

Annex 2 | *Guidebook for the
Inventory of Ha Noi city*

I. Organization Process for the Inventory of Intangible Cultural Heritage in Hà Nội

- 1.1. Training workshops on inventorying and the filling of inventory forms issued by the Department of Culture, Sports and Tourism of Hà Nội (DCST).
- 1.2. Investigation and the filling of inventory forms by the culture officials of communes, wards, towns and officials of the culture and information bureaus of urban districts, suburban districts, county towns, in collaboration with the communities.
- 1.3. Inventory team (which includes 6 persons: 01 official from the culture and information bureau of an urban district, suburban district or a county town; 04 researchers and 01 specialist) to do initial re-examination, assessments of the ICH inventory out-comes to propose a draft List of ICH elements of Hà Nội, negotiate for agreements of communities and authorities of urban districts, suburban districts and county towns, and finalize the inventory files.
- 1.4. Recapitulation of all inventorying out-comes (including Reports and Lists of ICH elements) of urban districts and suburban districts for submission to the Department of Culture, Sports and Tourism of Hà Nội.
- 1.5. The review, survey and assessment on the ICH List and preparation of report to the Inventory Board of Hà Nội City of the Department of Culture, Sports and Tourism of Hà Nội.

II. Rules for the Identification of Intangible Cultural Heritage in Hà Nội

2.1. Criterions for the identification and definition of intangible cultural heritage

- Existing in the community (still being practiced among communities).
- Having been created, preserved and transmitted from generation to generation.
- Being recognized by communities as part of their cultural heritage, important to their life, providing them with a sense of identity.
- Representing cultural diversity and promoting respects among communities and groups.

2.2. Criterions for bearers of intangible cultural heritage:

- Having deep knowledge, excellent skills, techniques and know-how
- Having a long period of practicing the ICH element
- Having participated in organizing or been practicing the element constantly.
- Having contributed much to the transmission of the ICH element

- Being respectfully recognized by the communities.

For examples: the transmitter of Mr. Hiệu, the first notable of a village, chief craftsman, the head of a guild, master artist, medium, martial-art instructor, etc.

2.3. Domains of intangible cultural heritage

[1] Oral intangible cultural heritage

Oral intangible cultural heritage includes various forms of philology and oral traditions that are conveyed by oral expressions/speech, such as: poem, folk-songs, proverbs, chanty, mudguard, puzzles, fairy tales, legends, funny stories, fables, lullabies, story-telling, prayers, etc.

[2] Traditional performing arts

Traditional performing arts include music, dances, singing, theatre and other forms of folk performances.

Some examples of traditional performing arts practiced in rural areas: Chèo tàu singing, Ca trù singing (or Ả đào), Cửa đình singing (singing in the temples), folksongs, Trống quân singing, Xẩm signing (songs of strolling blind persons), Dô singing, alternate songs, Quan họ folk songs, Văn singing (attached to shamanism or Lên đồng rituals), chanty, bông dancing, masks dancing, sênh tiền dancing, bát dật dancing, lion dancing, dragon dancing, fans dancing, water puppets, stick-puppets, tuồng, chèo, cải lương theaters, etc.

Folk games: khăng (game playing with sticks), chess, human chess, stilt-walking, cocks-fighting, swinging, rod-playing, dugs-catching, earthen-pots breaking, etc.

Folk sport games: shuttle-cock kicking, traditional martial art, wrestling, tugging rituals and games, kites playing, swimming, rowing, boats racing, bơi đấm, etc.

Entertainments: Flowers and miniature trees cultivation and enjoyment, golden fishes, birds releasing, cocks-fighting.

[3] Social customs

Social customs includes customary law, village regulations, ethic codes, rituals and other practices

Some examples of social customs:

Customs and rituals related to human life include:

- Giving births (taboo or abstaining from unsuitable things by a mother before, during and after giving birth to a child; how to identify gender of a child in the womb, ceremonies for a one-month baby, for the birthday of one year-old baby, for giving a name to a baby; taboos when bringing a newborn to a long distance place or when consecrating a baby to god, etc.)
- Wedding (telling the good date and hours; related rituals and village's customs, etc.)
- Longevity ceremony for a person who attains very old age

- Practices and beliefs related to the death, funeral ceremony, praying for the peace of people's souls, sacrifices in the twelfth lunar calendar, death anniversary, etc.

Customs and rituals related to the cycle of seasons, celebrations and New Year include:

Erection and taking down of a New Year's tree (Nêu tree), festival of spring rice planting, lunar New Year festival, mid-January festival (Nguyen tieu festival), grave-visiting season, Hàn thực (having cool food of sticky rice cakes of troi and chay on the 3rd of lunar March in memory of the ancestors), Đoan ngũ festival (on the 5th of lunar May), Xá tội vong nhân (lunar mid-July), Trung thu (mid-Autumn), etc.

Others: kết chạ (Customs of friendship-making), chewing betel, dying teeth, spa, setting up a dragon to pray for rain, seated tugging rituals and games, nữ nường (Linga and yoni - yang and yin) and other customs related to fertility belief, etc.

[4] Traditional festivals

Examples of villages' festivals in the đình (communal houses), shrines and Buddhist temples: Giá festival, Gióng festival, Thầy pagoda festival, Hương pagoda festival, Đống Đa festival, Lệ Mật festival, Vân Sa festival, Sài Đồng festival, La festival, Hồ Khẩu festival, Chèm festival, Cầu village's festival, Hai Bà Trưng temple festival, Trăm Gian festival (festival of the One hundred sectioned pagoda), Bối Khê temple festival, An Dương Vương festival (or Cổ Loa temple festival), Và temple festival, Tòng Lệnh festival, Cẩm Đái festival, Khê Thượng festival, Tả Thanh Oai festival, Chi Nam festival, Bùng village's festival, Triều Khúc village's festival, etc.

