



United Nations
Educational, Scientific and
Cultural Organization



Diversity of
Cultural Expressions

8 IGC

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

Eighth Ordinary Session
Paris, UNESCO Headquarters
9 - 11 December 2014

DECISIONS

Item 1 of the Agenda: Adoption of the Agenda

Decision 8.IGC 1

The Committee,

1. *Having examined Document CE/14/8.IGC/1REV;*
2. *Adopts the agenda of the session contained in the above-mentioned document.*

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

Decision 8.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 seventh ordinary session of the Committee

Decision 8.IGC 3

The Committee,

1. *Having examined Document CE/14/8.IGC/3 and its Annex;*
2. *Adopts the detailed summary record of the seventh ordinary session of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions included in the above-mentioned document.*

Item 4 of the Agenda: Secretariat's report on its activities

Decision 8.IGC 4

The Committee,

1. *Having examined Document CE/14/8.IGC/4 and Document CE/14/8.IGC/INF.7;*
2. *Takes note with satisfaction of the Secretariat's report on its activities for the period 2014;*
3. *Invites each Party to determine the most appropriate mechanism to support the activities carried out by the Secretariat at Headquarters and in the Field;*
4. *Notes that cultural conventions rely in part on certain incompressible costs and urges this to be taken into account during the preparation of the 38 C/5; and*
5. *Requests the Secretariat to present, at its ninth ordinary session, a report on its activities for the 2014-2015 Biennium.*

Item 5 of the Agenda: Internal Oversight Service's reports

5a. Report on the Audit of the Working Methods of Cultural Conventions

Decision 8.IGC 5a

The Committee,

1. *Having examined Document CE/14/8.IGC/5a and its Annexes;*
2. *Recalling Resolution 4.CP 13 of the Conference of Parties and its Decision 7.IGC 13;*
3. *Takes note that the audit carried out by the Internal Oversight Service (IOS) seeks to identify possible improvements to the working methods of all UNESCO Culture Conventions and their synergy, and welcomes most of its conclusions and recommendations;*
4. *Recalls the setting of priorities by the Executive Board, the General Conference and the Committee;*
5. *Welcomes the establishment by the Culture Sector of a Common Services Unit to support the work of all Convention Secretariats, thus implementing Recommendation 3 of the IOS audit, and looks forward to seeing its results for facilitating and alleviating the work of the Convention Secretariats;*
6. *Considers that the annual frequency of the sessions of the Committee is appropriate and in accordance with Article 23.2 of the Convention;*
7. *Recalls that the Committee at its seventh ordinary session, per its Decision 7.IGC 14, determined that the number of days of this eighth ordinary session was set at 3, instead of 5;*
8. *Notes the Organization's increasing reliance on extra-budgetary contributions and invites the Parties to provide financial resources to the Secretariat in accordance with the priorities established at its seventh ordinary session and in accordance with those set by the Conference of Parties at its fourth ordinary session;*
9. *Reiterates its understanding that resources and staff allocated to priority activities will remain exclusively focused on those priorities;*
10. *Notes with satisfaction the prioritizing exercise done at its seventh session and welcomes a similar exercise for its next workplan;*
11. *Acknowledges the need to strengthen the human resources capacities of the Secretariat in a sustainable manner to enable it to respond efficiently to the priorities identified by the Parties, notes with appreciation the experts provided by Quebec (Canada) and Italy, and invites all Parties to consider such arrangements on a lasting basis;*
12. *Requests the Secretariat, in accordance with the practices of other Culture Conventions, Recommendation 1 (e) of the IOS audit and the financial regulations of the Special Account for the IFCD (Article 5), to apply UNESCO's cost recovery policy consistently when using the resources of the IFCD; and*
13. *Requests the Secretariat to report to it on the savings made since the establishment of the Conventions' Common Services Unit.*

Item 5 of the Agenda: Internal Oversight Service's reports

- 5b. Report on the Evaluation of UNESCO's Standard-setting Work of the Culture Sector Part IV – 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions

Decision 8.IGC 5b

The Committee,

1. *Having examined Document CE/14/8.IGC/5b and its Annexes;*
2. *Takes note of the Internal Oversight Service's (IOS) Evaluation of UNESCO's Standard-setting Work of the Culture Sector Part IV – 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions and its recommendations presented in Annex I;*
3. *Requests the Secretariat to transmit the IOS Evaluation to the fifth ordinary session of the Conference of Parties, along with a summary of the Committee's debates on the report, and an update on the implementation of the recommendations made; and*
4. *Encourages UNESCO to seek extra-budgetary funds to implement the IOS recommendations, in particular those addressing the analysis and sharing of information on the impact of the Convention, capacity-building in the area of the governance of culture and the development of an overall results framework for the Convention including SMART indicators.*

Item 6 of the Agenda: Report concerning the Audit of the Governance of UNESCO and Dependent Funds, Programmes and Entities

Decision 8.IGC 6

The Committee,

1. *Having examined Document CE/14/8.IGC/6;*
2. *Takes note of the Audit of the Governance of UNESCO and Dependent Funds, Programmes, and Entities and the exercise undertaken thereon; and*
3. *Thanks the Chairperson of the fourth ordinary session of the Conference of Parties and the Chairperson of the eighth ordinary session of the Committee for their diligent work in this connection.*

