V. Relevant Organizations

1. Governmental Organizations

(1) Ministry of Culture, Sports and Tourism
- Address: 51 Ngo Quyen Street, Hoan Kiem District, Hà Nội, Vietnam.
- Field of concentration: State management on culture, sports and tourism fields.
- Advisory body: National Council of Cultural Heritage; Assessment Board for Scientific Files of Intangible Cultural Heritage and other committees working on the fields of culture, sports and tourism.

(2) Cultural Heritage Department
- Address: 51 Ngô Quyên Street, Hoàn Kiếm District, Hà Nội, Vietnam.
- Field of concentration: State management on cultural heritage fields. Implementing or providing guidance to other institutions, organizations to implement various projects on the safeguarding of cultural heritage.
- Contact: Mr. Nguyễn Thế Hùng, Ph.D., Director.
- Tel: 84-4 3 9438025; Fax: 84-4 3 9439929;
- Brief information of recent activities:
  From 2010 to present, the Department has provided consultances to the Minister of Culture, Sports and Tourism and directly involved in drafting various legal documents, including the Decree No. 98 detailing implementation of certain articles of the Law on Cultural Heritage, the Decree No. 62 regulating the assessment of rewarding State titles of “People’s Master Folk Artists” and “Excellent Master Folk Artists” and the Circular No.04 regulating ICH inventory and building of scientific nomination files of ICH elements for inscription on the National List.

(3) Institute of Culture and Arts Studies
- Address: 32 O Cho Dua, Đông Da district, Hà Nội.
- Contact: Ms. Tữ Thị Loan, Ph.D.; Director
- Tel: 84 4 35116460 – 35112925; Fax: 38516415.
- Brief introduction:
  The Institute of Culture and Arts Studies (VICAS) was established on 1st April 1971 In the past 40 years, the Institute has experienced many
changes from the names to organizational mechanism. Its original name was Institute of Arts, and then changed to Vietnam Institute of Culture and Arts in 1988, Research Institute of Culture and Arts in 1996, and to Institute of Culture and Arts Studies in 2003. Since the establishment it has been always a leading national institute for scientific research and post-graduate training on culture, arts and information in Vietnam's culture and information sector.

From 1997 up to now, Institute of Culture and Arts Studies was assigned by the Ministry of Culture, Sports and Tourism to be a member of the Management Board of the National Targeted Program on Culture, and directly manages the collection and safeguarding of intangible cultural heritage of different ethnic groups residing in Vietnam. Besides the role as an advisory body for the Ministry leaders (to propose and check local project implementation) the Institute directly implements a range of projects related to collection, safeguarding and promotion of ethnic ICH in Vietnam. An ethnic ICH database has been developed at the Institute by the Ministry. At the moment the database keeps more than 1,100 video tapes, including 860 original Betacam and VHS tapes with total playing time of 55,000 minutes; 240 scientific films with total playing time of 7,200 minutes; 240 albums with 17,000 photos; 350 cassette tapes; and around 400 field reports on ICH elements of different ethnic groups in Vietnam.

From the figures in the database and the new materials collected from field surveys, the Institute has successfully prepared the nomination file of 'The Space of Gong Culture in the Central Highlands' to be submitted to the list of 'UNESCO Masterpieces of the Oral and Intangible Cultural Heritage of Humanity', which was granted recognition on 25th November 2005 by the Director General of the UNESCO. In 2005, Ministry of Culture and Information (Today Ministry of Culture, Sports and Tourism) assigned the Institute to cooperate with Bac Ninh provincial Department of Culture and Information (now is the Department of Culture, Sports and Tourism to prepare the nomination file of 'Quan Ho Bac Ninh Folk Songs' to be submitted and inscribed by the UNESCO onto the Representative List of the Intangible Cultural Heritage of Humanity. Furthermore, the Institute also emphasizes the introduction and promotion of the values of the ICH elements of ethnic groups on mass media through Hanoi Television (program: Cultural Space - Không gian văn hoá), Vietnam National Television (program: Conservation for Future Generations - Gìn giữ cho muôn đời sau)... To date it has published VCDs and
DVDs to introduce ICH elements; supported provincial libraries, Ha Nội National University of Education, Social Sciences and Humanity University (Hanoi National University), and large amount of readers and audience.

