

Annex 3 | ***Forms for ICH Inventory
of Ha Noi City***

PEOPLE'S COMMITTEE
URBAN/SUBURBAN
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OF.....

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INTANGIBLE CULTURAL HERITAGE INVENTORY FORM ORAL INTANGIBLE CULTURAL HERITAGE

Code number.....

1. Name of the element (*poem, folk-songs, proverbs, chants, mudguard, puzzles, fairy tales, legends, funny stories, fables, lullabies, story-telling, prayers, etc., and other forms of oral expression*)

1.1. Common name

1.2. Other name(s) of the element (if any)

1.3. Which ethnic group does this element of intangible cultural heritage (ICH) belong to?

2. Location(s) (*Indicate the concrete address(es) of location(s) where the element presently exists*)

3. Indicate names of the people who have deep knowledge of and often practice this oral ICH element (*use additional sheets for listing, if in need*)

4. Discription of the element

4.1. When did this oral ICH element appear?

4.2. Provide a brief discription of the function or basic contents of this element.

4.3. Who often practices or uses this element (male/female; old/young; herbalists; shaman; teachers, etc.) ?

4.5. When and where is the element often practiced or used?

4.6. Has this element been indicated in any written documents (such as: prayer books, traditional medicine books, petition to the king, funeral oration, written prayers, etc.)

4.7. Is there any taboo subjects or forbidden rituals related to this element? If yes, what are they?

4.8. Are there any aspects of the element related to ghosts, souls, evil spirits, gods, saints, figures or beliefs?

4.9. Are there any aspects of the element related to local natural and social environments, customs, rituals or concrete folk knowledge, etc.,?

4.10. How is this ICH element currently transmitted to the younger generations?

5. Current status of the element? (mark in the applicable blank box)

5.1. Practiced regularly	
5.2. Practiced, but not regularly	
5.3. No longer practiced, but there still remains people who have knowledge of the element	
5.4. Totally disappeared	

6. Is the element at risk of disappearing? At what level? (mark in the applicable blank box)

6.1. not at risk	
6.2. at risk	
6.3. at serious risk	
6.4. At extremely serious risk and in need of urgent safeguarding	

7. What are the main causes of the risks of disappearing? (select one or more answers)

7.1. Few practitioners, users		7.4. Lack of transmitters	
7.2. Changes of social/human being's psychology		7.5. Changes in social conditions	
7.3. Decrease in number of knowledgeable persons of the element		7.6. Conception of the belief that the element is superstitious and backward	
7.7. Other causes (indicate, if any):			

8. What are your thoughts if, for some reason, the element is no longer practiced or is at risk of disappearing? *(indicate the function, meaning of the element within and to the community concerned)*

9. What are the measures for revitalization, preservation and maintenance of the element in your locality over the past years?

10. What should be done to better safeguard this element?

11. Provide a list of publications, hand written or typed documents, films, photos, audio, videos, etc. related to the element that are known or conserved by the locality

12. Details of the form-filler

Full name:

Position: Name of office:

Professional experience:

Contact address:

Tel Email:

....., date month year.....

**Confirmation of the Head of
inventory team**

(Signature, full name and stamp)

Form filler

(Signature and full name)

*** 3. List of person(s) who have deep knowledge of or usually practice the element**

No	Full name	Gender	Year of birth	Number of practicing years	Name of the oral ICH element hold and ability in practicing it	Address, telephone, email
No	Full name	Gender	Year of birth	Number of practicing years	Name of the oral ICH element hold and ability in practicing it	Address, telephone, email

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2

INTANGIBLE CULTURAL HERITAGE INVENTORY FORM FOLK PERFORMING ARTS

Code number.....

1. Name of the element:

1.1. Common name

1.2. Other name(s) of the element *(if any)*

1.3. Which ethnic group does this ICH element belong to?

2. Location(s) *(Indicate the concrete address(es) of the localities where the element presently exists)*

3. Indicate the name(s) of the prestigious practitioners who have deep knowledge and skills concerning this ICH element of the performing arts *(use additional sheets for listing, if needed)*

4. Discription of the element

4.1. When did this element of the performing arts first appear?

4.2. What are the significant technology and skills related to the element?

4.3. When does the element often occur?

4.4. Who are the current practitioners of the element (their characteristics, gender, age, etc.)?

4.5. How are the associated knowledge and skills of the element currently transmitted to the younger generations?

4.6. Is there a professional ancestor?

4.7. If yes, who is he/she? Where is he/she worshipped? Since when? Is there a legend, story, conference of a title to the professional ancestor, etc.,

4.8. What are the notable customs, rituals, taboos, etc., related to the element? When does the worshipping anniversary dedicated to the professional ancestor usually take place?