Item 7 of the Agenda: Quadrennial periodic reports

7a. New reports and analytic summary

Decision 8.IGC 7a

The Committee,

1. *Having examined Document CE/14/8.IGC/7a and its Annexes as well as Documents CE/14/8.IGC/INF.4, CE/14/8.IGC/INF.5 and CE/14/8.IGC/INF.6;*
2. *Recalling Resolution 4.CP 10 of the Conference of Parties and its Decision 7.IGC 5;*
3. *Takes note of the information collected as a result of the third year of quadrennial periodic reporting on the implementation of the Convention as presented in the Annex I to document CE/14/8.IGC/7a;*
4. *Also takes note of the information collected on selected issues determined by the Governing Bodies (i.e., impact of digital issues, role of civil society and role of public service broadcasting) as a result of the analysis of all 71 reports received so far by the Secretariat, as well as additional sources;*
5. *Requests the Secretariat to forward to the Conference of Parties at its fifth ordinary session the quadrennial periodic reports together with the Committee's comments and Secretariat's analytical summary of the reports received;*
6. *Invites the Parties whose reports are due in 2015 and 2016 to submit them to the Secretariat in a timely manner and encourages the Parties that have not yet submitted their reports due in 2012-2014 to do so at their earliest convenience in either working language of the Committee or, if possible, in both languages, as well as in other languages;*
7. *Encourages the Parties to engage in multi-stakeholder consultations in the preparation of their reports, involving various government ministries concerned, regional and local governments and, in particular, civil society organizations;*
8. *Invites the Secretariat to implement the capacity-building programme aiming at assisting Parties in preparing their reports on the implementation of the Convention, funded by extrabudgetary resources;*
9. *Further encourages the Parties to provide extrabudgetary resources for the Secretariat's training programme on the preparation of the reports and for the implementation of a global knowledge management system;*
10. *Requests the Secretariat, following this session, to make available on the Convention website the quadrennial periodic reports to the public for information; and*
11. *Decides to inscribe an item on the agenda of its ninth ordinary session on the assessment of the participation of civil society in the implementation of the Convention.*

Item 7 of the Agenda: Quadrennial periodic reports

7b. Draft revised Operational Guidelines on Article 9 of the Convention

Decision 8.IGC 7b

The Committee,

1. *Taking note of Document CE/13/7.IGC/5REV and its Annex V;*
2. *Having examined Document CE/14/8.IGC/7b and its Annex;*
3. *Recalling Resolution 4.CP 10 of the Conference of Parties and its Decision 7.IGC 5;*
4. *Adopts the revised draft Operational Guidelines on Article 9 as annexed to this Decision;*
5. *Requests the Secretariat to transmit the revised draft Operational Guidelines on Article 9 to the Conference of Parties at its fifth ordinary session in June 2015 for its approval; and*
6. *Recommends that the Conference of Parties consider the impact of digital issues on the diversity of cultural expressions and include it as a transversal theme in the next reporting cycle starting in 2016.*

ANNEX TO DECISION 8.IGC 7b

**Revised Draft Operational Guidelines on Article 9
“Information Sharing and Transparency”**

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 policies and 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 policies and 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, policies and measures, based on the guiding principles set forth in Article 2 of the Convention, to protect and promote the diversity of cultural expressions have been introduced. The reports also provide statistical evidence, as much as possible, as well as best examples of measures and experiences Parties wish to share.

6. In preparing their reports, Parties will consider the implications of the Convention on the governance of culture and integrated policy-making for the creative sector. Parties are encouraged to form inter-Ministerial working groups, involving various governmental institutions responsible for arts and culture, education, trade, industry, tourism, labour, social and economic development, finance, planning, investment, communications and other governmental institutions concerned, to compile their reports. They are also encouraged to ensure that different government tiers, such as regions and cities, contribute to the preparation of the report.

7. 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. In their turn, developing countries will report on the needs assessment they have carried out and the measures implemented to enhance their benefit from preferential treatment.

8. For each reporting cycle the Conference of Parties may establish, through a corresponding resolution, one or more thematic focus areas in order to address current policy issues and respond to changing contexts.

9. In accordance with the UNESCO Global Priority Gender Equality, the reports shall include information on the measures taken in order to facilitate and promote access for and the participation of women as creators and producers of cultural expressions, as well as the participation of women in the cultural life of societies.

10. Pursuant to the new UNESCO operational strategy 2014-2021 for youth, the reports of the Parties shall include information on the measures taken in order to facilitate and encourage the participation of youth in cultural life as creators, producers and beneficiaries of cultural activities, goods and services.

11. The maximum number of pages is limited to 30 excluding annexes. Information shall therefore be presented in a clear and concise manner.

Ensuring a Participatory Process

12. In preparing their reports, Parties shall conduct multi-stakeholder consultations involving governmental and non-governmental actors, in order to capture the entire range of existing levels of engagement and sources of information.

13. 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.

14. Parties are encouraged to cooperate with specialized bodies at local, national, regional and international levels to collect information and data requested in the framework of the quadrennial periodic reports.