(4) Institute of Musicology
The Institute of Musicology is a specialized institution that focuses on raditional music heritage of Vietnam. It was founded in the 1950s. For the past 50 years, the Institute has built up a huge archival storage with 17,027 folk songs and 8,845 musical pieces of 54 ethnic groups residing in Vietnam, performed by 1,848 artists. In addition, it also possesses large number of materials collected from newspapers, monographs, ancient books about traditional folk music. Since January 2004, the Institute of Musicology has a computer-based databank on traditional music, performing arts and some other ICH domains with modern equipments and a user-friendly software that allows people who need to access the databank to listen to the sounds, look at the images and read the information all at the same time. However, this is not yet a complete ICH inventory of the Institute but only to serve as a tool to systematize the materials available in the library of the Institute for research purpose.

(5) Institute of Cultural Studies
  - Address: 27 Tran Xuan Soan street, Ha Noi
  - Contact: Tel. 84-4 39784868; Fax: 84-4 39725903
  - Brief introduction:
    The Institute of Cultural Studies, formerly called the Institute of Folk Culture, an affiliated organization of the Vietnamese Academy of Social Science, is an experienced research body in social sciences in general and in the field of culture in particular. The institute’s former name, to an extent, indicates the main objectives and obligations of its research activities that focus on folk culture. Folk culture is divided into different fields: folk literature, festivals, beliefs, folk knowledge, cosmogony eating and drinking, folk arts, architecture and fine arts. The Institute has collected an abundant amount of materials, ranging from detailed description of festivals to comprehensive collection of works of researchers from inside and outside of the Institute.

(6) Vietnam Museum of Ethnology
  - Address: Nguyen Van Huyen road, Cau Giay district, Ha Noi.
  - Contact: Tel. 84-4 37562193; Fax: 84-4 38360351.
  - Brief introduction:
    Vietnam Museum of Ethnology was established in 1995 and opened in 1997. This is one of the youngest museums in Vietnam. After 10 years'
creative performance it has proved its prestige in not only the domestic but also international community. It is now the centre that keeps and safeguards tangible and intangible cultural heritage of 54 ethnic groups residing in Vietnam. This is one of the reasons why the Museum has been selected for the survey on the existing inventories and activities on the ICH safeguarding in Vietnam. The Museum has carried out much successful community - base projects, for example the photo-voice projects in Dai Bai traditional brass casting, in the old quarter streets of Ha Noi and community film-making, in which, communities play the crucial and decisive roles in their works.
During the period from year 2009 to present, the Museum unceasingly continues their community-based strategy of preservation cultural heritage.

**Local Institutional System**

To strengthen human resources for the safeguarding of intangible cultural heritage in localities, since 2010 to present, many units specializing managing intangible cultural heritage have been established under the name of “Phòng quản lý di sản văn hóa” (Cultural Heritage Management Division) at the Departments of Culture, Sports and Tourism of almost of 63 provinces in Vietnam. Staff of these Division specialize in doing management of tangible as well as intangible cultural heritage, working with communities to conduct research, doing inventory and documentation of intangible cultural heritage in their localities.
2. Non-governmental Organizations

(1) Association of the Vietnamese Folklorists (AVF)

- **Strategical tasks**
  Among the others, collection, study, transmission and dissemination of all ICH elements of 54 Vietnamese ethnic groups are the fundamental tasks of the organization. Therefore, the investigation of the real situation of ICH is a permanent-preceding field work, of which, the collected information can help understand the actual status of ICH in a certain locality. Based on that, annual working plan and schedule of the Association is set up to implement. Through the outcomes of the investigations, the member researchers can identify which intangible cultural heritage element is in danger and at risk of disappearing and thus have relevant solutions to safeguard and maintain it in the daily life of local people in a sustainable manner.

- **Location:** Nguyên Văn Huyên, Cầu Giấy district, Hanoi, Vietnam

- **Contact:**
  - Tel. 844.3869.3280; 844.3868.2608,
  - Fax: 844.3868.2607;
  - Email: tapchinguonsang@gmail.com

- **Field of concentration:** Collecting, studying, transmitting and disseminating all categories of ICH of 54 Vietnamese ethnic groups including safeguarding, revitalizing the endangered ICH elements and working together with local people to maintain them in current social life.

