activities and those of the Parties in promoting the principles and objectives of the Convention. As a result, the Committee invited the Secretariat to provide the Committee at its fourth ordinary session a feasibility study and cost analysis for the creation of an emblem for the Convention, including different options, such as the option of open competition based on wide publicity, as well as a preliminary draft operational guidelines governing the use of the emblem of the Convention (Decision 3.IGC 6). At its fourth ordinary session, the Committee examined the feasibility study prepared by the Secretariat and recognized the importance of having an emblem symbolizing the Convention to ensure its visibility and promotion. The Committee decided to put this item on the agenda of its next session ordinary (Decision 4.IGC 5).

## **Other Matters**

### **Strategy for encouraging ratification of the Convention**

12. At its second extraordinary session, the Committee requested the Secretariat to submit to it a strategy to encourage ratification, especially in under-represented regions and subregions (Decision 2.EXT.IGC 7). The Conference of Parties, during its second session, invited the Parties to continue and intensify their efforts with a view to achieving broader ratification of the Convention (Resolution 2.CP 7). At its third ordinary session, the Committee welcomed the strategy encouraging ratifications and requested the Secretariat to submit to it at its fourth ordinary session a document reporting on progress of ratifications of the Convention, as well as on steps taken and actions carried out in 2009-2010 (Decision 3.IGC 4). At its fourth ordinary session, the Committee examined and took note of the report prepared by the Secretariat on the progress of ratifications. The Committee requested the Secretariat to continue implementing the strategy in 2011 and 2012. It also requested the Secretariat to organize an information session before the third ordinary session of the Conference of Parties, and to invite Member States that are not

Parties to the Convention and civil society so that the Parties may present and share their experience since ratification and the benefits they have derived from it. The Committee further requested the Secretariat to submit to it at its sixth ordinary session, in December 2012, a document reporting on the progress of ratifications (Decision 4.IGC 4).

### **Pertinence and feasibility of appointing public persons to promote the Convention**

13. At its second extraordinary session, the Committee recommended to the Conference of Parties that it consider nominating public personalities to promote the visibility of the Convention (Decision 2.EXT.IGC 7). During its second session, the Conference of Parties invited the Committee to examine the pertinence and the feasibility of the nomination of one or several public personalities charged with the promotion of the Convention, taking into account the objectives, the mandate, the modalities and the costs of such a setup, inviting the Committee to report on that matter to the third Conference of Parties (Resolution 2.CP 7). At its third ordinary session, the Committee noted this item on the provisional agenda of its fourth ordinary session (Annex to Decision 3.IGC 9). At its fourth ordinary session, the Committee examined the pertinence and feasibility of appointing public persons to promote the Convention. The Committee decided that each Party is entitled to choose the mechanism which it deems appropriate to promote the objectives of the Convention (Decision 4.IGC 6).

### **Implementation of the Fund for Cultural Diversity (IFCD) and fundraising strategy**

14. At its third ordinary session, the Committee adopted the provisional timetable for the pilot phase of the Fund and the criteria for determining the eligibility of candidates for the Panel of Experts. The Committee also decided to appoint, for a two-year period as from its third ordinary session, a panel of six experts to draw up recommendations with a view for the Committee's examination of requests for the funding of programmes/projects by the IFCD. In addition, the Committee appointed, for a two-year period as from the third ordinary session, six alternate experts should those nominated to the panel not be able to fulfil their mandate. It was proposed that a coordinator be chosen from among the panel members and that if a disagreement would arise between two evaluators of a project, the coordinator would give the final recommendation. Furthermore, the Committee adopted the budget for the year 2010 and decided that 70% of the amount available in the Fund as of 1 July 2010 will be allocated as the budget for the pilot phase (2010-2012). It also decided that the budget of this pilot phase will be governed by the following guidelines: 60% at least for the financing of programmes/projects, 20% at most for preparatory assistance and a 2% reserve for the financing, if necessary, of programmes/projects regarding special situations, such as those foreseen in Articles 8 and 17 of the Convention. Finally, the Committee decided to revise at its fourth ordinary session, if necessary, the budget of the pilot phase in light of the contributions to the Fund and the number of requests for assistance (Decision 3.IGC 5). The first projects to be funded by the IFCD were approved by the Committee at its fourth ordinary session. At its fourth ordinary session, the Committee examined the list of 32 projects recommended by the Panel of Experts and took note that the total budget of the recommended projects exceeded the budget available for 2010-2011. So it therefore decided to dedicate 70% of funds available on 30 November 2010 for the 2<sup>nd</sup> year of the pilot phase (2011) and that 82% would be allocated to funding recommended programmes/projects. The Committee also adopted the budget for 2011. The Committee also decided that 31 projects would be funded by the Fund, but up to a maximum of \$100,000. It also decided to issue an appeal for project applications in 2011. The Committee took note of the experience of the first call for projects to integrate them in the findings of the global evaluation that is to take place six months before the end of the pilot phase in accordance to paragraph 5 of the Guidelines and decided to apply additional criteria for the next call for projects, which will be evaluated at the end of the pilot phase.