Submission and Dissemination of Reports

15. 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 points of contact appointed by the Parties and to the Permanent Delegations to UNESCO as well as the National Commissions for UNESCO.

16. Parties submit reports to the Secretariat on paper and in electronic form in one of the working languages of the Committee (English or French). For purposes of information sharing Parties are encouraged to submit their reports in additional languages, whenever possible.

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

18. The Secretariat forwards to the Committee before its ordinary sessions preceding the Conference of Parties (i.e., every second year) a report monitoring the implementation of the Convention at the international and national levels on the basis of the information and data derived from the quadrennial periodic reports and other sources. The report will indicate transversal issues as well as challenges identified in the reports to be addressed in the future implementation of the Convention.

19. 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 the monitoring report prepared by the Secretariat.

20. 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 to the public after each session of the Committee at which they have been considered.

Points of Contact

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

22. 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.

23. Parties shall involve the points of contact in gathering relevant information coordinating the inputs from different governmental and non-governmental sources, and drafting their quadrennial periodic reports.

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 *seven 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
	<i>Executive summary</i>	1
	<i>Technical information</i>	1
	<i>Overview of cultural policy context</i>	1
1	<i>Cultural policies and measures</i>	8
2	<i>International cultural cooperation</i>	3
3	<i>Preferential treatment</i>	3
4	<i>Culture and sustainable development</i>	3
5	<i>Awareness-raising and participation of civil society</i>	3
6	<i>Transversal issues and UNESCO priorities</i>	2
7	<i>Achievements, challenges, solutions and next steps</i>	2
Annex	<i>Complementary data, information and statistics</i>	

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 **30**, 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) and, whenever possible, in other languages, using the electronic template prepared for this purpose by the Secretariat based on the Framework for Periodic Reports;
- (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) is (are) sent to the following address: UNESCO, Section of the Diversity of Cultural Expressions, 7, Place Fontenoy 75352 Paris 07 SP, France;
- (iv) The reports are also transmitted electronically, in the same format as the Secretariat's template.

Executive Summary

Parties shall provide a one-page summary of the content in their reports. The executive summary should highlight the salient points of the report focusing specifically on the main achievements and challenges in implementing the Convention and the outlook for the future. It is not an introduction to the report or an annotated table of contents.

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.

Technical Information

- a) *Name of Party*
- b) *Date of ratification*
- c) *Organization(s) or entity(ies) responsible for the preparation of the report*
- d) *Officially designated point of contact*
- e) *Date report was prepared*
- f) *Name of designated official(s) signing the report*
- g) *Description of the multi-stakeholder consultation process established for the preparation of the report*
- h) *Names of the stakeholders, including civil society organizations, involved in the preparation of the report*

Overview of cultural policy context

Parties shall describe the key objectives and priorities of their current cultural policy and the impact the Convention has had in their formulation or reformulation. They will also report on the opportunities and challenges to promote the diversity of cultural expressions in a digital environment.

In doing so, they shall address the following question: Has the Convention been integrated into the policy development process in any of the following ways?

- (i) It is (or has been) the basis for changing one or more policies;
- (ii) It is (or has been) a tool to promote policy discussion;
- (iii) It is (or has been) a reference for ongoing policy development.

1. Cultural Policies and 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 at the different stages of the cultural value chain, namely:

- creation,
- production,
- distribution / dissemination, and
- participation / enjoyment.

 Please note that intangible cultural heritage is not covered by the scope of the 2005 Convention and should therefore not be covered in this report.

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, indigenous peoples) as creators, producers or distributors of cultural expressions.

For more information 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”. A list of innovative examples is available from the Convention website.

The **key questions** to be addressed in this section are:

- a) Name of the measure
- b) What are the main objectives of the measure?
- c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- e) What are the results expected through the implementation of the measure?
- f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above concerning the measures adopted to promote the diversity of cultural expressions at different stages of the cultural value chain.

*↪ You can describe up to **ten key measures**.*

2. International Cultural Cooperation

The purpose of this section is to report on measures aimed at facilitating international cultural cooperation.

Measures may be understood as international cultural cooperation frameworks and programme activities that:

- facilitate **dialogue between public officials** on policy issues;
- promote exchange between **professionals working in public sector** cultural institutions aimed at building strategic and management capacities;
- foster cooperation between **professionals working in the cultural and creative industries** aimed at building creation and production capacities.

For more information on the types of measures to be reported on, please refer to Article 12 (Promotion of International Cooperation). A list of innovative examples is available from the Convention website.

The **key questions** to be addressed in this section are:

- a) Name of the measure
- b) What are the main objectives of the measure?
- c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- e) What are the results expected through the implementation of the measure?
- f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to promote international cultural cooperation.

*☞ You can describe up to **six key measures**.*

3. Preferential Treatment

The purpose of this section is to report on measures aimed at granting preferential treatment as defined in Article 16 of the Convention and benefiting from it.

Article 16 stipulates that preferential treatment to be granted by developed to developing countries, through appropriate legal and institutional frameworks to achieve, *inter alia*, the emergence of a dynamic cultural sector in developing countries and wider and more balanced cultural exchanges. Preferential treatment as defined by Article 16 is understood as having both a cultural and/or a trade component.