4.9. Describe the main steps, performing processes and roles of the participants.

4.10. Draw up a list of all related musical instruments, costumes, props, etc., as well as the places of practice and transmission of the element.

4.11. Draw up a list of repertoires, melodies, plays, narratives, etc., of the element.

4.12. Who are the main audiences of the element?

5. Current status of the element? *(Mark in suitable blank box)*

5.1. Developing and expanding	
5.2. Practiced regularly	
5.3. Practiced, but not regularly	
5.4. No longer practiced, but there still remains people who possess knowledge of the element	
5.5. Totally disappeared	

6. List the remarkable changes to the element over the last 10 years.

7. Current status of the practitioners of the element *(attach a list, if applicable)*

7.1. Number of practicing families, groups	
7.2. Current number of practitioners	
7.3. Number of transmitters	
7.4. Number of apprentices	

8. Is the element at risk of disappearing? At what level? *(mark in the applicable blank box)*

8.1. not at risk	
8.2. at serious risk	
8.3. at extremely serious risk	

9. What are the main causes of the risks for disappearance *(select one or more answers)*

9.1. Little attention from the young generation		9.4. Changes to customs	
9.2. Lack of learners and practitioners		9.5. Experienced artists getting older and weaker	
9.3. Being changed and deformed		9.6. Practice being interrupted	
9.7. Lack of good conditions for transmission and practices		9.8. No longer suitable to the contemporary taste	
9.9. Other causes (please, indicate):			

10. What are your thoughts if, for some reasons, the element is no longer practiced or is at risk of disappearing? *(indicate the function, meaning of the element within and to the community concerned)*

11. What are the measures for revitalization, preservation and maintenance of the element in your locality over the past years?

12. What should be done to better safeguard this element ?

13. Provide a list of publications, hand written or typed documents, films, photos, audio, videos, etc. related to the element that are known to or conserved by the locality.

14. Details of the form-filler

Full name:

Position: Name of office:

Professional experience:

Contact address:

Tel Email:

....., *date month year.....*

Confirmation of the Head of inventory team

(Signature, full name and stamp)

Form filler

(Signature and full name)

*** 3. List of person(s) who have good knowledge of or usually practice the element**

No	Full name	Gender	Bith year	Number of years of practice	Brilliant skills and role	Address, tel, email
No	Full name	Gender	Birth year	Number of years of practice	Brilliant skills and role	Address, tel, email

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3

INTANGIBLE CULTURAL HERITAGE INVENTORY FORM SOCIAL CUSTOMS

Code number.....

1. Name of the element (custom, ritual):

1.1. Common name

1.2. Other name *(if any)*

1.3. Which ethnic group does this ICH element belong to?

2. Location(s) *(Indicate the permanent address(es) of localities where the element presently exists)*

3. Indicate the name(s) of the people who have a deep knowledge of the customs, rituals and skills for the practice of this ICH element *(use additional sheets for listing, if in need)*

4. Discription of the element

4.1. When did this ICH element of customs appear?

4.2. Is there any aspect of ghosts, souls, evil spirits, gods, saints, figures or beliefs related to this ICH element?

4.3. When and how long does the element take place?

4.4. Where does the element exist? Indicate names of the location(s).

4.5. Indicate those persons who play the most important role in ensuring the existence of contents of the element

4.6. Who participates in the practice of the element (they are male or female, old or young, grandparents, parents or children in the family; they are shaman or herbalist, etc?). What are their roles?

4.7. Is there any regulation in written documents related to the element (village regulation and law, etc.,)?

If yes, when did it appear?

4.8. If there is not any written regulation, how can the element be carried out/practiced?

4.9. Are there legends, narratives, family annals, god records, written prayers, etc., that are related to the element (brief discription or list)?