- **Advisory body:** Committee of scientific experts

- **Project details:** The Association has restored and revitalized more than one hundred endangered ICH elements from the cultures of 31/54 ethnic groups and they made their own inventories and announced to put them all in a book. However, to date, the said book has not been seen yet.
  - 'View toward 2010' for investigating the real situation of ICH of 54 ethnic groups in Vietnam (2000-2015)
  - 'Rewarding the honor title 'Master of Folklore' (2005-2015). During the past years, 285 members of the Association of Vietnamese Folklorists have been enhanced and rewarded title "Master of folk artisan" (as of June 2015).
  - 'Publishing collected ICH properties of 54 Vietnamese ethnic groups': Since 2008 up to today (July 2015), around 1000 ICH books during 2008-2015.
  - Very recently, the seventh national congress of the Association of Vietnamese Folklorists (AVF) took place in Hanoi from May 26-
27, 2015 with participation of over 273 delegates. The Report, the AVF now has over 1,000 members across the country. The members have completed 721 research projects and published 1,000 projects. In the last tenure. An action plan for the new term 2015-2020 has been also set out.

- Person in charge: Prof. Dr. To Ngoc Thanh, President
- Contact information:
  - Tel: 844.3868.2608/Hom 844.3868.6051;
  - E-mail: tongocthanh@gmail.com

(2) Cultural Heritage Association of Vietnam

- Affiliation

- Additional Information

**Decision of Minister of Interior**

**Ref: Approving Regulations of the Cultural Heritage Association of Vietnam**

Minister of Interior

- In accordance with the Ordinance No. 102/SL - L004 dated 20/5/1957 specifying the right to establish association;
- According to the Decree No. 45/2003/ND-CP dated 09/5/2003 issued by the Government specifying function, duties, rights and organization structure of Ministry of Interior;
- Based on the Decree No.88/2003/ND-CP dated 30/7/2003 issued by the Government specifying organization, operation and management of association;
- Considering the proposal from the Chairman of the Cultural Heritage Association of Vietnam, Director of Non-Governmental organization Department.

Decides:


Article 2. This Decision comes into force after 15 days from the date of publishing on the official gazette.

Article 3. The Chairman of the Cultural Heritage Association of Vietnam, Director of Non-Governmental organization Department shall be responsible for implementing this Decision.

**Regulations of the Cultural Heritage Association of Vietnam**

**Chapter I**

**General Provisions**
Article 1. Name, Logo
1. Official name: The Cultural Heritage Association of Vietnam
2. Name in English: The Cultural Heritage Association of Vietnam
3. Abbreviated name: CHAV
4. The Association shall have its logo and official song.

Article 2. Line, purpose, field of activities
The Cultural Heritage Association of Vietnam (hereafter referred to as Association) is a social, occupational association that assembles Vietnamese organizations, individuals operating occupation or having ardour fervour for cultural heritage in order to take part in protection and promoting cultural value, meeting the people’s cultural increasing demand in building and developing the advanced culture deeply stamped with national character of Vietnam, and contributing to the World cultural heritage treasure, in enhancing state administration efficiency, improving the People’s responsibilities to take part in protection and promoting cultural value in the spirit of the Law on Cultural Heritage.

Article 3. Scope of activities
The Association shall operate in the whole country under the State management and the patronage of Ministry of Culture - Information. The Association shall have regular relation with organizations, individuals at home and abroad as specified by the Laws.

Article 4. General principles on organization and operation
The Association’s organization and operation shall be carried out in the principles: Voluntary, self-government, self-paying up expenditure; democratic centralism, collective leadership, individual responsibility, decision made by majority, observing regulations of the Law of Vietnam and the Association Regulations.

Article 5. Status of juridical person, head office
The Association shall operate independently, enjoy Status of juridical person, have its stamps (wet round stamp and small impressing stamp) and its own bank account. The Central National Association’s head office shall be located in Hanoi. The Association’s shall have its representative office in some provinces, cities directly under the Central Government and localities.