Preferential treatment provision of the Convention creates an obligation for developed countries in favor of developing countries with regard to persons (artists and cultural professionals) and cultural goods and services.

In this light, preferential treatment measures can be reported on as having an impact on three different levels:

- *individual: human resource development, including programmes to facilitate the mobility and exchange of artists and cultural professionals and build expertise among them;*
- *institutional or organizational: building capacities of cultural enterprises and organizations in promoting the economic and trade dimension of the sector, including support schemes and co-distribution agreements;*
- *industry: wider systemic relationships established through bilateral, regional and multilateral trade agreements, cultural policy and other frameworks.*

✚ *For more information on the types of measures to be reported on, please refer to Article 16 (Preferential Treatment for Developing Countries) and its corresponding Operational Guidelines.*

Developed countries

✚ *This sub-section is addressed to Parties from **developed countries**. If your country is a developing country, please go directly to the next sub-section.*

Parties from developed countries describe the measures they have adopted to grant preferential treatment to artists and other cultural professionals and practitioners, as well as cultural goods and services from developing countries.

The **key questions** to be addressed in this section are:

- a) Name of the measure
- b) What are the main objectives of the measure?
- c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- e) What are the results expected through the implementation of the measure?
- f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to grant preferential treatment for developing countries.

✚ *You can describe up to **six key measures**.*

Developing countries

✚ *This sub-section is addressed to **developing countries**.*

The Operational Guidelines relating to Article 16 specify that “developing countries are encouraged to implement, where possible, policies and measures designed to enhance their benefit from preferential treatment”.

In this Section, Parties from developing countries describe the measures they have adopted to identify their priorities, specific needs and interests, and enhance their benefit from preferential treatment. These Parties will also report on the preferential treatment measures they have taken to promote South-South cooperation.

The **key questions** to be addressed in this section are:

- a) Name of the measure
- b) What are the main objectives of the measure?
- c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- e) What are the results expected through the implementation of the measure?
- f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to enhance the developing countries’ benefit from preferential treatment.

*☞ You can describe up to **six key measures**.*

4. Integration of culture in sustainable development policies

Taking into account the policies and measures reported on under sections 1, 2 and 3 of this Framework, Parties are invited to list here the measures that focus on integrating culture as a strategic element in sustainable development policies and assistance programmes at the national and international levels.

Typically, these measures are implemented by agencies responsible for economic growth, environmental sustainability and social inclusion (national level) and by development cooperation agencies (international level).

Operational Guidelines on Article 13 define *sustainable development* as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (ref. Report of the World Commission on Environment and Development, 1987).

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.

4.a. Measures at the national level

Please describe the measures taken with a view to achieving the following goals and outcomes:

- integrating culture into *overall national development planning*, i.e., strategies, policies and action plans;
- achieving *economic, social and environmental* outcomes by integrating culture into, *inter alia*, poverty eradication and social inclusion strategies;
- securing *fairness and equitable treatment* of disadvantaged individuals and social groups (including women) to participate in cultural life;
- securing *equity* in the distribution of cultural resources between regions and urban and rural areas.

✎ *For more information on the types of measures to be reported on, please refer to the Operational Guidelines on Article 13 (Integration of culture in sustainable development).*

The **key questions** to be addressed in this section are:

- a) Name of the measure
- b) What are the main objectives of the measure?
- c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- e) What are the results expected through the implementation of the measure?
- f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to integrate culture in national development policies and plans.

☞ *You can describe up to **six key measures**.*

4.b. Measures at the international level

Please describe the measures taken to integrate culture in regional / international development assistance frameworks, policies and programmes (including South-South cooperation) to support the emergence of dynamic creative sectors in developing countries through:

- *strengthening human and institutional capacities* for policy development and entrepreneurship through training, networking, exchange of information, etc.;
- *transfer of technology and expertise* in the areas of cultural industries and enterprises: needs analysis, access to new information and communication technologies, development of new platforms, etc.
- *financial support*: contribution to the IFCD, integration of the cultural sector within framework plans for official development assistance (ODA), facilitating access of the cultural industries to public and private funding, design of innovative financial mechanisms, etc.

✎ *For more information on the types of measures to be reported on, please refer to the Operational Guidelines on Article 14 (Cooperation for Development).*

The **key questions** to be addressed in this section are:

- a) Name of the measure
- b) What are the main objectives of the measure?
- c) What is the scope (local, national, regional level), nature (legislative, regulatory, financial, institutional) and main features of the measure?
- d) Does it specifically target individuals (e.g. women) and/or social groups as defined in Article 7 of the Convention as “persons belonging to minorities and indigenous peoples”?
- e) What are the results expected through the implementation of the measure?
- f) Which agency is responsible for its implementation and what financial resources have been allocated to implement the measure?
- g) Are non-governmental organisations and/or the private sector engaged in the implementation of the measure?
- h) Was this measure introduced or revised in order to:
 - Implement the provisions of the Convention?
 - Support/nurture policy discussion inspired by the Convention?
 - Other reasons unrelated to the Convention?
- i) Has the implementation of the measure been evaluated? If so, what were the main conclusions and which indicators were used to determine impact?

Please respond to the **key questions** (a) – (i) above in relation to the measures adopted to integrate culture in international development assistance.