4.10. Are there any notable taboo subjects or forbidden rituals related to this element? If yes, what is that?

4.11. Brief discription of the element

4.12. List the names or provide a brief discription of the plays, repertoires of music performance, rituals, etc., related to the element

4.13. Set up a list of the main objects (worshipping objects, offerings, tools, props, musical instruments, costumes, etc.,) used in practicing the element

4.14. How is this ICH element currently transmitted to the younger generations?

5. Current status of the element? (mark in the applicable blank box)

5.1. Being practiced regularly	
5.2. Being practiced, but not regularly	
5.3. Not practiced anymore, but there still remain people who have knowledge of the element	
5.4. Completely disappeared	

6. Identify the noticeable changes of the element during the past 10 years

7. Current status of the practitioners of the element (*attach a list, if any*)

7.1. Number of practitioners	
7.2. Number of people who are able to organize, instruct and transmit the element	
7.3. Number of apprentices	
7.4. Number of people who play important roles in the practice and the maintenance of the element	

8. Is the element at risk of disappearing? At what level?

8.1. not at risk	
8.2. at serious risk	
8.3. at extremely serious risk	

9. What are the main causes of the risks of disappearing? *(select one or more answers)*

9.1. Lack of practitioners		9.4. Lack of space for the element to perform	
9.2. Changes of environment, life conditions and social sychology		9.5. Lack of people who can instruct and transmit the element	
9.3. Inappropriate conceptions lead to the unfavorable conditions for the development of this ICH element of social customs		9.6. Caused by the conception that the element is superstitious and backward	
9.9. Other causes (indicate clearly):			

10. If the element is no longer practiced or be at risk of disappearing, what do you think is the reason? *(indicate the function, meaning of the element within and to the community concerned)*

11. What have been the measures for revitalization, preservation and maintenance of the element in your locality during the past years?

12. What should be done to safeguard this element better ?

13. Provide a list of publications, hand-written or typed documents, films, photos, audio, videos, etc. related to the element that are aware of or conserved in the locality

14. Details of the form-filler

Full name:

Position: Name of office:

Professional experience:

Contact address:

Tel Email:

....., date month year.....

**Confirmation of the Head of
inventory team**
(Signature, full name and stamp)

Form filler
(Signature and full name)

*** 3. List of person(s) who play important roles, have deep knowledge of regulations, organization and implementation skills of the element**

No	Full name	Gender	Birth year	Number of practicing years	Role in practicing the element	Address, telephone, email
No	Full name	Gender	Birth year	Number of practicing years	Role in practicing the element	Address, telephone, email

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INTANGIBLE CULTURAL HERITAGE INVENTORY FORM TRADITIONAL FESTIVALS

Code number.....

1. Name of the traditional festival:

1.1. Common name

1.2. Other name(s) *(if any)*

1.3. Which ethnic groups this traditional festival belongs to?

2. Location(s) *(Indicate the concrete address(es) of localities where the festival presently exists)*

3. Indicate name(s) of people who have deep knowledge of regulations and skills for the organization and practice of the contents of this traditional festival *(use additional sheets for listing, if in need)*

4. Discription of the festival

4.1. When did this festival appear ?

4.2. Who is the worshipped god, saint or figure(s) that the festival is dedicated to?

4.3. When and how long does the festival take place (e.g. big festival in the even year, in the odd year)?

4.4. Where does the festival take place? Indicate name(s) of the locations where the festival happens

4.5. Indicate those persons who play the most important roles in ensuring the existence of contents of the festival

4.6. Who participates in the practice of the festival (are they male or female, old ,young, grandparents, parents or children in the family; they are shaman or herbalist, etc?). What are their roles?

4.7. Is there a festival book or written regulations on the organization of the festival ? Where did the book or regulation appear? When?

4.8. Are there legends, narratives, family annals, god records, written prayers, letters, etc., that are related to the festival (brief discription or setting a list)?

4.9. Is there any notable taboo subject or forbidden ritual related to this festival? If yes, what is that?

4.10. Brief discription of the main rituals of the festival?

4.11. List the names or provide a brief discription of the plays, repertoires of music performance, retuals, etc., related to the element

4.12. Set up a list of the main objects (worshipping objects, offerings, tools, props, musical instruments, costumes, etc.,) used in practicing the element

4.13. How is this ICH element currently transmitted to the younger generations?

5. Current status of the element? (mark in the applicable blank box)

5.1. Being practiced regularly	
5.2. Being practiced, but not regularly	
5.3. Not practiced anymore, but there still remain people who have knowledge of the element	
5.4. Totally disappeared	