Chapter II
Duties, rights and obligations of the Association

Article 6. Duties of the Association
1. Assembling, uniting and pushing up cooperative relationship between organizations and individual members, pushing up exchange of information, theory, experience in realistic activities for protecting and promoting national cultural value;
2. Propagandizing, enhancing the people’s awareness, mobilizing organizations, individuals to take care of cultural heritage, pushing up the cause of socialization in order to mobile all resources to serve the cause of protecting and promoting cultural heritage value.
3. Guiding, refreshing, professionalism, enhancing knowledge on protecting cultural heritage value for the association members and heritage owners;
4. Assisting development of occupational activities of cultural heritages;
5. Studying, proposing the Party, State about policies, measures for protecting and promoting the value of national heritage;
6. Taking part in consulting, counter-arguing, supervising, assessing subjects, projects for protecting and promoting the value of national heritage as required by a competent state organ and the demand of organizations, individuals at home and abroad, participating or directly implementing subjects, projects for protecting and promoting the value of national heritage as required by a competent state organ.
7. Studying, applying, disseminating scientific and technological achievements for protecting and promoting the value of national heritage;
8. Establishing and expanding cooperation with foreign organizations, individuals for protecting and promoting the value of national heritage as specified by the Laws;
9. Protecting legal rights and benefits or the association members, taking part in the struggle for protection of legal rights and benefits of the cultural heritage of Vietnam toward international;
10. Propagandizing, mobilizing to develop new members.

Article 7. The rights and obligations of the Association
The rights and obligations of the Association of Cultural Heritage of Vietnam shall be carried out by the provision in Article 22 and Article 23, Decree No.88/2003/ND-CP dated 30/7/2003 issued by Government specifying the organization, operation and management of the Association.

Chapter III
Association members

Article 8. Association members
Vietnamese organizations, individuals that are legible to be an Association’s member as specified by the Association’s Regulations, voluntarily applies for joining the Association can become members of the Cultural Heritage Association of Vietnam. The members of the Cultural Heritage Association of Vietnam shall include official members and patron members.

1. Official members
a. Vietnamese citizens from 18 years old or higher, that are not in the period of tracking down criminal suit, have ardour - fervour for protecting and promoting the cultural heritage value, acknowledgement and voluntarily implement the Association’s Regulations.
b. Vietnamese juridical persons, that are not in the period of considering for winding up or bankrupt, that actively take part in protecting and promoting the cultural heritage value, acknowledgement and voluntarily implement the Association’s Regulations.

2. Patron members
Domestic organizations, businesses, individuals and joint-venture businesses, businesses with 100% foreign investment capital, operating in Vietnam, contributing to the Association operation could be considered by the Central Executive Committee of the Association for acknowledging as patron members.

Article 9. Obligations of the Association members
1. Strictly observing Association’s Regulations, resolutions, decisions of the Association organization;
2. Well completing the duties assigned by the Association;
3. Studying to enhance knowledge, capacity, political quality, occupational morals;
4. Maintaining unity, unification of the Association, protecting the prestige of the Association; actively taking part in development of members;
5. Operating and paying association fee as specified.

Article 10. The member’s rights
1. Shall be granted Association Member Card;
2. Shall be entitled to ask the Association organizations for protecting their legal rights and benefits;
3. Running and nominating for election and voting the Association works;
4. Criticizing, inquiring, recommending operation of the Association organization and members;
5. Taking part in activities organized by the Association; shall be given priority for study, sightseeing museums, relics, beautiful landscapes, that are members organization of the Association; shall be appointed by the Association to travel for study tours, working at home and abroad when there are conditions; 6. Shall be supplied information and created conditions by the Association organizations in occupational activities related to protecting and promoting cultural heritage value. Patron members shall have rights above, excluding the rights of running for election and voting the Association works.

Article 11. Termination of membership

The membership of the Cultural Heritage Association of Vietnam shall be terminated in the following cases:

1. Individuals lose the citizen right of Vietnam;
2. Individuals cease Vietnamese nationality;
3. Juridical person is subjected to winding up, bankrupt;
4. Do not pay association fee for 12 successive months or summate 18 months without proper reasons;
5. Submitting application for voluntarily leaving from the Association when terminating status of juridical person, members should give back their Association Member Card to the Association organization where they have been operating.