*↪ You can describe up to **six key measures**.*

5. Awareness-raising and participation of civil society

For the purposes of this Convention, civil society means non-governmental organizations, non-profit organizations, professionals in the culture sector and associated sectors, groups that support the work of artists and cultural communities (see paragraph 3 of the Operational Guidelines on the 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.

Parties

The purpose of this sub-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:

- ↻ Promoting the objectives of the Convention through awareness-raising and other activities;
- ↻ Collecting data and sharing and exchanging information on measures to protect and promote the diversity of cultural expressions within their territories and at the international level;
- ↻ Developing policies while providing spaces where the ideas of civil society can be heard and discussed;
- ↻ Implementing Operational Guidelines, etc.

✦ *For more information on the types of measures to be reported on, please refer to Article 11 (Participation of Civil Society) and its corresponding Operational Guidelines.*

Civil society

This sub-section is designed to engage civil society in reporting on what they have done to implement the Convention as per their roles and responsibilities outlined in Article 11 of the Convention and its Operational Guidelines.

Civil Society may contribute to the reports with information on activities they are pursuing, such as:

- Promoting the objectives and principles of the Convention within their territories and in the international fora;
- Promoting ratification of the Convention and its implementation by governments;
- Bringing the concerns of citizens, associations and enterprises to public authorities, including those of vulnerable groups such as women and persons belonging to minorities;
- Contributing to the achievement of greater transparency and accountability in the governance of culture;
- Monitoring policy and programme implementation on measures to protect and promote the diversity of cultural expressions, etc;
- Building capacities in domains linked to the implementation of the Convention and carrying out data collection;
- Creating innovative partnerships with the public and private sectors and with civil society of other regions of the worlds.

Civil society may also wish to share information on:

- Activities they have planned for the next four years to implement the Convention;
- Main challenges encountered or foreseen and solutions found or envisaged to overcome those challenges, etc.

↘ *Please specify which civil society organizations contributed to this section of the report.*

6. Transversal issues and UNESCO priorities

Transversal issues

In this section, Parties report on the emerging transversal issue(s) identified by the governing bodies of the Convention for each reporting cycle. In doing so, they may be guided by **key questions** (a) – (i).

A resolution of the Conference of Parties will determine the transversal issue(s) to be reported on for each four-year reporting cycle.

UNESCO Global Priority: Gender Equality

Gender equality is UNESCO global priority for the 2014-2017 Programme and Budget period.

According to Article 7 of the Convention, Parties are encouraged to “pay due attention to the special circumstances and needs of women”. Such attention means adopting and implementing policies and measures designed to support women as creators and producers of cultural expressions, and as citizens participating in cultural life. In order to achieve this, an *integrated policy response* through legislative, regulatory and institutional measures may be required.

In this section, Parties describe at least one policy or measure adopted to promote gender equality in the cultural sector, and support women as creators, producers and beneficiaries of cultural expressions. In doing so, they may be guided by **key questions** (a) – (i).

UNESCO Operational Strategy for Youth

Empowering young people and promoting the participation of youth in the implementation of the Convention is in line with the UNESCO Operational Strategy 2014-2021 for Youth.

In this section, Parties describe at least one policy, measure or project to, for example:

- encourage the participation of youth as creators, producers and beneficiaries of cultural activities, goods and services;
- facilitate the involvement of youth and youth-led organizations and the integration of their concerns and needs in cultural policy-making processes;
- introduce new curricula or programmes in higher education and training institutions to build new skills required for the cultural and creative industries including entrepreneurial, management and technological skills;
- involve youth in collecting and disseminating information about the diversity of cultural expressions in their communities.

In doing so, they may be guided by **key questions** (a) – (i).

7. Achievements, challenges, solutions and next steps

In this section of the reports, Parties and other participating stakeholders share information on:

1. The main **results** achieved in implementing the Convention;
2. The main implementation **challenges** encountered or foreseen;
3. The **solutions** found or envisaged to overcome those challenges;
4. The **steps planned for the next four years** towards implementation of the Convention and priorities identified for that period.

R Please note that Parties having already submitted a quadrennial periodic report on the implementation of the Convention will describe the achievements, challenges and solutions within the timeframe of the past four years, i.e., since their previous report.

Complementary data, information and 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. Suggestions for where data can be found are provided below. All sources of data and the year of collection / publication are to be listed.

1. Economy and finance

When reporting data in this section, it is important to define the “cultural sector” for statistical purposes and apply that definition consistently. For guidelines, please refer to the 2009 UNESCO Framework for Cultural Statistics (FCS) at:

<http://www.uis.unesco.org/culture/Documents/framework-cultural-statistics-culture-2009-en.pdf>

1. 1. Total flows of cultural goods and services

Please refer to the definitions of cultural goods and services in the 2009 UNESCO Framework for Cultural Statistics which lists the *Harmonized Commodity Description and Coding System (HS)* and the *Extended Balance of Payments (EBOPS)* codes to be used when defining cultural goods and services. Additional information on cultural services statistics can be found in the *Manual on Statistics of International Trade in Services*, available at: <http://unstats.un.org/unsd/tradeserv/TFSITS/manual.htm>.