6. Identify the remarkable changes of the element during the past 10 years

7. Curent status of the practitioners of the festival (*attach a list, if any*)

7.1. Number of organizors and main participants in the festival	
7.2. Number of persons who are able to organize, instruct and transmit the festival	

8. Is the element at risk of disappearing? At what level?

8.1. not at risk	
8.2. at serious risk	
8.3. at extremely serious risk	

9. What are the main causes of the risks of disappearing? (*select one or more answers*)

9.1. Lack of practitioners		9.4. Lack of spaces for the festival to	
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		perform	
9.2. Changes of environment, life conditions and social psychology		9.5. Inappropriate conceptions lead to the unfavorable conditions for the development of this festival	
9.3. Lack of persons who can instruct and transmit the festival			
9.6. Other causes (<i>indicate clearly</i>):			

10. If the festival is no longer practiced or at risk of disappearing, what do you think is the reason? (*indicate the function, meaning of the element within and to the community concerned*)

11. What have been the measures for revitalization, preservation and maintenance of the festival in your locality during the past years?

12. What should be done to safeguard this element better ?

13. Provide a list of publications, hand-written or typed documents, films, photos, audio, videos, etc. related to the festival that are aware of or conserved in the locality

14. Details of the form-filler

Full name:

Position: Name of office:

Professional experience:

Contact address:

Tel Email:

....., *date month year.....*

Confirmation of the Head of inventory team

**Form filler
(Signature and full name)**

(Signature, full name and stamp)

* 3. List of person(s) who play important roles, have deep knowledge of regulations, organization and implementation skills of the festival

No	Full name	Gender	Birth year	Number of practicing years	Role in practicing the element	Address, telephone, email
No	Full name	Gender	Birth year	Number of practicing years	Role in practicing the element	Address, telephone, email

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INTANGIBLE CULTURAL HERITAGE INVENTORY FORM TRADITIONAL CRAFTSMANSHIP

Code number.....

1. Name of the traditional craftsmanship *(Hereafter referred to as the element):*

1.1. Common name

1.2. Other names *(If any)*

1.3. What ethnic group(s) does the element belong to?

2. Location(s) *(Indicate the concrete address(es) of the localities where the element presently exists)*

3. Indicate name(s) of the prestigious practitioners who have deep knowledge of the know-how and skills of the element *(Use additional sheets for listing, if in need)*

4. Discription of the element

4.1. When did the element appear ?

4.2. What are the significant technology and skills of the element?

4.3. How often does the element happen?

4.4. Who are currently practitioners of the element (Their characteristics, gender, age, etc.)?

4.5. How is the knowledge and skills of the element currently transmitted to the younger generations?

4.6. Is there a professional ancestor? Yes No

4.7. If yes, who is he/she? Where is he/she worshipped? Since when? Is there a legend, God records, conferments, etc., related to the professional ancestor?

4.8. What are the notable customs, rituals, taboos, etc., related to the element? When does the worshipping anniversary dedicated to the professional ancestor usually take place?

4.9. Describe the main steps in the production processes?

4.10. Provide a list of the main materials, equipments, tools and production places of the element

4.11. Draw up a list with the names of the products and patterns of this craftsmanship

4.12. Where are the current consumer societies of the products? And who are the consumers?

5. Current status of the element? (Mark in suitable blank box)

5.1. Developing and expanding	
5.2. Being practiced regularly	
5.3. Being practiced, but not regularly	
5.4. Not practiced anymore, but there still remain people who have knowledge of the element	
5.5. Totally disappeared	

6. List the remarkable changes or the element during the last 10 years

7. Current status of the practitioners of the element (Attach a list, if applicable)

7.1. Number of practicing families, groups	
7.2. Recent number of practitioners	
7.3. Number of transmitters	
7.4. Number of apprentices	

8. Is the element at risk of disappearing? At what level? (Mark in the applicable blank box)

8.1. Not at risk	
8.2. At serious risk	
8.3. At extremely serious risk	

9. What are the main causes of the risks of disappearing (Select one or more answers)

9.1. Lack of raw materials		9.4. Causes related to environmental pollution	
9.2. Lack of human resources		9.5. Lack of land for production	

9.3. Limited ability in competition		9.6. Products are not consumed	
9.7. Other causes (Please, indicate clearly):			

10. If the element is no longer practiced or at risk of disappearing, what do you think is the reason? *(Indicate the function, meaning of the element within and to the community concerned)*

11. What have been the measures for revitalization, preservation and development of the element in your locality during the past years?