[5] Traditional craftsmanship

Examples of traditional craftsmanship: weaving (cotton, silk, brocade, cloth dying, etc.), cultivation of mulberry and raising silkworms, embroidery, mats weaving, wood products procession (wood-carving, furniture, wooden combs, wooden shoes/clogs, etc.); tiles-making, ceramics, bricks-making, tin-box making, iron-smiths, gold-smiths, silver-cut, brass-casting, shoe-making, conical-hat making, house-making (folk architecture), rattan weaving, lacquer making, fish-traps making, food-ways (noodles: bún, phở, miến, rice cakes, pound meat, wet rice cake, green young rice making, wine, etc.), toy-making, tò he making, kites making, fans making, drums making, keys-reparation, o'clock reparations, portraits drawing, painting, printing, paper-products production, joss ticks production, paper-making, masks-making, sugar cane production, soya bean source making, tofu production, etc.

[6] Folk knowledge

Folk knowledge includes knowledge on the nature, human life, production, labor, traditional medicines and pharmacy, cuisine, costumes, and other types of folk knowledge.

Example of traditional knowledge:

- Folk medicines (treating measures of traditional herbalists for cases of broken bone, sprain, shocking on a bone, tooth decay, cirrhosis, nervous-disease, mental illness, skin-disease, sunstroke or catching a cold, etc.); deliveries (midwives); knowledge on folk pharmacy (on medicinal plants, remedies, etc.)
- Beliefs, confidence related to folk knowledge (creating n^o – linga and n^uong – yoni in n^o n^uong or Tr^o tr^am festival in Phu Tho province, etc.)
- Knowledge on agriculture (weather forecast, insects, harvests, cattle-breeding, farming calendar, preservation of paddies, corns, squashes, grapes or woven products, etc.)
- Knowledge on natural environment, nature (how to find the course of a stream, to drill a well, reading the stars and the moon, etc.), knowledge on measurement, counting by tools, instruments, such as: a bushel, a scale, a ruler or by arm length, etc.
- Experiences in producing and using tools/instruments for economy and daily life: ploughs, rakes, grass-rake, sickle/ripping hooks, knives, scissors, hammers, axes, traps, instruments for hunting and catching fishes (đ^o, đ^om - bamboo fish traps, fishing baskets, hoofs, net, fish hooks, fish rods, snares, eel-pots, etc.); kitchen tools (containers, chopsticks, spools, bowls, pots, pans); treatment of materials (dumping bamboo, smoking), etc.
- Knowledge of how to select, process and preserve agricultural products, foods: grinding paddies, pounding, husking rice or sieving rice powder with traditional tools; smoking, hanging on the kitchens, fermenting vegetables and unions in salt, making various types of sauces and soya sauce, etc.
- Knowledge of how to process and combine materials for production of food and drink: drink (embalming and making different types of teas, brewing wine (distill, cooking rice, making ferments and preservation of wine, etc.); foods (steamed sticky rice, noodles, vermicelli, various types of cakes and sweets, fermented foods, sweet soups, etc.)
- Knowledge related to customs: chewing betel and areca nuts, dying teeth, beauty spas, etc.

III. Process of Intangible Cultural Heritage Inventory in Hà Nội

3.1. Principles of inventorying intangible cultural heritage

- Giving priority to representative ICH elements and those facing serious risks of disappearing.
- Paying attention to the tasks of investigation, building lists of the holders of intangible cultural heritage.
- Concentrating in inventorying, describing process of practice and transmission of intangible cultural heritage.
- Ensuring cultural diversity and respect among communities.

- Paying attention to every aspects of the intangible cultural heritage element, including related objects, space and conditions for the practice of the intangible cultural heritage.
- Paying attention to the scope and size of the elements, especially those that exist in a range of hamlets and communes to be consistent in inventorying and to avoid overlapping;

3.2. Instructions on filling inventory forms

3.2.1. Principles of filling inventory forms

- Making sure that no sheet of inventory forms is missing and all pages are in good order;
- Writing correctly and clearly
- Not writing in capital letters
- Not writing in red ink
- Information interviewee(s) may be individuals, group(s) in locality (hamlet, village), who are holders and knowledgeable of the ICH element inventoried. In case, the information provided is different, every information or idea should be recorded.
- Being honest and having respects to the community and person(s) who provide(s) information.
- Recording accurately all information provided by the interviewees;
- Requesting for permission and agreement from the information providers or community before filling out their know-how, secrets and personal details, etc., in the inventory form(s);
- Basing mainly on the questions in the inventory forms, but, can be flexible in using them, raising more supplemental questions to collect information from the interviewees;
- Such questions that apt to put the answers to the mind of the interviewee(s) should never be raised;
- Avoiding the missing of question(s) and taking note of “No information” for those questions that no information was collected;
- Submitting both copies of filled inventory forms, the version of original signature and the electronic one, if the form was prepared on the computer (MS.Word);
- Person who is to fill out the inventory form(s) and the head of the inventory team will be responsible for the contents and quality of the submitted forms;
- The forms submitted to the Inventory Board must include all the signatures of the person who filled out the inventory form(s) as well as of the head of the inventory team.

3.2.2. Codes of inventory forms (this part will be filled out by the Inventory Board of the Department of Culture, Sports and Tourism of Hà Nội)

3.3. Contact information

Please, contact us (at working hours) through the addresses below, if you have any inquiries related to the inventory of intangible cultural heritage in Hà Nội.

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