1. 1.a. Cultural Goods

- a) Exports in cultural goods (total in USD; year; source)
- b) Imports in cultural goods (total in USD; year; source)

1. 1.b. Cultural Services

- a) Exports in cultural services (total in USD; year; source)
- b) Imports in cultural services (total in USD; year; source)

1. 2. Contribution of cultural activities to Gross Domestic Product (GDP)

Please refer to the 2009 UNESCO Framework for Cultural Statistics (FCS) for the list of applicable cultural codes in the International Standard Industrial Classification (ISIC). Please indicate which methodology was used to calculate the share of culture in total GDP (value added, input/output, etc.).

- a) Total GDP (in USD; year; source)
- b) Share of cultural activities in GDP (in percentage; year; source)

1. 3. Government expenditure on culture

- a) Total government expenditure (in USD; year; source)
- b) Share of culture in government expenditure (in USD and as percentage of total government expenditure; year; source)

If Culture expenditure is not available, please use government expenditure on Recreation and Culture.

2. Books

- a) Number of published titles (year; source)
- b) Number of publishing companies (year; source):
 - Small size (1 to 20 titles per year)
 - Medium size (21 to 49 titles per year)
 - Large size (50 titles and above per year)
- c) Bookshops and sales
 - Bookstore chains (total number and sales in USD; year; source)
 - Independent book stores (total number and sales in USD; year; source)
 - Book stores in other retail structures, including department stores (total number and sales in USD; year; source)
 - Online retailers (total number and sales in USD; year; source)
- d) Translation flows: number of published translations (year; source)

3. Music

- a) Production: number of albums produced:
 - Physical format (year; source)
 - Digital format (year; source)
 - Independent (year; source)
 - Majors (year; source)
- b) Sales: total number of recorded music sales:
 - Physical format, broken down by CDs and other physical formats (year; source)
 - Digital format, broken down by Single Tracks and Digital Albums (year; source)

4. Media

For definitions and information on media statistics, please refer to the *UIS Guidebook of Broadcast and Newspaper Indicators* available at this address: <http://www.uis.unesco.org/Communication/Documents/tp10-media-indicators-2013-en.pdf>.

a) Broadcasting audience and share (year; source):

Programme type	Audience share	Type of ownership (Public, Private, community)	Type of access (Paid-free)
1st Channel			
2 nd Channel			
3rd Channel			
4th Channel			

b) Broadcasting media organizations (year; source):

Ownership	Number of domestic media organization providing			Total
	Radio channels only	Television channels only	Both radio and television channels	
Public				
Private				
Community				
Not specified				
Total				

c) Newspapers (year; source):

Publishing format*	Number of titles	
	Daily Newspapers	Non Daily Newspapers
Printed		
Free only		
Paid only		
Both free and paid		
Both Print and Online		
Free Only		
Paid Only		
Both free and paid		
Total		

* Excluding online newspapers only.

5. Connectivity, infrastructure, access

- Number of mobile telephone subscribers per 1000 inhabitants (year; source)
- Number of households with Internet access at home (year; source)
- Number of individuals using the Internet (year; source)

6. Cultural participation

Percentage of people participating in cultural activities at least one time during the past 12 months:

Cultural participation (in %)			
Activity	Female	Male	Total
Cinema			
Theatre (including cabaret, opera and puppet shows)			
Dance (including ballet)			
Live concert / musical performance			
Exhibition			
Total			

If available, please indicate the reasons for not attending cultural events at least one time during the past year:

Main reasons for non-participation (in %)			
Type	Female	Male	Total
Too expensive			
Lack of interest			
Lack of time			
Lack of information			
Too far away			

7. Additional clarifications

Please provide any additional explanations and clarifications as necessary.

Item 8 of the Agenda: Secretariat's report on the implementation of the International Fund for Cultural Diversity (IFCD)

Decision 8.IGC 8

The Committee,

1. *Having examined Document CE/14/8.IGC/8 and its Annexes;*
2. *Takes note of the total amount available in the IFCD of US\$ 1,086,323 on 30 June 2014 for the fifth funding cycle of the IFCD as set out in Annex II of document CE/14/8.IGC/10;*
3. *Also takes note of the comments and recommendations of the Panel of Experts;*
4. *Decides that the projects presented in Annex II and annexed to this decision will receive financial support from the IFCD;*
5. *Decides to issue a new call for funding requests in 2015 and dedicate for its purpose 70 per cent of the funds available on 30 June 2015;*
6. *Decides to credit back US\$ 81,850, which were initially allocated to the five projects of the 2010 funding cycle whose contracts were terminated and represent the unpaid balance of such contracts, to the IFCD;*
7. *Recognizes the progress of the overall implementation of the IOS recommendations and encourages the Secretariat to pursue its work on implementing the recommendations;*
8. *Takes note of the financial implications for the implementation of IOS recommendations in 2015 on the RBM framework and the knowledge management platform and requests Parties to provide extrabudgetary resources to fully implement these recommendations;*
9. *Requests the Secretariat to report to it on the implementation of the IFCD and the updated status of the implementation of the IOS recommendations at its ninth ordinary session;*
10. *Encourages Parties to support the reinforcement of the Secretariat by the appointment of an Associate Expert or a secondee to work on the implementation of the IFCD;*
11. *Invites the Conference of Parties at its fifth ordinary session to consider the most appropriate criteria for the allocation of funds from the IFCD, in particular, sustainability and need;*
12. *Invites Parties who have the means to support their own NGOs to refrain from submitting projects during the next cycle in light of the current financial status of the IFCD; and*
13. *Invites the Secretariat to present to the fifth ordinary session of the Conference of Parties a mechanism by which Parties could declare the amount they wish to voluntarily and regularly contribute to the IFCD.*