12. What should be done to safeguard this element better ?

13. Provide a list of publications, hand-written or typed documents, films, photos, audio, videos, etc. related to the element that are aware of or conserved in the locality.

14. Details of the form-filler

Full name:

Position: Name of office:

Professional experience:

Contact address:

Tel Email:

....., *date month year.....*

Confirmation of the Head of inventory team

(Signature, full name and stamp)

Form filler

(Signature and full name)

*** 3. List of prestigious bearers who have good knowledge of the know-how and skills of the craftsmanship**

No	Full name	Gender	Birth year	Number of practicing years	Brilliant skills and know-how	Address, telephone, email
No	Full name	Gender	Birth year	Number of practicing years	Brilliant skills and know-how	Address, telephone, email

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INTANGIBLE CULTURAL HERITAGE INVENTORY FORM FOLK KNOWLEDGE

Code number.....

1. Name of the folk knowledge *(Hereafter referred to as the element):*

- 1.1. Common name
- 1.2. Other name(s) *(If any)*
- 1.3. What ethnic group(s) the element belongs to?

2. Location(s) *(Indicate the concrete address(es) of localities where the element presently exists)*

3. Indicate names of prestigious persons who are knowledgeable and able to practice

4. Description of the element

- 4.1. . When did the element appear
- 4.2. Brief discription of the content of the element
- 4.3. Draw up a list of the main objects used when practicing the element
- 4.4. Who are the current practitioners of the element (Are they men/women, old people, herbalists, etc.). What are their roles?
- 4.5. When is the element practiced?
- 4.6. Where is the element practiced? Indicate the names of the practicing location(s)
- 4.7. Is the element written in any type of documents? (For example: prayer books, books on traditional medicines, etc.,)
- 4.8. Is there any legend, story, etc., related to this folk knowledge? *(Describe briefly or draw up a list)*

- 4.9. Is there any notable taboo or forbidden ritual, etc., related to the element?
- 4.10. Are there any aspects of the element related to ghosts, the soul, God, saints, evil spirits, figures or beliefs?
- 4.11. Are there any aspects of the element related to the natural and life environments of the locality?
- 4.12. How is this ICH element currently transmitted to the younger generations?
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5. Current status of the element? (Mark in the applicable blank box)

5.1. Being practiced regularly	
5.2. Being practiced, but not regularly	
5.3. Not practiced anymore, but there still remain people who have knowledge of the element	
5.4. Totally disappeared	

6. Identify the noticeable changes of the element during the past 10 years

7. Current status of the practitioners of the element (*Attach a list, if any*)

7.1. Number of persons who practiced the element regularly	
7.2. Number of transmitters	
7.3. Number of current apprentices	
7.4. Number of persons who have vital roles in using and practicing the element	

8. Is the element at risk of disappearing? At what level?

8.1. Not at risk	
8.2. At serious risk	
8.3. At extremely serious risk	

9. What are the main causes of the risks of disappearing? (*Select one or more answers*)

9.1. Few number of users and practitioners		9.4. Changes in social conditions and psychology of the people	
9.2. Changes of natural environment		9.5. Lack of people who can instruct and transmit the festival	
9.3. Decrease in number of		9.6. Wrong conception that	

people who are knowledgeable of the element		the element is superstitious and backward	
9.9. Other causes <i>(Please, indicate)</i> :			

10. If the festival is no longer practiced or at risk of disappearing, what do you think is the reason? *(Indicate the function, meaning of the element within and to the community concerned)*

11. What have been the measures for revitalization, preservation and maintenance of the festival in your locality during the past years?

12. What should be done to safeguard this element better ?

13. Provide a list of publications, hand-written or typed documents, films, photos, audio, videos, etc. related to the festival that are aware of or conserved in the locality

14. Details of the form-filler

Full name:

Position: Name of office:

Professional experience:

Contact address:

Tel Email:

....., date month year.....

**Confirmation of the Head of
inventory team
(Signature, full name and stamp)**

**Form filler
(Signature and full name)**

*** 3. List of prestigious person(s) who have deep knowledge and ability of practicing the element**

No	Full name	Gender	Birth year	Number of practicing years	Name of the folk knowledge and practicing ability	Address, telephone, email
No	Full name	Gender	Birth year	Number of practicing years	Name of the folk knowledge and practicing ability	Address, telephone, email