15. During its second ordinary session, the Conference of Parties mandated the Committee to devise a fundraising strategy for the IFCD and in this framework to continue its reflection on the elaboration and utilization of innovative financial mechanisms and to report to it on the outcome of its work at its third session (Resolution 2.CP 7). At its third ordinary session, the Committee noted the implementation of the IFCD and fundraising strategy on its provisional Agenda for its fourth ordinary session, where it continued to debate this question (Annex to Decision 3.IGC 9). At its fourth ordinary session, the Committee examined the document presented by the Secretariat, recognized the progress accomplished and requested Parties to inform the Secretariat, mainly through a questionnaire that the Secretariat will send to Parties, of fundraising mechanisms - notably the innovative ones – implemented. The Committee also decided to request the Director-General to allocate in the framework of the next C/5 increased resources for the operation and the implementation of the Convention (Decision 4.IGC 10B).

### **Implementation and follow-up of the Convention: current state**

16. During its third ordinary session, the Committee decided to put on the provisional Agenda of its fourth ordinary session an item on the implementation and follow-up of the Convention to determine the current state of this issue (Decision 3.IGC 9). At its fourth ordinary session, the Committee took note of this current state and decided to bring it to the attention of the next ordinary session of the Conference of Parties and requested the Secretariat to prepare an information document to that end that takes into account the Committee's observations (Decision 4.IGC 13).

### **Information Session**

17. During the third ordinary session of the Committee, the representative of the Director-General mentioned that an information session on indicators and data collection is planned prior to the Committee's fourth ordinary session at the end of November 2010 at UNESCO Headquarters in Paris. The purpose of the session was to engage the Committee members in a first exchange with experts involved in the design of the new UNESCO Framework for Cultural Statistics and representatives of the working group on methodologies to measure the diversity of cultural expressions, and to respond to questions or comments from participants. Presentations first highlighted the need and scarcity of data in the field of culture, in particular at the international level. They also underlined the importance of establishing a framework for the collection of data and the necessity to clearly define the objective pursued in this process. Finally, they stressed the need for all Parties to use the same cultural statistics framework, specifically dealing with cultural expressions as defined in the Convention.

### **Communication**

18. UNESCO's Section of the Diversity of Cultural Expressions regularly updates a website relating to the Convention: [www.unesco.org/culture/en/diversity/convention](http://www.unesco.org/culture/en/diversity/convention). All working documents, decisions and resolutions adopted by the organs of the Convention, detailed summary records of the sessions of the statutory organs, as well as the Convention's information kit translated in all six official languages of UNESCO are available online. The communication strategy is supported by the Spanish government with extra-budgetary resources.

**Item 13 of the Agenda:** Implementation and follow-up of the Convention by the Committee: current state

**Decision 4.IGC 13**

*The Committee,*

1. *Having examined document CE/10/4.IGC/205/13 and its Annex;*
2. *Recalling its Decision 3.IGC 9;*
3. *Takes note of the current state of implementation and follow-up of the Convention as contained in the above-mentioned document;*
4. *Decides to bring it to the attention of the next ordinary session of the Conference of Parties and requests the Secretariat to prepare an information document to that end, taking into account the observations made by the Committee.*

**Item 14 of the Agenda:** Date of the next session of the Committee

**Decision 4.IGC 14**

*The Committee,*

*Decides to convene its fifth ordinary session at UNESCO Headquarters in Paris on 5 to 9 December 2011.*

**Item 15 of the Agenda:** Election of the members of the Bureau of the fifth ordinary session of the Committee

**Decision 4.IGC 15**

*The Committee,*

1. *Decides to suspend the application of article 12.1 of its Rules of Procedure in order to elect the Chairperson of the Committee;*
2. *Elects Mr Zhi Yang (China) as Chairperson of the Committee;*
3. *Elects Ms Dominique Levasseur (Canada) as Rapporteur of the Committee;*
4. *Elects Brazil, Bulgaria, Cameroon and Tunisia as Vice-Chairpersons of the Committee.*

**Item 16 of the Agenda:** Other matters

**Decision 4.IGC 16**

*The Committee,*

1. *Welcoming the results achieved since the entry into force of the Convention,*
2. *Recognizing the quality of the contribution provided by the Secretariat of the Convention in this regard,*
3. *Bearing in mind that the analysis of the quadrennial reports and the processing of projects financed by the IFCD will impose an additional workload on an already understaffed Secretariat,*
4. *Requests the Director General to take all measures deemed appropriate to strengthen the staff of the Secretariat of the Convention,*
5. *Therefore invites the Director General to seek extrabudgetary funds for the current biennium and to strengthen the Secretariat of the Convention in the next Draft Programme and Budget of UNESCO (36 C /5);*
6. *Further invites the Director General to prepare a detailed financial statement, including the use of personnel resources, on the execution of the budget.*