Chapter IV

The association organization

Article 12. Principles of the Association organization

1. The highest body of the Cultural Heritage Association of Vietnam shall be plenary Congress of delegates with the tenure of 5 year. The highest body of the lower Association organization shall be the congress of this organization, with the tenure of 5 years.
2. The leading organ of the Association organization between two tenures shall be the Executive Committee.
3. The standing Executive Committee of the Association organization and the Standing committee that shall lead the Association organization activities between two conferences of the Executive Committee.
4. The Executive Committee of the Association organization shall report and shall be responsible for its activities to the Congress of the same. Other important documents.
5. Abnormal Congress shall be convened when there are at least 2/3 (two third) of the total number of the Executive Committee members or at least 1/2 (a half) the total number of members propose.
6. Principle of voting at the Congress:
   a. The Congress can vote by the form of raising hands or ballot. The form of voting shall be decided by the Congress.
   b. The voting to pass decisions at the Congress must be consented by more than 1/2 (a half) of official delegates present at the Congress.

Article 15. The Executive Committee if Association organizations

1. The Executive Committee shall be elected by the Congress of the Association organizations among official delegates of the Congress. The number of the Executive Committee members shall be decided by the Congress.
2. The result of election at the Congress of base Association organizations must be approved be the Executive Committee of the Cultural Heritage Association of Vietnam.
3. In the tenure, the Executive Committee can vote further members but not over 25% (twenty five percent) of total members who have been voted by the Assembly.
4. For newly established units of the Association, the Standing Executive Board of the Cultural Heritage Association of Vietnam will directly appoint a provisional Executive Committee.
5. Any member of the Executive Committee who asks for relieving from his/her office has to be approved by the Executive Committee.

6. The Executive Committee’s duties;
   a. Electing leadership and Inspection Commission;
   b. Assigning professional boards;
   c. Instructing the implementation of the Association’s Regulations (if any);
   d. Organizing the realization of the Assembly’s Resolution and the Association’s action plan;
   e. Deciding to establish juridical organizations as stipulated by law;
   f. Deciding working policy of the Standing Executive Board;
   g. Preparing for periodical and irregular Assembly;

7. The Executive Committee meets periodically every six months and irregularly when the Standing Executive Board deems it necessary or more than one half of the executive Committee's members propose. The Executive Committee gives out Resolution which is valid when more than one half of members agree.

Article 16. Inspection Board

1. The Executive Committee elects the Inspection Board, which includes Head, Deputy Head and members. Number of the Inspection Board’s member is decided by the Executive Committee. The Inspection Board’s Head has to be member of the Executive Committee.

2. The Inspection Board operates under collective policy and the Executive Committee leadership.

3. The Inspection Board has duties of:
   a. Inspecting franchise as per standards and duties of members;
   b. Inspecting realization of the Association’s Regulations, resolutions of the Assembly and of the Executive Committee;
   c. Testing award and punish;
   d. Testing financial collection and expenditure;
   e. Settling claims and accusation;

Article 17. Standing Executive Board of the Association

1. The Standing Executive Board of the Association includes: Honorable President, President, Deputy Standing President, Deputy Presidents and General Secretary.

2. Duties:
   a. Leading the Association’s operation, implementing and inspecting the realization of the Association’s Regulations, resolutions of the Assembly and the Association’s Executive Committee meetings;
   b. Making decision on summoning and preparing agenda of the Association’s Executive Committee meetings;
   d. Making decision on award;
   e. Making decision on reorganizing patron members of the Association;
   f. Reporting activities to the Association’s Executive Committee.

3. The Standing Executive Board meets periodically every one months and irregularly in case of necessity. The Standing Executive board issues resolution which is valid when more than one half of its members agree.

Article 18. President of the Cultural Heritage Association of Vietnam

1. Honorable President is voted by the National Representative Assembly of the Cultural Heritage Association of Vietnam.

2. President is Head of the Association. President assigns the Association’s works to Deputy Presidents. When president is absent, Standing Deputy President implements President’s tasks.
3. Tenure of President and Deputy President is decided as per tenure of the Standing Executive Board. President continues doing his tasks until a new President is voted by new Standing Executive Board.

4. President’s task;
   a. Chairing meetings of the Standing Executive Board and the Association’s Executive Committee;
   b. Signing resolutions of the Association’s Executive Committee and the Standing Executive Board;
   c. Signing documents on the basis of resolutions of the Executive Committee and Standing Executive Board that stipulates function, duties, authorizations, organizational structure and decisions of appointment, suspension and dismissal toward heads of the Association’s affiliated organizations and memberships.

