

Project Guidelines on the ichLinks, Building an Integrated ICH Information-Sharing Platform in the Asia-Pacific Region

Chapter I. General Provisions

Article 1 (Purpose)

The purpose of this Guidelines is to set forth the detailed matters necessary for the efficient implementation of the “ichLinks, Building an Integrated Intangible Cultural Heritage (ICH)Information-Sharing Platform in the Asia-Pacific” (hereinafter referred to as “the Project”) based on the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage (hereinafter referred to as the “Convention”) and the UNESCO-ROK Agreement (hereinafter referred to as the “Agreement”) on the Establishment of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (hereinafter referred to as “ICHCAP”).

Article 2 (Definitions)

For the purpose of the Guidelines, the following terms shall have the following meanings:

- (a) The term “ichLinks” refers to the online platform where participating members share and use the ICH-related information;
- (b) The term “Member States” refers to the UNESCO member states;
- (c) The term “Participating Member States” refers to the UNESCO member states in the Asia-Pacific region that agree to the Guidelines and, consequently, participate in the Project;
- (d) The term "Partner Organization" refers to the member states' organization that is in charge of or will be in charge of collecting and managing ICH-related information. The Partner Organization should be recommended by their national authorities and be designated by ICHCAP;
- (e) The term “Information-Generating Agencies” refers to ICH-related professional organizations, NGOs, experts, communities, and other related stakeholders;
- (f) The term “ichLinks Executive Committee” (hereinafter referred to as the “Executive Committee”) refers to the committee made up of officers from participating organizations for the smooth operation of the Project;
- (g) The term “Director-General of ICHCAP” refers to the head of ICHCAP based on the ICHCAP’s Constitution; and
- (h) The term “International Organization” refers to the international cooperation body established by agreement of two or more countries.
- (i) The term “International Network” refers to the permanent network working internationally in relation to the safeguarding of intangible cultural heritage.

Article 3 (Project Objectives)

The objectives of the Project are as follows:

- (a) Effectively share and utilize ICH-related information in the region;
- (b) Establish a systematic information-sharing mechanism and foster ICH-related networking opportunities within the region;
- (c) Publicize the necessity of and raise awareness on safeguarding ICH by fostering member states' ICH-related study, research, and documentation activities; and
- (d) Promote the cultural diversity and local development of member states by utilizing shared information.

Article 4 (Project Scope)

1. The Project shall, in principle, cover all Asia-Pacific Member States that agree to the provisions of the Guidelines.

2. Any Member State covered, as set forth in the above Paragraph, that wishes to participate in the Project shall satisfy all of the following requirements:

- (a) Have the capacity necessary for the implementation of the Project;
- (b) Have the human resources and other physical resources needed to collect, store, maintain, and utilize ICH-related information subject to information-sharing; and
- (c) Have its own ICH inventories.

Article 5 (Fundamental Principles)

1. The Project shall be carried out in accordance with the following principles:

- (a) ICHCAP shall strictly classify its obligations and the obligations of Member States and carry out the Project in accordance with the Convention and the Agreement;
- (b) Partner Organizations shall serve as the actual actors that collect, share, and utilize the ICH-related information of the Member States and a channel of communication between ICHCAP and Participating Member States; and
- (c) The ICH-related information shared on the ichLinks may be utilized in a manner suited to each Participating Member State's own situation.

2. The principles specified in Article 5.1 shall not legally bind the policies and systems of Participating Member States.

Article 6 (ICHCAP's Obligations)

1. ICHCAP shall have the following obligations:

- (a) Establish and execute the plan for the Project;
- (b) Develop and distribute the ichLinks system;
- (c) Provide education and training on the ichLinks;
- (d) Handle suggestions made by the Executive Committee;
- (e) Provide various support services to Partner Organizations; and
- (f) Develop and distribute content by utilizing the shared information.

2. ICHCAP shall not be involved with the following matters, which are beyond the scope of its work according to the Agreement:

- (a) Matters relating to drawing up Member States' ICH inventories;
- (b) Matters relating to Member States' introduction of ICH-safeguarding policies; and
- (c) Matters relating to Member States' inscription of their ICH on the Lists of the Convention.

Article 7 (Member States' Obligations)

1. Member States shall decide whether to participate in the Project.
2. Member States that wish to participate in the Project shall have the following obligations:
 - (a) Prepare to meet the ICHCAP requirements for project participation;
 - (b) Recommend and cultivate their Partner Organizations that will work with ICHCAP; and
 - (c) Establish and execute a plan to utilize ICH-related information shared on the ichLinks.

Article 8 (Scope of Shared Information)

The scope of ICH-related information to be shared on the ichLinks shall be as follows:

- (a) Information on country-specific ICH elements, including their key details, photographs, videos, recordings, etc.;
- (b) Academic resources on ICH including related books, papers, reports, etc.
- (c) Information on ICH stakeholders including government agencies, professional institutions, NGOs, experts, etc.
- (d) ICH-related events and news including festivals, performances, exhibitions, academic conferences, seminars, related news, etc.