ANNEX Decision 8.IGC 8

Score / Points	Beneficiary countries / Pays bénéficiaires	Beneficiaries / Bénéficiaires	Project / Projet N°	Applicant / Demandeur	Title of project / Titre du projet	Funding request / Demande de financement (US\$)	Recommended amount / Montant recommandé (US\$)	Applicant's co-financing / Co-financement des demandeurs	Decision by the Committee / Décision par le Comité (US\$)
36	Cameroon, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Kenya, Malawi, Mozambique, United Republic of Tanzania	INGO	041	International Music Council	Empowering African youth to harness the potential of the music sector.	98,756	98,756	167,276	98,756
35	Cambodia	NGO	040	Phare Ponleu Selpak	Building a sustainable performing arts industry in Cambodia.	100,000	100,000	907,334	100,000
34	Serbia	NGO	131	Creative Economy Group	Strengthening local and regional institutional capacities to develop cultural industries policies in Serbia.	64,655	64,655	15,000	64,655
34	Chad	NGO	054	Réseau culturel et artistique pour la formation et la Francophonie - RECAF	"Emerging Youth": Strengthening sub-regional cooperation and promoting young talents in the African music sector.	90,643	57,007	9,000	57,007
33	Morocco	NGO	075	Association Racines	Developing an efficient policy for the promotion of cultural industries in Morocco.	98,400	98,400	102,000	98,400
32	Mexico	NGO	078	Germinalia A.C.	Promoting young people's participation in the book and music industries in Mexico.	100,000	100,000	106,900	100,000
32	Uruguay	Party	126	National Directorate of Culture, Ministry of Education and Culture	Fostering an active participation of vulnerable groups in the creative sector in Uruguay.	99,600	99,600	78,820	99,600
Total recommended amount / Montant total recommandé:							USD 618,418		

Item 9 of the Agenda: Report on the implementation of the IFCD fundraising strategy

Decision 8.IGC 9

The Committee,

1. *Having examined Document CE/14/8.IGC/9 and its Annex;*
2. *Decides to implement the activities outlined in Document CE/14/8.IGC/9 corresponding to phase two of the IFCD fundraising strategy;*
3. *Requests the Secretariat to pursue fundraising activities for 2015;*
4. *Decides to allocate US\$ 47,563 for the Secretariat to carry out the foreseen fundraising activities for 2015 from unassigned funds in the IFCD Special Account;*
5. *Requests the Secretariat to seek a professional company specialized in fundraising to implement the IFCD fundraising strategy, taking into consideration its debate; and*
6. *Also requests the Secretariat to prepare and submit to the fifth ordinary session of the Conference of Parties, and to its ninth ordinary session, a report on the implementation of the IFCD fundraising strategy.*

Item 10 of the Agenda: Use of the financial resources of the International Fund for Cultural Diversity (IFCD)

Decision 8.IGC 10

The Committee,

1. *Having examined Documents CE/14/8.IGC/8, CE/14/8.IGC/9 and CE/14/8.IGC/10 and their Annexes;*
2. *Recalls its Decisions 3.IGC 5, 4.IGC 10A, 5.IGC 6, 6.IGC 9 and 7.IGC 9;*
3. *Takes note of the financial statements of the IFCD for the period 1 January to 31 December 2013 and 1 January to 30 June 2014 as set out in Annex I;*
4. *Having examined the provisional draft budget for 2015 set out in Annex II;*
5. *Adopts the budget for 2015 as set out in Annex II;*
6. *Requests the Secretariat to submit to it, at its ninth ordinary session, a detailed report on the use of the IFCD financial resources and to provide information on the cost recovery reattributed to the Secretariat of the Convention;*
7. *Requests the Director-General to launch in 2015 a new appeal to all Convention stakeholders for contributions;*
8. *Thanks all the contributors that have supported the IFCD since its last ordinary session and encourages Parties to consider the possibility of supporting the IFCD by providing regular voluntary contribution equivalent to at least 1 per cent of their total contribution to UNESCO; and*
9. *Requests the Director-General to invite the Executive Board to review the Programme Support Costs for the IFCD, taking into account the work done by the Convention's Secretariat to raise and manage the funds for the IFCD.*

Item 11 of the Agenda: Preferential treatment and International consultation and coordination: report on the implementation and impact of Articles 16 and 21 of the Convention