Article 19. General Secretary of the Cultural Heritage Association of Vietnam
   General Secretary is person who manages daily operation of the Association. His tenure is as per one of the Standing Executive Board. General Secretary’s tasks are:
   1. Regulating and collaborating daily activities and public relations of the Association;
   2. Leading works of the Association Office. Organizing management and use of finance and properties of the Association;
   3. Helping the Standing Executive Board supervise and speed up development of the Association and its affiliated organizations, preparing contents to be submitted to the Standing Board and the Executive Committee of the Association;
   4. Signing administrative and cooperative documents with the Association-related organizations and individuals and other documents as assigned by Standing Executive Board or the President.

Article 20. The Association-affiliated organizations. They include:
   1. The Association Office;
   2. Professional Boards;
   3. Mouthpiece agencies;
   4. Cultural Heritage Fund of the Association;
   5. Administrative units, enterprises and other organizations as stipulated by law.

Chapter V
Finance and Property of the Association

Article 21. Finance and Property of the Association The Association’s Finance and property include:
   1. Subscription paid by members;
   2. Property and financial support of the State;
   3. Property, presents and financial aid from organizations and individuals.
   4. Budget collected from legal non-profitable activities;
   5. Other legal receivables.

Article 22. Management and use of the Association’s finance and property The Association’s Executive Committee uniformly stipulates principles and policies for managing finance and property of the Association, rate of subscription to be paid by members. The Association’s Executive Committee annually receives reports and make decision on financial tasks of the Association.

Article 23. Solving finance and property when the Association disintegrates Finance and property when the Association disintegrates are solved as per regulated at Article 10 of Decree No. 88/2003/ND-CP dated 30th July 2003 by the Government stipulating the association’s organization, operation and management and Resolution of the Association’s Executive Committee.
Chapter VI
Awards and settlement toward breach

Article 24. Awards
1. Members and organizations or individuals who have contributed to the Association's activities and the protection and development of cultural heritage value are awarded and recommended for State award.
2. Form of ward of the Association:
   - Commemoration certificate;
   - Certificate of merit;
   - Commendation certificate;
   - Other forms.

Article 25. Settlement toward breach
1. Any member who breaches the Association’s Regulations will be solved by:
   a. Reprimanding
   b. Warning
   c. Dismissing from office in the Association
   d. Expelling from the Association
2. Any Association branches or affiliated organizations who breach disciplines will be solved by:
   a. Reprimanding
   b. Warning
   c. Disbanding

Chapter VII
Execution of the association’s regulations

Article 26. Execution of the Association’s Regulations
The Association and its members have to observe strictly the Association’s Regulations which is only revised and supplemented by National Representative Assembly of the Association. The Association’s Executive Committee is responsible for stipulating in details and instructing the realization of the Association’s Regulations.

Article 27. Execution validity
The Regulations of the Cultural Heritage Association of Vietnam, which comprises of 7 chapters including 27 articles, was adopted on 26th June 2004 by Establishment Assembly of the Cultural Heritage Association of Vietnam and comes into valid as per the Approval Decision by Minister of Interior.

In the recent years, some more non-governmental organizations relating to intangible cultural heritage have been established, or had been established before 2010, but currently became more active and operate more effectively in the field of safeguarding intangible cultural heritage. Among them are such organizations as the Center for Research and Preservation of Vietnamese religious Culture and its affiliated institutions (Club for preservation of the beliefs of Mother Goddess and Châu vân clubs); and, particularly the Center for Research and Promotion of Cultural Heritage (CCH), an affiliated institution to the Association of Cultural Heritage of Việt Nam. Below is a brief information on CCH.
Established in 2007, CCH is the first NGO in Vietnam specializing in developing education programmes and training schemes for museums, schools and community organizations; and in engaging in social criticism work for the preservation and promotion of the tangible and intangible cultural heritage of Vietnam. Under the leadership of a high qualified team of Vietnamese experts with extensive experiences of culture administration and public policy work, CCH has been making a crucial innovative contribution to Vietnam's contemporary development needs in an area hitherto unrecognized as a vital basis for educational advancement and community empowerment in both rural and urban localities.