Chapter II. Planning

Article 9 (Establishment of the Basic Plan)

ICHCAP shall establish a basic plan, which includes the following matters, every five years:

- (a) Matters relating to improving the operations of and maintaining the ichLinks;
- (b) Matters relating to supporting and expanding Partner Organizations;
- (c) Matters relating to increasing the scope of ICH-related information to be shared; and
- (d) Matters relating to utilizing shared information.

Article 10 (Establishment and Implementation of the Annual Execution Plan)

ICHCAP shall establish and implement an annual execution plan, which includes the following matters, each year pursuant to the basic plan:

- (a) A support plan for Partner Organizations for the corresponding year;
- (b) A plan to hold workshops for Partner Organizations;
- (c) A plan to handle the requests of the Executive Committee;
- (d) Matters relating to developing and distributing content by utilizing shared information; and
- (e) Other requests made by Participating Member States and UNESCO-related organizations.

Article 11 (Advisory Council)

1. ICHCAP may have an advisory council to receive advice on technical aspects of implementing the Project.
2. Matters relating to the operations of the aforementioned advisory council shall be determined by the Director-General of ICHCAP.

Chapter III. Partner Organizations

Article 12 (Recommendation and Designation of Partner Organizations)

1. Each Participating Member State shall, in principle, have one Partner Organization.
2. For Member States that wish to participate in the Project and agree to the provisions of the Guidelines, the head of their government ministry or department responsible for ICH shall recommend a candidate suitable for the Partner Organization to the Director-General of ICHCAP.
3. Upon receiving the aforementioned recommendation, the Director-General of ICHCAP shall designate the candidate after document screening and on-site due diligence and give the corresponding Member State written notice.
4. Candidate recommendation and designation shall be made on an annual basis, and their detailed timelines shall be determined by the Director-General of ICHCAP.

Article 13 (Candidate Eligibility Requirements)

1. A candidate recommended according to Article 12.2 hereof shall satisfy all of the following eligibility requirements:
 - (a) An organization responsible for generating, collecting, and maintaining ICH-related information in the Member State; and
 - (b) An organization with the human resources and other physical resources and capacity needed to carry out related services.
2. The capacity set forth in the Article 13.1(b) shall refer to the following:
 - (a) Have information technology (IT) personnel with technical knowledge in IT; and
 - (b) Have international relations personnel with English communication skills.

Article 14 (Role of Partner Organizations)

Partner Organizations, on behalf of their Participating Member State, shall act as a channel of communication between ICHCAP and their Member State by carrying out the following services:

- (a) Collect, maintain, archive, distribute, and utilize ICH-related information of the Member State;
- (b) Cultivate Information-Generating Agencies in the Member State and support their activities;
- (c) Provide the Member State's ICH-related information via the ichLinks;
- (d) Carry out networking activities with other Partner Organizations and Information-Generating Agencies;
- (e) Run ICH programs in the Member State using shared information;

- (f) Take part in the Executive Committee; and
- (g) Join ICHCAP programs and activities.

Article 15 (Undesignation of Partner Organization)

1. The Director-General of ICHCAP may undesignate a Partner Organization in any one of the following cases:
 - (a) Where the Participating Member State requests such an undesignation;
 - (b) Where the Partner Organization uses the budget provided by ICHCAP for any purposes other than as prescribed; or
 - (c) Where the Partner Organization fails to fulfill its role.
2. With regard to the undesignation specified in the Article 15.1(c), ICHCAP shall determine whether to undesignate the Partner Organization through discussion with the corresponding Member State after having prior-consultation with the Executive Committee.
3. The Member State shall determine whether to continue to use any previously-shared information after the undesignation of its Partner Organization.

Article 16 (Change of Partner Organizations)

Designated Partner Organizations, in principle, shall not be changed unless exceptional circumstances arise. Notwithstanding, where there is a justifiable reason for such a change, including the change of the existing Partner Organization's functions, and the Participating Member State requests a change to the existing Partner Organization, the Director-General of ICHCAP shall determine whether to accept the request through discussion with the corresponding Member State.

Chapter IV. Information-Generating Agencies

Article 17 (Scope)

Information-Generating Agencies include the following organizations engaged in activities related to the safeguarding of ICH in the Asia-Pacific region:

- (a) Communities and NGOs;
- (b) Arts and performance organizations;
- (c) Research institutes and groups; and
- (d) Other organizations related to ICH

Article 18 (Designation and Termination)

1. An organization wishing to be designated as an Information-Generating Agency shall apply to the head of the Partner Organization in the Member State to which it belongs.
2. However, if there is no Partner Organization in the country to which the Information-Generating Agency belongs, apply directly to ICHCAP.
3. The designation of an Information-Generating Agencies may be terminated through consultation between ICHCAP, the Partner Organization, and the relevant organization.