Decision 8.IGC 11

The Committee,

1. *Having examined Document CE/14/8.IGC/11 and its Annexes;*
2. *Recalling Resolutions 3.CP 11 and 4.CP 11 of the Conference of Parties, and its Decisions 5.IGC 8, 6.IGC 11 and 7.IGC 12;*
3. *Takes note of information provided on the implementation and impact of Articles 16 and 21 of the Convention as presented in Annex III;*
4. *Requests the Secretariat to update the report in Annex III, taking into account the debate that occurred during this session, and report to the fifth ordinary session of the Conference of Parties;*
5. *Also requests the Secretariat to actively consult Parties, international organizations and civil society on a biennial basis in order to collect and analyze information on the implementation and impact of Articles 16 and 21, and to continue to develop the online platform and database by adding Article 16;*
6. *Requests the Secretariat to reschedule the exchange session planned in December 2014 on the implementation and impact of Articles 16 and 21 between economists, trade experts and Parties, with the involvement of civil society, and to organize it before the fifth ordinary session of the Conference of Parties in June 2015;*
7. *Requests the Secretariat to develop training modules on the implementation of Articles 16 and 21 as part of its work based on the Global Capacity-Building Strategy; and*
8. *Calls on the Parties to support the work of the Secretariat, including on the online platform and database, by providing extrabudgetary resources.*

Item 12 of the Agenda: Current state and action to address the challenges posed by digitisation**Decision 8.IGC 12**

The Committee,

1. *Referring to Resolution 4.CP 13, paragraph 6 of the Conference of the Parties, as well as its Decisions 6.IGC 17, paragraph 5, 7.IGC 5, paragraph 7, and 7.IGC 13, paragraphs 3 and 7;*
2. *Having reviewed Document CE/14/8.IGC/12 and its Annexes and Document CE/14/8.IGC/INF.5;*
3. *Considering the importance of continuing and contributing to the reflection on the challenges and opportunities presented by digital issues in connection with the implementation of the Convention, as well as their impact on the diversity of cultural expressions;*
4. *Recalls the work of the Secretariat in 2013 and 2014 on digital issues in the framework of the analysis of periodic reports, the implementation of the IFCD, and the implementation and impact of Articles 16 et 21;*
5. *Takes note that the Parties, in the framework of digital issues, have given priority to examining its impact on public policies and measures relating to cultural industries;*
6. *Keeping in mind the numerous events announced by the Parties dedicated to the impact of digital issues on the implementation of the Convention that will take place in 2015 during the celebration of its 10th anniversary;*
7. *Requests the Secretariat to continue its work on this theme through the analysis of quadrennial periodic reports and to share this information in the framework of the analytical report it produces biennially as well as in the framework of the report on Articles 16 and 21;*
8. *Requests the Secretariat to submit to the fifth ordinary session of the Conference of Parties a document covering all the work undertaken on digital issues in the framework of the Convention as well as the summary of its debates;*
9. *Further requests the Secretariat to continue its cooperation in this field with other relevant international organizations, experts and civil society, and to keep it informed;*
10. *Requests the Secretariat to add the challenges related to the implementation of the Convention in the digital age to the agenda of the exchange session scheduled to take place in the margins of the fifth ordinary session of the Conference of Parties on Articles 16 and 21; and*
11. *Submits to the fifth ordinary session of the Conference of Parties, the proposal to mandate the Committee, in consultation with the Parties, to prepare, at its ninth ordinary session, draft Operational Guidelines on digital issues and the diversity of cultural expressions that will take into account, in particular, international cooperation.*

Item 13 of the Agenda: Initiative to increase the visibility of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions

Decision 8.IGC 13

Following the request of Canada to withdraw its draft decision, this Item does not have a decision.

Item 14 of the Agenda: Report of the Committee on its activities and decisions to the Conference of Parties

Decision 8.IGC 14

The Committee,

1. *Having examined document CE/14/8.IGC/14REV and its Annex;*
2. *Adopts the report on its activities and decisions since the fourth ordinary session of the Conference of Parties; and*
3. *Submits the report to the fifth ordinary session of the Conference of Parties.*

Item 15 of the Agenda: Date of the next session of the Committee

Decision 8.IGC 15

The Committee,

Decides to convene its ninth ordinary session at UNESCO Headquarters in Paris from 14 to 16 December 2015.

Item 16 of the Agenda: Election of the members of the Bureau of the ninth ordinary session of the Committee

Decision 8.IGC 16

The Committee,

1. *Decides to suspend the application of Rule 12.1 of its Rules of Procedure in order to elect the Chairperson of the Committee and one of the Vice-Chairpersons;*
2. *Elects Eva Nowotny (Austria) as Chairperson of the Committee;*
3. *Elects Mariella Crosta (Uruguay) as Rapporteur of the Committee; and*
4. *Elects Australia, Ethiopia, Lithuania and Tunisia as Vice-Chairpersons of the Committee.*

Item 17 of the Agenda: Other business

Decision 8.IGC 17

The Committee,

1. *Considering its debates at its eighth ordinary session regarding the visibility of the Convention;*
2. *Recommends to the Conference of Parties that it include the issue of the visibility of the Convention on the agenda of its fifth ordinary session;*
3. *Requests the Secretariat to summarize all relevant information such as strategies, communication and fundraising and past discussions on the emblem in order for the Conference of Parties to base their discussions thereon; and*
4. *Invites all Parties and civil society organizations to communicate to the Secretariat information on events they are planning to organize in 2015 to celebrate the 10th anniversary of the Convention.*