

MINUTES of the 2nd meeting of the ICH NGO Forum Steering Committee

Skype meeting, 22 January 2020, 15–17 (Paris time)

Present: Jorge Gustavo Caicedo, Naila Ceribašić, Dong Hwan Choi, Butholezwe Kgosi Nyathi, Kaloyan Nikolov, Meg Nömgård

Absent: Reme Sakr (excused because her class lasted longer than planned)

Gabriele Desiderio joined on agenda items 1-4.d.

Agenda:

1. Welcome, opening of the meeting
2. Adoption of agenda
3. Approval of minutes of the 1st meeting of the Steering Committee
4. Current issues
 - 4.a. Publication of the Newsletter
 - 4.b. Updating the structure and information available at ICH NGO Forum website
 - 4.c. Information to all accredited NGOs on the ICH NGO Forum pre-14.COM and 14.COM activities (summaries and reports of all sessions)
 - 4.d. New logo of the Forum
 - 4.e. Information to all accredited NGOs on the adopted Bylaws and Code of conduct
 - 4.f. Proposal of the Working Group on Gender and Intellectual Property Rights
5. Preparation of programme for 8.GA
6. Preparation of programme for 15.COM
7. Financial matters
 - 7.a. Financial report
 - 7.b. A new ICH NGO Forum account
8. Follow-up on each member responsibilities
9. Other business
10. Next meeting
11. Closing of the meeting

1. Welcome, opening of the meeting

Meg Nömgård opened and chaired the meeting. Due to technical issues, and moving from Skype to Zoom and back to Skype, it started at 15:30.

2. Adoption of agenda

The agenda was adopted.

3. Approval of minutes of the 1st meeting of the Steering Committee

The minutes were approved. Naila Ceribašić will send them tomorrow to Gabriele Desiderio, who will publish them at the Forum's website. The same procedure will apply to further meetings and their minutes.

4. Current issues

4.a. Publication of the Newsletter

The Committee discussed the number of Newsletters planned for 2020, the ways to increase their visibility and their publication in both English and French. It was decided to publish three Newsletters during the 2020 – first in early February, focused on the Forum’s activities in Bogotá, second in June after the GA, and third in November before 15.COM. Naila Ceribašić will be in charge of preparing material in English, Dong Hwan Choi for translations to French, Butholezwe Kgosi Nyathi in collaboration with Gabriele Desiderio for their editing and layout for the Newsletters, and Kaloyan Nikolov for photos. Related to agenda item 4.b., Butholezwe Kgosi Nyathi will also work on increasing the visibility of Newsletter.

4.b. Updating the structure and information available at ICH NGO Forum website

Butholezwe Kgosi Nyathi and Kaloyan Nikolov will work on this matter in close collaboration with Gabriele Desiderio. Information will be received from members of the Committee who are in charge of specific matters. Gabriele will authorize Butholezwe as co-editor of the Forum’s Facebook page.

Until Friday, 24 January, all members of the Committee should send to Gabriele their photos and short biographies (up to 200 words) to be published on the Forum’s website.

4.c. Information to all accredited NGOs on the ICH NGO Forum pre-14.COM and 14.COM activities (summaries and reports of all sessions)

Naila Ceribašić sent a letter to all chairs/moderators/facilitators of the sessions who did not submit their reports already in Bogotá. Only two of them responded until the deadline of 19 January. Therefore, she will once again send a reminder with the deadline of 31 January. Afterwards, all summaries and received reports will be included in the Newsletter, and send to all accredited NGOs together with the information concerning the adoption of the Bylaws and the Code of Conduct.

4.d. New logo of the Forum

In order to include French version of the Forum’s name in its logo, the Committee contacted Gabriele Desiderio, who created several options. One of them was selected by the Committee as the new official logo of the Forum, along with the other one that is only in English (and includes the text “Intangible Cultural Heritage and Civil Society”), which will be revised in due time to also include French. A new English-French logo will be used for all official texts and communication. Gabriele Desiderio will send to all members of the Committee a version in high resolution. He will also place new logo visibly on the Forum’s website.

4.e. Information to all accredited NGOs on the adopted Bylaws and Code of conduct

According to art. 5 of the adopted Bylaws, “any NGO accredited to the Convention shall be considered a member of the ICH NGO Forum after being informed in this regard, unless it declines membership in the ICH NGO Forum.” Therefore the Committee has to inform all accredited NGOs about the adoption of these two

statutory documents, including the information about their status of member NGOs. The Committee discussed whether a more formal endorsement and/or consent to the Bylaws should be requested, whether it should be directed only to newly-accredited or all accredited NGOs, as well as advantages and disadvantages of such a request. It was decided to stick to the stipulation from art. 5 of the Bylaws. However, with further strengthening of the Forum, the Committee may propose to the General Assembly – perhaps already to the next GA to be held during 15.COM – a revision of the art. 5 of the Bylaws towards a more formal approval of membership in the Forum.

The information on the adopted Bylaws and Code of conduct, including the information related to art. 5, will be sent to all accredited NGOs in (early) February, together with summaries and reports of all sessions held in Bogotá, and a request to update information relating to their activities which is available at the Forum's website.

4.f. Proposal of the Working Group on Gender and Intellectual Property Rights

The Working Group on Gender and Intellectual Property Rights reported on its very ambitious plan for 2020 that the members of the Group agreed upon in Bogotá. It relates to the organization of a symposium or a workshop to be held in Mexico in collaboration with the Steering Committee, and/or a publication within the *#HeritageAlive* series. The Committee decided that Jorge Gustavo Caicedo will contact the chair of the Working Group to clarify the plan and its feasibility. He will inform the Committee about the outcomes at the next meeting.

5. Preparation of programme for 8.GA

Due to a lack of time, this agenda item will be addressed at the next meeting.

6. Preparation of programme for 15.COM

Due to a lack of time, this agenda item will be addressed at the next meeting.

7. Financial matters

7.a. Financial report

It has appeared that the financial document related to the operation of the Committee's account in France was, by mistake, not signed by all members of the Committee. Consequently, the account may not be used and/or closed until Caicedo, Nyathi and Sakr co-sign the document. This will be done when we meet in June 2020 at GA in Paris.

7.b. A new ICH NGO Forum account

As agreed upon in Bogotá, Kaloyan Nikolov examined the frame of operation of wallet companies (such as ravolut.com, vialet.eu, and others), which provide bank accounts in virtual space. This could be a way to overcome problems of accessibility and unnecessary expenses that the Committee has encountered with its current bank account which is located in France. Nikolov will send links to relevant information to all members of the Committee.

8. Follow-up on each member responsibilities

Due to a lack of time, this agenda item will be addressed at the next meeting.

9. Other business

No other business was raised.

10. Next meeting

The Committee agreed upon a regular rhythm of its meetings. They will be held on first Wednesday of a month, from 15 to circa 17, Paris time. Jorge Gustavo Caicedo will solve all possible technical difficulties in advance, so that meetings can start at exactly 3 p.m., Paris time. He will also serve as a technical organizer of the meetings. The next meeting is scheduled for Wednesday, 5 February, 15-17, Paris time.

11. Closing of the meeting

Meg Nömgård thanked all the members and closed the meeting at 17:10.

Minutes drafted by Naila Ceribašić on 23 January 2020; approved by the Steering Committee on 5 February 2020, followed by their publication on the ICH NGO Forum website; translation into French made by Dong Hwan Choi.