Article 19 (Roles)

1. Information-Generating Agencies perform the following roles:
 - (a) Safeguarding activities such as identification, documentation, research, preservation, protection, promotion, enhancement, transmission, and revitalization of intangible cultural heritage specified in the 2003 UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage;
 - (b) Production and collection of information related to the safeguarding activities specified in Article 19.1(a);
 - (c) Sharing of produced and collected information via ichLinks;
 - (d) Networking activities between Information-Generating Agencies; and
 - (e) Participation in ICHCAP's and Partner Organizations' programmes
2. Coordination of roles between Partner Organizations and Information-Generating Agencies shall be determined through consultation between the two organizations.

Chapter V. ichLinks Executive Committee

Article 20 (Composition of the Executive Committee)

1. ICHCAP shall have an executive committee to facilitate the Project operation, and the composition of the Executive Committee shall be as follows.
 - (a) The representative of the Partner Organization or the person recommended by the representative of the Partner Organization;
 - (b) One representative each of an international organization or international network participating in ichLinks; and
 - (c) Director-General of ICHCAP
2. The Executive Committee shall carry out the following duties:
 - (a) Deliberate on matters necessary for the smooth operation of the ichLinks;
 - (b) Make suggestions for the improvement of the ichLinks;
 - (c) Seek countermeasures against system errors;
 - (d) Submit opinions regarding Partner Organization's undesignation; and
 - (e) Discuss other matters necessary for the ichLinks' efficient operation.
3. ICHCAP shall handle the Executive Committee's suggestions in priority.
4. Separate rules shall determine further details on the operations of the Executive Committee.

Chapter VI. ICHCAP's Support

Article 21 (Overview of ICHCAP's Support)

1. In order to encourage Partner Organizations' active participation and information-sharing activities, ICHCAP shall provide them with the following support services selectively depending on their specific circumstances:
 - (a) Purchasing necessary equipment and system;
 - (b) Financial support for personnel expenses;
 - (c) Training for IT personnel;

- (d) Co-development of ICH digital contents;
 - (e) Support for organizing local ICH events; and
 - (f) Other support services requested by Partner Organizations.
2. ICHCAP shall give Partner Organizations priority to join ICHCAP projects.
 3. In principle, ICHCAP's support to Information-Generating Agencies is provided through Partner Organizations.

Article 22 (Workshops)

ICHCAP shall hold workshops for the personnel of Partner Organizations and Information-Generating Agencies on a regular basis to ensure the smooth operation of the ichLinks.

Article 23 (Dispatch of Experts)

The Director-General of ICHCAP may dispatch experts to Partner Organizations if such a dispatch is needed to strengthen their information-sharing capacity.

Chapter VII. Supplementary Provisions

Article 24 (Usages of ichLinks and the Shared Information)

The Participating Member States and the Partner Organizations shall use the ichLinks and the shared information as follows:

- (a) Raise the visibility of ICH through the ichLinks as a common space to promote their own ICH to the international community
- (b) Use the shared information as cultural tourism resources, e.g. ICH performances, exhibitions, and festivals, to facilitate greater economic opportunities, enhanced community self-esteem, strengthened ICH practice and transmission, and substantial foundation for urban regeneration.
- (c) Develop ICH experience programs and educational materials that help to raise public/youth awareness on cultural heritage and cultural diversity, prevent social conflicts, contribute to social cohesion, and social inclusiveness.
- (d) Develop cooperative projects for ICH safeguarding while building networks among the related government agencies, NGOs, communities, researchers, experts, and others.
- (e) Other uses pursuant to the needs of Participating Member States and Partner Organizations.

Article 25 (Exclusion of Support)

1. ICHCAP may exclude a Partner Organization from ICHCAP's future support in any one of the following cases:
 - (a) Where the Partner Organization uses the budget for any purposes other than as prescribed;
 - (b) Where the Partner Organization prepares a fraudulent annual plan or settlement report;
 - (c) Where the Partner Organization refuses to cooperate with ICHCAP without any justifiable reason; or
 - (d) Where the Partner Organization causes a delay to the Project without any justifiable reason.

2. The decisions on the exclusion of support shall be made by the Director-General of ICHCAP.
3. The period of its exclusion shall be at least two years up to a maximum of five years, depending on the severity of the respective case.

Article 26 (Participation of International Organizations and International Networks)

1. International organizations and international networks engaged in the field of ICH may participate in the Project.
2. Details related to the participation in Article 26.1 shall be decided through consultation between the Director-General of ICHCAP and the relevant organization.

Article 27 (Establishment and Amendment of Rules)

These Guidelines are determined by the Director-General of ICHCAP after collecting the opinions of the Executive Committee.

Article 28 (Others)

Any matters not provided for herein shall be determined by the Director-General of ICHCAP in consideration of customary international practices.

Addendum

Article 1 (Enforcement Date) These Guidelines shall enter into force from the date of proclaiming by the Director-General of ICHCAP.